



**Training/Communication Plan:** DHS Communication and website will be used to notify personnel of the policy and procedures. Financial Services will provide training on an as needed basis.

**Local/Branch Action Required:** Contract administrators and program managers will consult with their appropriate program support manager.

**Central Office Action Required:** Contract administrators and program support managers will ensure staff responsible for receiving, expending, or administering federal financial assistance adheres to the policy and corresponding procedures.

Program support managers will respond to questions or concerns and review annually applicable state and federal regulations.

Financial Services will make final determination of a subrecipient or vendor relationship.

**Field/Stakeholder review:**      Yes      No

**If yes, reviewed by:** Jim Scherzinger, Shawn Jacobsen, John Swanson, Jeremy Emerson, Heidi Williams, Wayne Herli, Aaron Karjala, Jeanette Jordan, Dave Baker, Tom McClanahan, and Julie Strauss.

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://dhs.state.or.us/policy/admin/>

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	Shawn Jacobsen		
<b>Phone:</b>	503-945-6869	<b>Fax:</b>	503-947-5226
<b>E-mail:</b>	<a href="mailto:Shawn.jacobsen@state.or.us">Shawn.jacobsen@state.or.us</a>		