

DHHS POLICIES AND PROCEDURES

Section IV:	General Administration
Title:	Subrecipient Monitoring Manual
Chapter:	Special Tests and Provisions
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Special Tests and Provisions

The specific requirements for Special Tests and Provisions are unique to each federal and state program and are found in the laws, regulations, and the provisions of contract or grant agreements pertaining to the program. For programs listed in the annual State Compliance Supplement, the compliance supplements specify the criteria for Special Tests and Provisions. For programs not listed in the supplement, the monitor should review the program's contract and grant agreements and referenced laws and regulations to identify the compliance requirements and develop the monitoring procedures for Special Tests and Provisions. Additionally, for both programs included and not included in the supplement, the monitor should identify any additional compliance requirements that are not based in law or regulation, e.g., actions that were agreed to as part of the audit resolution of prior audit findings or in corrective action plans to remedy of issues identified as a result of monitoring reviews.

Suggested Monitoring Procedures:

Special tests and provisions will either relate to fiscal or programmatic issues, or both. The monitor should identify monitoring procedures at the appropriate risk level using other fiscal or programmatic requirements as a guide. For example, the work first program has special tests and provisions related to cooperating with Child Support Enforcement and a penalty for refusal to work. These special tests are, in fact, additional eligibility and benefit calculation criteria and should be monitored in accordance with the eligibility procedures.

Documentation

Monitoring Tool/Instrument
Working Papers
Summaries
Monitoring Results Report

For questions or clarification on any of the information contained in this policy, please contact [Office of the Controller](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).