



# Practice Points

## CLOSING CONTRACTS FOR ADOPTION/GUARDIANSHIP SUBSIDY CHILDREN/YOUTH

*This Practice Point is being written to replace existing Practice Point PP11-AD-01.*

As of 1/15/2013, subsidy contracts requiring closure will be closed by the Division of Finance and Administrative (DFAS) Purchasing Unit at the request of the worker. Subsidy contracts will not be kept open in cases where overpayments have been identified. The subsidy will be closed and the worker will be notified via e-mail of the closure.

There have been several cases in which FACES has automatically generated payments past the approved service end date as the Alternative Care case was closed past the contract expiration date.

The Alternative Care case must be closed using the same date as the last expiration service date on the subsidy contract or the date the last eligible payment was made. This is necessary to prevent payments from being generated past the authorized service date or to prevent non-payment for eligible services prior to the contract expiration.

Please do not complete the 61 update on the date of a payroll close as this may result in incorrect payments being automatically generated.

Staff should check pending payments AFTER the date of closure (notified by DFAS via e-mail) but prior to the next payroll run to determine if any inappropriate payments or payroll errors have been generated. If any incorrect payments have generated, select the "Do Not Pay" on these payments so they will be cancelled. If this does not occur and a payment is made, the overpayment process must be completed for any overpayments.

Staff should check payment history for any overpayments which may have occurred. If overpayments are found they must be identified in the overpayment detail screen and the overpayment process must be completed. The Overpayment Process can be found in the Payment Handbook: [http://dssweb/fsd/administration/fmos/docs/faces\\_handbook\\_files.pdf](http://dssweb/fsd/administration/fmos/docs/faces_handbook_files.pdf) Staff are encouraged to contact the FACES Payment Unit with any additional questions regarding payment.

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