


Inter-Office Memorandum  
Mississippi Department of Human Services  
Office of the Executive Director

**TO:** Director , Division of Aging and Adult Services  
Director, Office for Children and Youth  
Director, Division of Community Services  
Director, Division of Economic Assistance  
Director, Division of Family and Children's Services  
Director, Division of Social Services and Grants  
Director, Division of Youth Services  
Director, Budgets and Accounting  
Director, Division of Human Resources  
Director, Division of Management Information Systems  
Director, Program Integrity  
Director, Division of Child Support  
Director, Division of Youth Services

**RECEIVED**  
**OCT 19 2005**  
DIVISION OF PROGRAM INTEGRITY

  
**From:** Donald R. Taylor  
Executive Director

**Date:** October 18, 2005

**Subject:** Addendum to the MDHS Sub-Grantee/Contract Manual

Attached is an addendum to the MDHS Sub-Grantee / Contract Manual. Effective immediately, this addendum will be incorporated into all MDHS grants, sub-grants and contracts that require adherence to the MDHS Sub-Grantee/Contract Manual. The Division of Program Integrity will insure this change is incorporated into the next revision of the manual.

Additionally, you are reminded that all grants, sub-grants and contracts requiring adherence to the manual, must reference the requirement within the contract. Each division head should insure these requirements are met, prior to submitting to this office for review and approval.

Should there be a need to discuss this addendum, please call Gerald Tomasovsky, Administrator, procurement and Asset Management at 9-4993.

Attachments:

GLT/glt

# Addendum #1

## Mississippi Department of Human Services

Sub-Grantee / Contract Manual Dated: March 2005

Subject of Addendum:

The purpose of this addendum is to clarify definitions and accountability of assets and property that are purchased within the parameters, administration and clauses of a contract, subcontract or grant funded through MDHS.

Effective Date for Implementation: Immediately on receipt  
To be distributed to all MDHS Division Heads and all current sub-contractors. All recipients will acknowledge receipt in writing with the date received annotated.

Addendum/ Amendment:

### Section 2, Page 4:

Currently reads: Commodities Budget category that includes various supplies, goods, merchandise, furniture, and equipment of every kind, and other tangible and personal property purchased by subgrantees having an initial cost of less than \$500.00..( see exceptions to this rule in the Inventory Management section of this manual)

Change to: Commodities Budget category that include various supplies, goods, merchandise, furniture and equipment of every kind, and other personal property purchased by a sub-grantee or lower tier sub recipient having a unit cost of less than \$500.00. All items costing less than \$500.00 with a useful life of one year or more are not required to be placed on inventory, excluding specialty items. However, they are required to have an agency "Property of MDHS" sticker applied. (Specialty items listed in the Inventory Management section of his manual)

### Section 2, Page 5 :

Currently Reads: Equipment Tangible property of a -----

Change to: Equipment / Reportable Property Tangible property of a ---Definition

does not change----

Section 7, Page 1:

Currently reads:

**Overview**

Uniform standards on inventory management will ensure the effective use -----

Change to:

**Overview**

Uniform standards on inventory will insure the effective use and control of sub-grantee property under the jurisdiction of the Mississippi Department of Human Services. Property inventory management is applicable to all non-expendable equipment and property having a useful life of one year or more, and having a unit acquisition cost of \$500.00 or more must be tagged and placed on inventory. Other specific items listed in this chapter are required to be placed on MDHS's inventory regardless of price. Items with a useful life of one year or more with a unit cost less than \$500.00 are not required to be placed on inventory. However they are required to have an agency "Property of MDHS" sticker applied. It will be the responsibility of the MDHS Funding Division to insure proper reporting of all equipment and property is forwarded to the MDHS Office of Property.