



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

**Index:
Revised:
Next Review:**

**POL 1200
08/28/2019
08/29/2021**

SUBJECT: Uniform Accounting System (UAS)

POLICY:

It is the policy of the Georgia Department of Human Services (DHS) and the Division of Family and Children Services (DFCS) to utilize the Uniform Accounting System to comply with state of Georgia and federal rules and regulations to be eligible for grant funding. DHS and DFCS must also comply with the DHS Office of Information Technology (OIT) Information Security and Support Policies.

A. Authority

- 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.
- 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.
- Office of Information Technology (OIT) Policy 1900, System Maintenance Policy
- OIT Policy 1910, Information Systems Services and Support Policy. Department of Human Services Online Directives Information System Index:
- O.C.G.A 16-9-90 to 16-9-94, "Georgia Computer Systems Protection Act."
- O.C.G.A.50-25-1 Georgia Technology Authority "Enterprise Information Security Policy"
- O.C.G.A 16-9-90 to 16-9-94, "Georgia Computer Systems Protection Act."
- O.C.G.A.50-25-1 Georgia Technology Authority "Enterprise Information Security Policy" B.

B. References

The DFCS Field Fiscal Services Manual presents all terms, procedures and guidance for the use of UAS. <http://ffs.dhs.ga.gov/ffs/index.php>

C. Applicability

To the Georgia Department of Human Services (DHS) and the Division of Family and Children Services (DFCS).

D. Definitions

- 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 for DFCS field operations.
- 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).

E. Responsibilities

Each DFCS program and the OIT Special Projects Section are responsible for generating procedures required to implement this policy.

F. History

None

G. Evaluation

The effectiveness of this policy is evaluated by the Georgia Department of Audits annually and by representatives of federal agencies as they perform financial management reviews.