

Procedure Section: P2131, Money Payment Procedures

Subsection: P2131A, District Check Issuance

Procedure:	P2131A	Effective Date:	07/01/1991
Bulletin:	91-36	Supersedes:	N/A

Included Programs

All Programs

District checks may be issued to persons eligible for program benefits, to persons authorized to act on behalf of such eligible persons, or to providers of goods and services to such eligible persons.

District checks are used to provide money payment benefits.

1. Which are not issued by the regular computer payroll.
2. Which cannot be issued by the regular computer payroll within the time constraints required.
3. For Food Stamp expedited service in the expedited month.
4. Which replace lost, stolen, or destroyed checks.
5. Which are to be paid directly to a provider due to program procedure, money management, sanction or other situations in which policy permits such payment when there appears no other alternative to provide goods or services necessary.
6. Which are specifically authorized by the Commissioner, or an authorized delegate of the Commissioner, for another specified purpose, such as settlement of disputed cases, meeting unanticipated needs in case of disaster, etc.

District checks may not be written unless an APPL exists for the eligible person.

District checks made payable to a provider must not include any amount charged as Vermont Sales, Use, Meals or Rooms tax. If such is indicated on a bill, it must be crossed out and

deducted as authorized under state exemption number 44498.

When a district check is to be issued, the worker determines and documents eligibility and enters all necessary information on ACCESS. The check is authorized by the following procedures as appropriate.

1. For State ANFC (other than CVP or Lund Home) and Food Stamp cash-out:
 - a. An initial grant (for one or more months) may be issued in one check but the check may not cover a period beyond the first possible computer issuance. Approving eligibility results (ELIG/C/Reporting Group ID/Month/Program), will cause ACCESS to issue a check.
2. For ANFC "CVP":
 - a. On ACCESS do a CHCK/C/Reporting Group ID/Month/ANFC to initiate check.
3. For ANFC "Lund Home":
 - a. The Burlington District Office will be responsible for issuing all checks for Elizabeth Lund Home residents who are recipients under the ANFC Program. These payments for board and room will be made to the recipient on or after the first of each month for the number of days the recipient was actually in residence during the preceding month, except final payment may be made upon submission of a form DSW 251L at time of discharge. A check for the recipient's personal needs and incidentals will be issued by the district directly to the recipient on the first of the month for the current month.
 - b. Payments for room and board cannot be authorized until "ELH Summary Statement of Residence" (DSW 251L) has been received by the District Office. All such payments will be given to the Lund Home who will be responsible for obtaining the recipient's endorsement.
4. For General Assistance:
 - a. Complete DSW 203G, enter information in ACCESS through GAEL and approve results.
5. For Food Stamp expedited benefit:
 - a. Approving eligibility results (ELIG/C/Reporting Group ID/Month/FS) will cause ACCESS to issue a check for month of application only.
 - b. CHCK/C/Reporting Group ID/Month/EXPD will allow workers to issue a manual FS check when there is an application but no STAT.

The Chief Clerk (or other designated clerical worker)

1. For District-issued checks for all programs:
 - a. removes checks from printer and signs the checks
 - b. is responsible for the disposition of the check
2. When the system is down, or when the printer is down, there will be occasions when benefits need to be issued to clients. To issue benefits manually, follow this process.
 - a. ANFC, EP, Food Stamp Cash-Out and Food Stamp expedited:
 - i. receives DSW 224 and checks it for completeness,
 - ii. removes the next check from the printer and types out the check from the information on the DSW 224, and
 - iii. records the check number on the DSW 224 and initials it. Keeps the DSW 224's in a folder to be entered into ACCESS.
 - b. General Assistance:
 - i. receives DSW 203G from worker and checks it for completeness
 - ii. removes check from printer and types check from information on the DSW 203G.
 - iii. records the check number on the 203G
3. When benefits have been issued manually, the information regarding those benefits must be entered into the MONY function when ACCESS comes back up. To do that the chief clerk:
 - a. matches the MONY function with the actual checks that will now be automatically printed by worker action. This insures that benefits now issued by the system will be printed on the correct pre-numbered checks.
 - b. goes into MONY INIT function and changes the "next available form number" for checks to correspond with the actual form number that is now first in the check printer. Exit from the function.
 - c. NOTE: Workers must not do any approvals which will issue benefits until clerk has completed this process.
 - i. from the DSW 224, enter the information onto MNUL panels, then exit from the function.

- ii. from the DSW 203G, enter the information into GAEL, then exit from the function.
 - iii. Destroy the 224
 - iv. Return 203G to worker
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Revision History for P2131A

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