

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 10, 2013

M E M O R A N D U M

What's Inside:New Guidelines for Record
Retention of Level Two
Payment Documentation

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

FROM: TIM DECKER, DIRECTOR
PATRICK LUEBBERING, DFAS INTERIM DIRECTOR

SUBJECT: NEW GUIDELINES FOR RECORD RETENTION OF LEVEL TWO
PAYMENT DOCUMENTATION

DISCUSSION:

The purpose of this memorandum is to inform staff of new guidelines for the retention of payment documentation for payments submitted for Level 2 approval as outlined in [CD13-52](#). These guidelines are to be used ONLY for payments which are scanned and submitted via e-mail to the FACES Payment Unit, DFAS e-mail address.

Payments scanned and sent via e-mail to the FACES Payment Unit may be destroyed at the local office after verification the payment has been processed by the FACES Payment Unit. Staff must verify the completion of the payment process for each Payment Request or Invoice by viewing the FACES Financial Payment History screen.

Effective with the date of this memorandum, paper documentation for those payments requiring level 2 approvals which are scanned and submitted via e-mail may be destroyed by the methods outlined by Administrative Policy 5-104, options 1 or 2.

Local offices may destroy documentation of those payments already submitted and processed via the guidelines outlined in CD13-52. The DFAS FACES Payment Unit will retain and store all payments processed as outlined in CD13-52 and will be the official record holder for future reference.

Scanned Payment Requests and Invoices **must** be submitted utilizing the attached "Guidelines for Level 2 Payment Submission" instructions. Payments submitted incorrectly may be returned via email to the local CD office.

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:

PDS CONTACT

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UNIT MANAGERS

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CHILD WELFARE MANUAL REVISIONS

N/A

FORMS AND INSTRUCTIONS

[Guidelines for Level 2 Payment Submission](#)

REFERENCE DOCUMENTS AND RESOURCES

[5-104.pdf](#)
[cd13-052.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

N/A

FACES REQUIREMENTS

N/A