



**Department of Human Services
Online Directives Information System**

Index:

POL 1200

Revised:

04/08/2019

Next Review:

04/08/2021

Pages:

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SUBJECT: Uniform Accounting System

OVERVIEW

The Uniform Accounting System (UAS) is used to facilitate the funding for major Georgia Department of Human Services (DHS) and the Division of Family & Children Services (DFCS) programs such as Foster Care, Adoptions Assistance, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF). UAS is a software interface which transmits and translates financial data from the Division of Family and Children Services (DFCS) field accounting system (SMILE) to the state's accounting system (TeamWorks). UAS facilitates accurate and timely reimbursement of Monthly Income and Expense Reports (MIERs) within specified budget parameters. In addition, UAS ensures all transactions are appropriately recorded into the TeamWorks' Accounts Payable module.

UAS is maintained and serviced by the DHS Office of Information Technology (OIT).

POLICY

DHS and DFCS must utilize the Uniform Accounting System to comply with state of Georgia and Federal rules and regulations to be eligible for grant funding.

DHS must comply with OIT Information Security and Support Policies.

A. Authority

1. United States Department of Commerce National Institute for Standards and Technology (NIST) Special Publication 800-53 Recommended Security Controls for Federal Information Systems Revision 3, Operational Controls, Maintenance Control Family, August 2009.
2. Federal and State regulations and guidelines pertaining to administration, control and compliance of affected Division of Family and Children Services (DFCS) programs, including but not limited to SNAP, Foster Care, TANF, Adoptions Assistance and Child Welfare.
3. Office of Information Technology (OIT) Policy 1900, System Maintenance Policy
4. OIT Policy 1910, Information Systems Services and Support Policy. Department of Human Services Online Directives Information System Index: Effective: Review: POL1200 08/14/2015 11/14/2017 Aging Services | Child Support Services | Family & Children Services an Equal Opportunity Employer

- O.C.G.A 16-9-90 to 16-9-94, "Georgia Computer Systems Protection Act." 6.
O.C.G.A.50-25-1 Georgia Technology Authority "Enterprise Information Security Policy"
5. O.C.G.A 16-9-90 to 16-9-94, "Georgia Computer Systems Protection Act."
 6. O.C.G.A.50-25-1 Georgia Technology Authority "Enterprise Information Security Policy"

B. References

None

C. Applicability

Georgia Department of Human Services

D. Definitions

Please refer to the Information Security Glossary and the DFCS Manual and Policies related to field programs, services, human resources and administration

E. Responsibilities

Each DFCS program and the OIT Special Projects Section are responsible for generating procedures as needed to implement their policies. All procedures must adhere to the applicable standards and guidelines.

F. History

None