

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 30, 2012

M E M O R A N D U M

What's Inside:Pending
Approval Work
List information

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

FROM: SUSAN SAVAGE, CHILDREN'S DIVISION DEPUTY DIRECTOR
THERESA MCDONALD, DFAS FISCAL MANAGER

SUBJECT: PENDING APPROVAL WORKLIST MAINTENANCE AND
ACTION NEEDED

DISCUSSION:

The purpose of this memorandum is to inform staff of the need to maintain timeliness of Service Authorizations, Invoices and Payment Requests in the FACES Approval Work Lists. This memorandum also informs staff of time frames and instructions needed to finalize pending Service Authorizations, Invoices and Payment Requests currently in the FACES Approval Work Lists.

Approval Work List Overview

The purpose of the Approval Work List screen is to provide a list of Service Authorizations, Invoices and Payment Requests which require approval. There are two levels of approval. Level 1, completed at the local level, and Level 2, completed by the DFAS FACES Payment Unit.

If the Level 1 (Local Office) reviewer approves or denies the Service Authorization, Invoice or Payment Request, it will be removed from the Approval Work List. If it needs Level 2 (FACES Payment Unit) approval, it will display on the Level 2 Approval Work List. If the Level 2 reviewer approves or denies the Service Authorization, Invoice or Payment Request, it will then be removed from the Approval Work List.

Action Needed

All pending Service Authorizations, Invoices and Payment Requests must be finalized in order for them to be removed from the Approval Work List. There are currently numerous pending Service Authorizations, Invoices and Payment Requests which need to be finalized in order for the Approval Work List to be current.

Each County or Circuit should begin working their pending Service Authorizations, Invoices and Payment Requests from their Level 1 Approval Work List in order to have

them current by December 31st, 2012. After this date, the Approval Work List should be maintained on a regular basis.

Invoices may contain numerous lines of payment and **each line** must be finalized before the invoice is removed from the Approval Work List. Staff should review each pending line to determine if the payment should be processed, marked as “do not pay”, or determine what other action should be taken in order to finalize the invoice. Staff should review payment history prior to approving pending payments to ensure the payment is not a duplicate.

The DFAS FACES Payment Unit is currently working to identify any outstanding payments awaiting Level 2 approval to determine those which still need to be processed and will contact individual staff if documentation and/or additional information is needed to finalize the pending payment.

Statewide implementation of On-Line invoicing, [CD12-105](#), requires staff to review their Approval Work lists on a regular basis. Removing the pending Service Authorizations, Invoices or Payment Requests from the Approval Work Lists will enable staff to identify pending On-Line invoices more quickly and will eliminate the need to scroll through numerous pages of pending Service Authorizations, Invoices and/or Payment Requests.

Instructions to search and identify pending Service Authorizations, Invoices and Payment Requests can be found in the CD FACES Quick Links. Go to the CD Home Page; click “FACES Information”; then “FACES Reference Manual”; then “Financial Management”; then “Approval Work List” or use the following link by right clicking and then choosing “Open Hyperlink”.

<http://dssweb/cs/faces/reference/facesreference/FM/ApprovWorkList.pdf>

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: 	
UNIT MANAGER Randy Yancey 573-751-8934 Randal.D.Yancey@dss.mo.gov	DEPUTY DIRECTOR Susan Savage 573-751-2502 Susan.Savage@dss.mo.gov DFAS FISCAL MANAGER Theresa McDonald 573-751-7263 Theresa.R.McDonald@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	

REFERENCE DOCUMENTS AND RESOURCES

<http://dssweb/cs/faces/reference/facesreference/FM/ApprovWorkList.pdf>

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

FACES REQUIREMENTS

Review Approval Work Lists

Approve/Deny/Identify other action on all Service Authorizations/Invoices/Payment Requests