

Policy Title:	Revolving Fund 180-Day Check Cancellation			
Policy Number:	DHS-040-012	Version:	1.0	Effective Date: 07/01/2007

Signature on File with the AS Policy Coordinator

07/01/2007

Approved By: *Jim Scherzinger, Deputy Director*

Date Approved

Overview

Description: This policy requires outstanding Revolving Fund checks to be canceled after 180 days if the case is closed or if the check was written to a vendor and not a client.

Purpose/Rationale: Revolving Fund checks are written for emergent needs only. After 180 days the emergency need has passed. If the check is canceled after the 180 days, the monies can be made available to others in need.

Applicability: This policy applies to Revolving Fund checks outstanding for over 180 days.

Failure to Comply: Canceling Revolving Fund checks over 180 days old prevents the monies from going to State Lands and increases the monies available for others' emergent needs.

Policy

1. It is the policy of the Department of Human Services (DHS) to cancel Revolving Fund checks outstanding for over 180 days. The Revolving Fund checks are canceled after 180 days if:
 - a. The case is closed and no longer active.
 - b. The check was written to a vendor and not to a client.
2. Implementation of this process is beneficial to DHS and the clients it serves by increasing the availability of money for emergencies.
3. Food Stamps are excluded from this process.

Procedures that apply

- [DHS-040-012-01: Revolving Fund 180 Day Check Cancellation Procedure](#)

Forms that apply

- None

References

- Title 42 Public Health, Part 433, Section 433.40
- Business Integrity Manual, Section G Revolving Fund Checks

Definitions

- See [Common Terms](#) for all department-wide support services policies

Contacts

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Policy History

- **Version 1.0**
 - 07/01/2007 - Initial Release