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|--------------------------|---|-----------------|-----|
| <b>Procedure Title:</b>  | Revolving Fund 180-Day Check Cancellation |                 |     |
| <b>Procedure Number:</b> | DHS-040-012-01                            | <b>Version:</b> | 1.0 |
| <b>Effective Date:</b>   | 07/01/2007                                |                 |     |

*Signature on File with the AS Policy Coordinator*

07/01/2007

Approved By: *Jim Scherzinger, Deputy Director*

Date Approved

## Procedure

| Step | Responsible Party         | Action   |
|------|---------------------------|--|
| 1.   | Revolving Fund Accountant | <ul style="list-style-type: none"> <li>Print the monthly WCR8180R-F Outstanding Check report and indicate any checks that are over six months outstanding.</li> <li>Provide a list of checks outstanding over six months to Forgery Services and request a payment alert for these checks.</li> <li>This process does not apply to Subsystem 117, Food Stamps. The Food Stamp Program is federally funded and goes to the client.</li> </ul> |
| 2.   | Forgery Services Unit     | <ul style="list-style-type: none"> <li>Apply a 60-day Payment Alert cancel to each of the checks on the report. This alerts DHS to any checks being paid (similar to lost or stolen checks).</li> <li>After sixty days, the Payment Alert checks are canceled.</li> </ul>  |
| 3.   | Revolving Fund Accountant | <ul style="list-style-type: none"> <li>If a check is redeemed after the Payment Alert process, the canceled check status is changed to outstanding and the expenditure is recorded as paid on SFMA.</li> <li>The expenditure is a new claim on the federal report.</li> </ul>  |

## Policy that applies

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

## Forms that apply

- None

## Contacts

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## Procedure History

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