

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 1, 2004

MEMORANDUM

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS AND
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: DOCUMENTATION FOR PAYMENTS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to instruct staff on the appropriate documentation required for payment authorizations. In addition, this memorandum will provide information with regards to the storage of payments. This is necessary due to inconsistencies revealed through the state's single fiscal audit. These changes are effective immediately.

Documentation

Payments for service(s) can not be authorized without an invoice. Invoices must clearly document the service provider, the date the service was delivered, the type of service that was delivered, and the amount owed for the service. CS65s are not considered an invoice. Some type of statement from the provider, containing the information described, must be attached to all CS65s. Any CS65s submitted to State Office for data entry which do not have an invoice attached will be returned to the local office.

Service Eligibility & Authorization System (SEAS) vendor invoices, CS-65A, do not require additional information from the provider. The CS-65A is an invoice and meets all necessary requirements.

Typically an invoice is a bill from the provider containing the information detailed above. This would include handwritten statements from foster or adoptive parents for reimbursement for mileage etc. However, there may be instances where some other type of documentation serves as the invoice. For example, documentation of contracted case management services can be found in the case narratives which are submitted on a monthly basis with a completed CS-65.

Storage

The original or a copy of the CS-65 with the attached invoice must be stored in the family or child's record.

As CS-65As frequently involve services to multiple children and families, these payments can be stored in a centralized location within the local office.

CS-65s and CS-65As must be stored for five years. When space is of a concern, payments can be archived. Payments can not be archived at random. There must be a system in place to identify which payments have been archived.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff, including those individuals identified as Payment Designees.
2. Effective immediately, all CS-65s must have an attached invoice before payments can be authorized.
3. Effective immediately, payments must be stored for 5 years.
4. All questions should be cleared through normal supervisory channels.

FMS/LH