

Catherine A Cooper

Authorized Signature

Number: SPD-AR-10-072

Issue Date: 08/25/2010

Topic: Cash Payments

Due Date: 08/25/2010

Subject: Ongoing financial audits for program compliance and potential fraud

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required: Managers, or their designee, should review the View Direct Report SJM5515R-A monthly. This report can be used to audit CM cash payments. The report is sorted by branch number and CM worker ID (WAW). Each check issued from CMS during the month is listed. The report also has the N/R-Need Resource Codes to give you an idea of the reason for the check. Also included are cases issued cash payments from the Independent Choices Program, which are easily identified with the "ICP" Needs/Resource code.

Issues that may need to be addressed are:

- Checks issued when no N/R code. (This can happen as a result of a coding and/or payment error)
- Anomalies from one month to another. (Changes in the payee name or someone only gets a check for one month)
- Benefit amounts (Amt Cur Asst) a few cents more than the check. For example, the Amt Cur Asst is 25.00 and the Amt of Check is 24.99. This happens when a SUPL code is used to go from VP-vendor pay to CP-cash pay instead of using COMP or REST.
- Staff still coding SIP cash payments
(<http://www.dhs.state.or.us/policy/spd/transmit/pt/2009/pt09023.pdf>)

For more information about the payment, consult the SCEH-Client Eligibility History screens or at the WISH-Issuance History to see more information about the payment.

Reason for Action: Local management must ensure that cash payments are reviewed monthly and any potential discrepancies reviewed and acted upon

Field/Stakeholder review: Yes No

If yes, reviewed by: **Operations Committee and Policy**

If you have any questions about this action request, contact:

Contact(s):	Carol Mauser		
Phone:	503-947-2321	Fax:	503-945-6296
E-mail:	Carol.S.Mauser@state.or.us		