

4/1/93  
D-E

Bulletin No. 93-8

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P-2131                    Money Payment Procedures (Continued)

D.    Returning Checks to State Office

1.    State Office Checks

Checks issued by state office may be returned to a district office in three general situations.

- a.    Payment on an Overpayment. The client endorses a check back to DSW as a payment on overpayment (for example, an ANFC or Food Stamps recoupment). A designated person in each office enters these checks on a receipts transmittal in the DORC/C/DOER function in ACCESS and sends the transmittal and the checks to Administrative Services, Accounts Receivable. This situation does not happen often.
- b.    NOT as a payment on an overpayment. Reasons may be the check is undeliverable by the post office, the check is over 60 days old, the client is not entitled to the check, the client received a replacement check and is returning one which has a stop payment order placed on it. Do NOT stamp or write "VOID" on these checks. A designated person in each office enters these checks on a cancellation transmittal in the DORC/C/DOER function in ACCESS and sends the transmittal to Administrative Services Accounts Receivable.
- c.    Checks Cashed After a Stop Payment Order was Effective. These checks will be stamped "STOP PAYMENT" on the front. Do not enter them on any transmittal form. Send them with a memo to Clerk C, Accounts Receivable in Administrative Services. This is a very rare occurrence.

2.    District Office Checks

- a.    Payments on an Overpayment are handled identically to state office checks.
- b.    In all other situations, do not enter checks on any transmittal form. Send the checks with an explanatory memo to Clerk C, Accounts Receivable in Administrative Services. The most common situations are that a check has been voided, replaced, or had a stop payment order placed on it; or that a check was issued with incorrect information on it.

E.    State Office Check Issuance

Most checks issued by the Treasurer's Office are printed in Montpelier and mailed from Administrative Services in Waterbury. Address changes can be made no later than the date specified on the calendar in the Deadline Section of the ACCESS Manual (or the approval date for checks that are issued on a daily run). Checks cannot be pulled from the run prior to mailing.