

**RULES  
OF  
TENNESSEE DEPARTMENT OF HUMAN SERVICES  
TENNESSEE BUSINESS ENTERPRISES**

**CHAPTER 1240-6-15  
AGENCY'S DUTIES AND OBLIGATIONS**

- 1240-6-15-.01 Agency Compliance with Legal Requirements  
1240-6-15-.02 Agency's Responsibilities to Provide  
Information and Program Reporting Forms  
to All Managers

**1240-6-15-.01 AGENCY COMPLIANCE WITH LEGAL REQUIREMENTS.**

- (1) The Agency shall administer TBE in strict accordance with 20 U.S.C. § 107 et seq., T.C.A. § 71-4-501 et seq., these rules, and the provisions of the Operations Manual.
- (2) Any suggested changes proposed by the Agency or the Committee regarding these rules or the provisions of the Operations Manual must be provided to the other at least twenty-one (21) days prior to any negotiating session scheduled for the purpose of considering any revisions.
- (3) The Agency shall identify to the Committee the financial needs of TBE at the beginning of each fiscal year, and provide all information necessary in order to allow the Committee to make an informed judgment regarding the use of vending machine income. The Committee shall consider the needs identified by the Agency and make its recommendations to the Agency in sufficient time to be considered in the budgetary process. In reviewing the Committee's recommendations, the Agency shall assure that a minimum of fifty percent (50%) of the total vending machine income received pursuant to T.C.A. § 71-4-504 shall be allocated for the health insurance and/or retirement program.

**Authority:** T.C.A §§ 4-5-201 et seq., 71-1-105(12), 71-4-503, 71-4-504, 71-4-508, and 71-4-604; 34 C.F.R. § 395. 34. **Administrative History:** Original rule filed April 8, 2005; effective June 22, 2005.

**1240-6-15-.02 AGENCY'S RESPONSIBILITIES TO PROVIDE INFORMATION AND PROGRAM REPORTING FORMS TO ALL MANAGERS.**

- (1) The Agency shall provide to each licensed manager a copy of these rules and regulations and a copy of the Operations Manual. These shall be provided in an accessible format if requested by the manager.
- (2) The Agency must provide any information regarding the operation of TBE requested by any manager if the disclosure of such information does not violate professional ethics or infringe upon the right to confidentiality of any staff member or any other manager.
- (3) The Agency must provide to all managers the reporting forms necessary to comply with TBE rules, policies and procedures. No changes or additions to reporting forms may be adopted by the Agency without first submitting recommendations to and seeking the approval of the Committee.

**Authority:** T.C.A §§ 4-5-201 et seq., 71-1-105(12), 71-4-503, 71-4-508, and 71-4-604; 34 C.F.R. § 395. **Administrative History:** Original rule filed April 8, 2005; effective June 22, 2005.