P-2131   Money Payment Procedures (Continued)

B.   Voided Checks

1.   VOID a check for (but not limited to) the following reasons:

- amount of previously-issued check incorrect
- payee on check in error.

    IMPORTANT: Do not void a check if you do not have it in hand. Voiding a check allows you to replace it, but does not put a stop payment order on it. To stop payment, see P-2131 C#5.

2.   To void the check:

- Verify the current status of the check by using INQD in ACCESS.

- Complete the necessary panels in MONY/VOID (see ACCESS Manual, MONY/ANT.10).

3.   To return the check(s) to State Office, see P-2131 D.

C.   Lost Checks, Stop Payment and Replacement

These procedures apply to single party, two party, and vendor checks.

If a check is cashed and the money is later stolen or lost, do not replace the check.

In order to be replaced, lost or stolen checks must be reported within 60 days of issuance. An exception is a lost or stolen Food Stamps Cash-Out check, which must be reported within the period of intended use (see P-2540 A).

When a client reports that a check (either computer-issued or D.O.-issued) has not been received or has been lost or stolen:

1.   Check INQD in ACCESS to verify that the check was issued.

- If no check was issued, issue D.O. check.

- If check was issued, continue with 2 below.

2.   Check to see if check was returned to D.O.

- If the check was returned to D.O., give or mail check to

client. Check address to see if it needs to be changed.

-       If check was not returned to D.O., continue with 3 or 4 below.