



Practice Points

PAYMENT DOCUMENTATION AND RETENTION

The purpose of this Practice Point is to inform staff of the required supporting documentation to include when making payments and to provide the retention schedule for payments.

All payments should have the required invoice and other supporting documentation attached at the time of the request. Payments should not be approved without the appropriate supporting documentation. Payment documentation may include: invoice/bill from the provider, receipts, sign-in sheets, or court order.

All original Payment Request documents should be sent to the Children's Division Payment Unit (CDPU) for approval and will be retained by CDPU. Local offices should keep copies of all payments and documentation sent to CDPU in a central location. Additionally, all original Invoice (CS-65a) payment documents given final approval locally (not requiring Level 2 approval) should be retained in the local field office for post auditing. The local field office payment document retention schedule is as follows:

- Payment documentation should be kept on hand in the office for the current and prior fiscal year;
- Payment documentation for the previous four years should be archived;
- Payment documentation six years or older can be destroyed (shredded); and
- Any invoices/payment documents showing past due balances which have not been investigated should be kept until all issues are resolved.

For more information regarding payments, see the [FACES Financial System Payment Handbook](#).

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