

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 6, 2009

What's Inside:

**Legacy Common
Vendor Area Screen
Changes**

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,
AND CHILDREN'S DIVISION STAFF AND ALL FAMILY
SUPPORT DIVISION REGIONAL AND COUNTY STAFF

FROM: CELESTA HARTGRAVES, ACTING DIRECTOR
CHILDREN'S DIVISION
VALERIE DAVIS, ACTING DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: LEGACY COMMON VENDOR AREA SCREEN CHANGES
FOR DEPARTMENTAL VENDOR NUMBER ASSIGNMENT

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

DISCUSSION:

This memorandum outlines changes in the Legacy Common Vendor Area for assigning of Departmental Vendor Numbers (DVN) and updating vendor information of providers doing business with the Department of Social Services (DSS). This change will affect all DVNs assigned by DSS and Department of Health and Senior Services (DHSS) staff.

Vendor numbers are assigned to providers through the DSS Legacy Common Vendor Area screens. Effective February 6, 2009, the assignment and update of provider DVN's is revised to:

1. Require entry of a valid Tax Identification Number (TIN) and IRS Name at the time of DVN assignment, and;
2. Display "V" on VNMI to indicate a tax identification number and Internal Revenue Service (IRS) name combination is verified.

Note: Verified provider tax information is updated by an electronic process after acceptable verification of the information is submitted and validated by the IRS.

EXAMPLES OF LEGACY VENDOR SYSTEM CHANGES

VNUM: Entries are required in the Name, Tax-ID, Minority Status, Telephone, Address 1, City, State, and Zip Code fields to assign a DVN. In addition, for child care providers, the IRS name is also required.

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VNUM                                DATE 09/19/2008
                                CHILDRENS SERVICES VENDOR NUMBER ASSIGNMENT

VENDOR NUMBER:                   : NAME: A CHILDS WORLD CHILD CARE
TAX-ID/SSN: 43-1234567           : IRS NAME: A & B CHILD CARE INCORPORATED
TELEPHONE: 573 555 5555
MINORITY STATUS: 1                SAM ACCT NO:

VENDOR BUSINESS ADDRESS: CODE-1 OVRD Y/N:
ADDRESS 1: 900 MADISON
ADDRESS 2:
CITY: JEFFERSON CITY
STATE: MO
ZIP CODE: 65101

VENDOR MAILING ADDRESS: CODE-1 OVRD Y/N:
ADDRESS 1:
ADDRESS 2:
CITY:
STATE:
ZIP CODE:

*****
* CENTRAL OFFICE USE ONLY !!! *
*****
* ORGANIZATION: *
*****

ENTRY IN THE HIGHLIGHTED FIELDS IS MANDATORY FOR DVN ASSIGNMENT

PFK2: VNME          PFK3: VALE
MESSAGE: ENTER VENDOR DATA
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When an invalid TIN is entered, the message "Cannot Enter an Invalid Tax-ID" displays. A valid Tax Identification Number must be entered at the time of DVN assignment on VNUM. Invalid numbers such as 111-11-111, 123-45-6789, etc will not be accepted.

Note: The TIN number is assigned only by the IRS. As a part of the validation process, DSS is to review and only accept IRS documentation. No other number can be used in lieu of a TIN assigned by the IRS. The provider is to submit proof from the IRS of their valid TIN. For examples of appropriate IRS documentation, please reference Section II of the CSIPS Payment Handbook at the following link:

http://dssweb/fsd/administration/fmos/docs/csips_handbook_files.pdf. When the provider does not submit a valid TIN, the provider should be advised to contact the IRS for appropriate documentation.

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VNUM                                DATE 09/19/2008
                                CHILDRENS SERVICES VENDOR NUMBER ASSIGNMENT
VENDOR NUMBER:                   :      NAME: A CHILDS WORLD CHILD CARE
TAX-ID/SSN: 111-11-1111          : IRS NAME: A & B CHILD CARE INCORPORATED
TELEPHONE: 573 555 5555
MINORITY STATUS: 1                SAM ACCT NO:
VENDOR BUSINESS ADDRESS: CODE-1 OVRD Y/N:
ADDRESS 1: 900 MADISON
ADDRESS 2:
CITY: JEFFERSON CITY
STATE: MO
ZIP CODE: 65101
VENDOR MAILING ADDRESS: CODE-1 OVRD Y/N:
ADDRESS 1:
ADDRESS 2:
CITY:
STATE:
ZIP CODE:
PFK2: VNME      PFK3: VALE
MESSAGE: CANNOT ENTER AN INVALID TAX-ID
```

When the IRS validates the combination of TIN and name submitted by DSS, a verification code of "V" displays on VNMI.

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VNMI 012345678 09/19/2008
NAME OF CHILD CARE FACILITY CHILDREN SERVICES WENDOR INQUIRY
VENDOR NUMBER: 012345678 SAM ACCT NO: LAST UPDATE: 07/15/2004
VENDOR NAME: BRIGHT CHILDREN IN CARE MINORITY: 1
TAX-ID / SSN: 43-1234567 : AUNT BEA'S BRIGHT CHILDREN : V :
PAYEE DVN :
PAYEE NAME :
TELEPHONE NO.: 573-555-5555
BUSINESS ADDRESS
ADDRESS 1: 123 MAIN STREET
ADDRESS 2:
CITY : JEFFERSON CITY STATE: MO ZIP: 65101 3334
MAILING ADDRESS
ADDRESS 1:
ADDRESS 2:
CITY : STATE: ZIP:
PFK3: VALL PFK4: VTXI PFK9: VPAR PFK7: VNMA
MESSAGE : INQUIRY COMPLETE
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V= COMBINATION OF TAX IDENTIFICATION NUMBER AND NAME MATCHES IRS RECORDS

Additionally, the DHSS/Section for Child Care Regulation staff has access to assign DVNs for child care providers. However, DHSS staff does not have regulatory authority to require tax information from its providers. System edits have been created to allow DHSS staff to assign a DVN without entering a TIN or IRS name. This will assist in the reduction of invalid tax information. This edit is only applicable to DHSS staff. When a child care provider is awarded a contract by DSS, Contract Management staff in Central Office will enter the TIN from the IRS documentation submitted by the provider. The child care contract will not be awarded without the appropriate IRS documentation.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

MAS II CONTACT Lora Brown, 573-526-9587 Lora.K.Brown@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-522-1385 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A.	
FORMS AND INSTRUCTIONS N/A.	
REFERENCE DOCUMENTS AND RESOURCES http://dssweb/fsd/administration/fmos/docs/csips_handbook_files.pdf	
RELATED STATUTE N/A.	
ADMINISTRATIVE RULE N/A.	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A.	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A.	
PROTECTIVE FACTORS Parental Resilience - N/A. Social Connections - N/A. Knowledge of Parenting and Child Development - N/A. Concrete Support in Times of Need - N/A. Social and Emotional Competence of Children - N/A.	
FACES REQUIREMENTS N/A.	