

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

What's Inside:
Immediate Action Required on
Invoices and Payments

September 24, 2009

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: IMMEDIATE ACTION REQUIRED ON ALL INVOICES AND
PAYMENTS FOR YOUTH AND CAREGIVERS.

DISCUSSION:

The purpose of this memorandum is to provide notice to all staff that immediate action is required to ensure that necessary supportive documentation is attached to all invoices and payments for youth and caregivers. This memorandum is in response to results of the recently completed single financial audit of the Family-Centered Out-of-Home Care program, and to clarify payment specific policies amended following the single audit findings in Fiscal Year 2007. Sufficient documentation, such as invoices or other supporting documentation was not located in a portion of the sample cases reviewed, which is required for the purchase of clothing and/or the reimbursement of transportation costs. Some of the cases reviewed were found to have incomplete, inadequate or unclear documentation to show how the costs were allowable foster care expenses. Other cases presented payments which exceeded annual clothing allowances for the youth involved.

Language was added to the payment policy in the [CSIPS Payment Handbook](#), which provides direction regarding how payment documentation is to be filed. All original payment documentation needs to be kept in a central filing location for all payments. Copies should then be made as needed for the individual case files.

All payments must be clearly documented and explained in the case record. It is required for all staff to attach supportive documentation to all invoices and payments for youth and caregivers. Should a decision be made to exceed payment maximums for any youth, the record must clearly document the reason for this exception, and the identification of who approved the payment.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. Steps should be taken to ensure payment documentation is filed in accordance with policy.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Scott B. Montgomery, PDS
573-526-5408
Scott.B.Montgomery@dss.mo.gov

PROGRAM MANAGER

Dena Driver
573-522-5062
Dena.Driver@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

N/A

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

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