

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 9, 2010

<p><u>What's Inside:</u> Changes to non-client specific payment process</p>
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M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CHANGES TO NON-CLIENT SPECIFIC PAYMENT PROCESS

DISCUSSION:

The purpose of this memorandum is to introduce changes to the non-client specific payment process (99999999 payments). Beginning July 1, 2010, all vendors who receive payments for non-client specific services will be paid through SAM II. A SAM II vendor number will be required in order to be reimbursed for non-client specific payments. The completed [SAM II Vendor Input](#) form shall be faxed to Office of Administration, Division of Accounting at (573) 526-9813. Payments for non-client specific payments will no longer be remitted through the Children's Services Integrated Payment System (CSIPS). The payment codes include, FPTR for resource parents and RECR, PECB and PTRP for Children's Treatment Services (CTS) contractors.

These non-client specific services must be entered by your local SAM II entry clerk via a Quick Payment Voucher (PVQ) document in SAM II. Once approved locally, all SAM II payments for the below mentioned services should be submitted to the Children's Division Payment Unit in Central Office, P.O. Box 88, Jefferson City, MO 65109.

FPTR, Foster Parent Training payments

This code is used to reimburse resource parents for policy approved mileage and child care for pre-service and in-service training. These payments are not client-specific and should be paid through SAM II. The following documentation must be submitted for allowable reimbursements:

- Generic Invoice which includes a detailed description of the service provided. This form is located on Children's Division E-forms.
- Travel Expense Log, CD-106, for mileage
- Receipt for service signed by the service provider for babysitting. A form, Receipt for Services Rendered, has been created that should be used as the receipt and is available on Children's Division E-forms.

The following coding should be used for Foster Parent Training Mileage reimbursement payments in SAM II:

Fund: 0610
Agency: 886
Organization: Your local Org
Appropriation: 4858
Function Code: X851
Object Code: 2100
Reporting Category: F008

The following coding should be used for Foster Parent Training Babysitting reimbursement payments in SAM II:

Fund: 0610
Agency: 886
Organization: Your local Org
Appropriation: 4858
Function Code: X852
Object Code: 3403
Reporting Category: F018

RECR, Resource Coordination

This code is used to reimburse Children's Treatment Services – Supplemental Services contracted providers for coordinating the delivery of services, or the development, identification, and/or acquisition of resources for clients in need of a variety of services. All non-client specific services will need to be billed through SAM II. Client (or DCN) specific services may still be billed through CSIPS. The following documentation must be submitted for allowable reimbursements through SAM II:

- Generic Invoice which includes a detailed description of the service provided. This form is located on Children's Division E-forms.

The following coding should be used for Resource Coordination payments in SAM II:

Fund: 0610
Agency: 886
Organization: Your local Org
Appropriation: 9318
Function Code: X854
Object Code: 2544
Reporting Category: F037

PECB, Parent Education Program

This code is used to reimburse Children's Treatment Services – Supplemental Services contracted providers for parent education program. Additional information on this code is available in the CTS contract.

These will be non-client specific services and will need to be billed through SAM II. The following documentation must be submitted for allowable reimbursements through SAM II:

- Generic Invoice which includes a detailed description of the service provided. This form is located on Children's Division E-forms.

The following coding should be used for Parent Education Program payments in SAM II:

Fund: 0610
Agency: 886
Organization: Your local Org
Appropriation: 9318
Function Code: X853
Object Code: 2520
Reporting Category: F037

PTRP, Parent Training Program

This code is used to reimburse Children's Treatment Services – Supplemental Services contracted providers for providing parenting training programs. Additional information on this code is available in the CTS contract.

These will be non-client specific services and will need to be billed through SAM II. The following documentation must be submitted for allowable reimbursements through SAM II:

- Generic Invoice which includes a detailed description of the service provided. This form is located on Children's Division E-forms.

The following coding should be used for Parent Training Program payments in SAM II:

Fund: 0610
Agency: 886
Organization: Your local Org
Appropriation: 9318
Function Code: X855
Object Code: 2520
Reporting Category: F037

Questions regarding SAM II or the payment process can be directed to the Children's Division Payment Unit @ 573-526-3423.

Questions regarding FPTR can be directed to Elizabeth Tattershall, Program Development Specialist @ 573-522-1191.

Questions regarding RECR, PECB, and PTRP can be directed to Scott Montgomery, Program Development Specialist @ 573-526-5408. Staff may also find further detail regarding the [CTS Supplemental Services](#) Contract on the Children's Division Intranet Site, Personnel and Fiscal Management, Fiscal page.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
<u>FORMS AND INSTRUCTIONS</u> Generic Invoice Receipt For Service Rendered	
REFERENCE DOCUMENTS AND RESOURCES SAM II Vendor Input CTS Supplemental Services Contract Power Point	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	