



State of South Carolina

Department of Social Services

Work Aid 1.12.1: Utilizing SSBG Additional Funding at the County Level

Supplemental to DSS Policy: *Use of SSBG Funds for Additional Support Services Chapter 1.12*

A. General Requirements for Authorizing SSBG Additional Fund Requests	1. Child Welfare Services (CWS) staff shall submit all requests utilizing DSS Form 1102 Request for County Emergency Payment. 2. All requests must be approved by the authorizing official. The authorizing official is the County Director, or their designee, prior to submission to the Financial Services division. 3. All requests must be submitted to the appropriate representative of Financial Services in a timely manner to receive reimbursement.
B. Preparing Documents for Request	1. Once a need has been identified by DSS staff, and it has been determined that SSBG funds are an appropriate source of payment, the staff member may begin the process to request the use of SSBG Additional Funds through DSS Form 1102. 2. CWS staff shall complete the required forms and obtain relevant approval signatures prior to submitting. 3. Failing to complete required forms may result in a delay of reimbursement. 4. Preparing the Request Form: a. Please identify the following items prior to approval by the County Director, or the designee: i. Client Name ii. Case Number or Client ID iii. Payee information to include name and address iv. Type of payment v. Acumatica Accounting information to include: 1. Subaccount 2. Amount of expenditure vi. Justification for the expenditure which may include copies of invoices, bills, or other items that describe the expenditure(s) and the amount requested

	vii. Preparer's information viii. Authorizing Official's information 5. Once all the required information has been inputted into the request form: - Obtain the authorizing official's signature - Email the completed form, including relevant signatures, to the county office's business manager. - For support filling out DSS Form 1102, please email acumatica_assist@dss.sc.gov
C. Compliance	- All requests for funds must adhere to the applicable program area's policies, procedures, and programmatic requirements. - Please refer to the individual program area's documents to ensure compliance – i.e. Adoptions, Foster Care, etc. - Use of SSBG Additional Funds should only occur when all other funding avenues have been explored or exhausted. SSBG Additional Funds should be considered a "payer of last resort". - Financial Services must approve all requests to ensure adherence to statutory requirements.