

**Mississippi Department of Human Services
SUBGRANTEE MANUAL**

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INTRODUCTION

The *Subgrantee Manual* has been prepared to provide uniform procedures and guidance for the administration of subgrants awarded by the Mississippi Department of Human Services (MDHS). The manual serves a three-fold purpose:

- (1) to ensure subgrantee funds are used for the purposes for which they were awarded;
- (2) to safeguard public monies to the greatest extent possible; and
- (3) to provide guidance to subgrantees in establishing sound business accounting procedures.

NOTE: Revisions to the *Subgrantee Manual* are subject to amendment as deemed necessary. Subgrantees should not accept any amendment to the content of the Subgrantee Manual without a written authorization from the MDHS Executive Director and/or designee.

The true measure of an organization's administrative effectiveness and efficiency is how it assures accountability of its resources. MDHS is driven by the desire to be a good steward of the programs and services funded by taxpayer monies for the citizens of Mississippi.

ALL MDHS SUBGRANTEES AND ANY LOWER-TIER SUBRECIPIENTS ARE REQUIRED TO COMPLY WITH THE DIRECTIVES SET OUT IN THIS MANUAL.