

	<p align="center"><b>Department of Human Services Online Directives Information System</b></p>	<p><b>Index:</b></p> <p><b>Revised:</b></p> <p><b>Next Review:</b></p>	<p><b>POL 1226</b></p> <p><b>04/03/2019</b></p> <p><b>04/03/2021</b></p>
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**Subject: Cost Allocation Plan (CAP)**

**POLICY**

The policy of the Department of Human Services (DHS) is to develop, document, publish and implement its Cost Allocation Plan (CAP) to assign costs to Federal awards and other benefiting programs.

**A. Authority**

The Office of Management and Budget’s Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200. United States Department of Health and Human Services regulations applicable to public assistance agencies.

**B. References**

Electronic Code of Federal Regulations  
<http://www.ecfr.gov>

**C. Applicability**

This policy is applicable to all divisions and offices of DHS.

**D. Definitions**

**DHS Cost Allocation Plan** is a detailed narrative of the methods and procedures the agency use to allocate costs to various programs.

**E. Responsibilities**

The Director of the DHS Office of Financial Services (OFS) is responsible for issuing and updating procedures to implement this policy.

**F. History**

DHS has published the Cost Allocation Plan since the creation of the department. Random moment sampling has been utilized by DHS as a basis for the allocation of indirect costs since 1974. This is a new policy for inclusion in this publication.

**G. Evaluation**

The outcomes of this policy are evaluated by the Georgia Department of Audits, and by representatives of federal agencies as they perform financial management reviews.