

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 10, 2013

What's Inside: New Method for Payment Submission
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M E M O R A N D U M

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

FROM: SHEILA TANNEHILL, CD FISCAL LIAISON
THERESA MCDONALD, DFAS FISCAL MANAGER

SUBJECT: NEW METHOD FOR SUBMITTING PAYMENTS TO THE FACES
PAYMENT UNIT FOR LEVEL TWO APPROVAL

DISCUSSION:

The purpose of this memorandum is to inform staff of a new e-mail address for payment submission to the FACES Payment Unit. The preferred method for submitting payments for Level Two Approval is to scan and e-mail all payments to the following e-mail address: [FacesPaymentUnit, DFAS](#). This method for payment submission will expedite the payment process, expedite the process for retrieving archived payments, reduce postage expenses, and support our "green" efforts by eliminating the need for submitting paper copies.

The purpose of the new FACES Payment Unit e-mail address is for the receipt of payments only and must not be used to address other business.

Payment Submission Protocol

Staff will submit one payment type (AC, CT, RT) per e-mail. Each scanned document must contain only one Payment Request or Invoice. The e-mail subject line must list the payment service code. If more than one service code is being paid on one payment, use the service code that appears on line one of the payment. Staff should name the document in the following order: Provider's Last Name, First Name, PR number, and the current date (Example: Smith, John PR2013000001.6.4.13). Naming each document allows staff to easily identify submitted documents. Staff should only submit required items with the Payment Request; only the Payment Request cover page, invoice, and supporting documents.

This new payment submission process should not change local filing procedures.

Staff should begin using this method effective immediately upon receipt of this e-mail.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
UNIT MANAGER Randy Yancey 573-751-8934 Randal.D.Yancey@dss.mo.gov	DEPUTY DIRECTOR Sheila Tannehill 573-751-8962 Sheila.A.Tannehill@dss.mo.gov Theresa McDonald 573-751-7263 Theresa.R.McDonald@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
FACES e-mail address for payment submission: FacesPaymentUnit, DFAS	
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	
N/A	
FACES REQUIREMENTS	
N/A	