



**PROCEDURES FOR NOTIFYING TREASURY OF A CHANGE IN THE
AUTHORIZED STATE OFFICIAL AND DELEGATIONS OF AUTHORITY**

Effective January 1, 2015

A Participating State must provide Treasury with written notification of a change in the Authorized State Official. As stated in Section 1.1 of the Allocation Agreement, the “Authorized State Official” is the Participating State official having oversight responsibility for the Approved State Program. To notify Treasury of a change in the Authorized State Official, the Participating State must submit the following:

- A letter signed by either the outgoing, new, or acting/interim Authorized State Official that includes: 1) The effective date of the change; and 2) The name, title, telephone number, and email address for the new or acting/interim Authorized State Official.

The notification must be submitted on the letterhead of the agency or organization that is responsible for the implementation of the Participating State’s Approved State Programs as designated in the Allocation Agreement under Section 5.1- Designation of Eligible Organization.

The Participating State may email the signed letter to SSBCIAgreements@treasury.gov rather than sending via first class mail or fax.

*A change in the Authorized State Official that resulted from a change in the identity of the implementing agency or organization identified in Section 5.1 of the Allocation Agreement will be processed as a modification request from the Participating State. The Participating State must follow the guidance in the “**Procedures for Requesting Modifications to the Allocation Agreement**” to request Treasury’s approval.*

A Participating State may delegate one or more officials to act on behalf of the Authorized State Official. To inform Treasury of delegations of authority, the Participating State must submit written notification on agency letterhead that is signed by the Authorized State Official or the chief executive of the Participating State. The notification of delegation of authority must include:

- The scope of the delegation including any specific signatory authority
- The name, title, telephone number, and email address for each official who has been delegated authority.
- The effective date of the delegation or the period the delegation is valid

The notification should also include references to any applicable laws and statutes of the Participating State that permits the delegation of authority.

The Participating State may email the signed delegation of authority to SSBCIAgreements@treasury.gov.