
POLICY TRANSMITTAL NO. 06-14
FINANCE DIVISION

DATE: JUNE 30, 2006
DEPARTMENT OF HUMAN SERVICES
OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-11, Table of Contents; 2-11-79; 2-11-79.1; 2-11-80 through 2-11-100; 2-11-115 through 2-11-119; 2-11-119.1; 2-11-120 through 2-11-124; and 2-11-150.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

340:2-11-79, 340:2-11-85 through 340:2-11-87, 340:2-11-92, 340:2-11-97, 340:2-11-98, and 340:2-11-100 are revised to simplify and clarify language to improve readability and make semantic improvements.

340:2-11-79.1 is issued to state the legal basis for various financial operations.

340:2-11-80 through 340:2-11-84, 340:2-11-88 through 340:2-11-90, 340:2-11-93 through 340:2-11-96, 340:2-11-99, 340:2-11-118, 340:2-11-120, and 340:2-11-122 through 340:2-11-124 are revoked as these rules are no longer applicable.

340:2-11-91 revisions clarify claims processing requirements.

340:2-11-115 revisions establish reference to and use of Office of State Finance, Office of State Comptroller Procedures Manual.

340:2-11-116 revisions eliminate definitions no longer applicable and add new definitions.

340:2-11-117 revisions consolidate general travel reimbursement rules.

340:2-11-119 revisions consolidate transportation related reimbursement specific rules.

340:2-11-119.1 is issued to consolidate lodging related reimbursement specific rules.

340:2-11-121 revisions clarify all per diem related reimbursement

specific rules.

340:2-11-150 Instructions to Staff are revised to improve readability.

Original signed on 4-5-06

Phil Motley, Director
Finance Division

Sharon Neuwald, Co-Interim Administrator
Office of Planning, Policy & Research

WF # 05-06 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

340:2-11, Table of Contents

340:2-11-79

340:2-11-80

340:2-11-81

340:2-11-82

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340:2-11-86

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INSERT

340:2-11, Table of Contents, pages 1-2,
revised 7-1-06

340:2-11-79, 1 page only, revised 7-1-06

340:2-11-79.1, pages 1-2, issued 7-1-06

340:2-11-85, pages 1-3, revised 7-1-06

340:2-11-86, pages 1-4, revised 7-1-06

340:2-11-87, 1 page only, revised 7-1-06

340:2-11-91, 1 page only, revised 7-1-06

REMOVE

INSERT

340:2-11-92	340:2-11-92, 1 page only, revised 7-1-06
340:2-11-93	-----
340:2-11-94	-----
340:2-11-95	-----
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340:2-11-97	349:2-11-97, 1 page only, revised 7-1-06
340:2-11-98	340:2-11-98, 1 page only, revised 7-1-06
340:2-11-99	-----
340:2-11-100	340:2-11-100, 1 page only, revised 7-1-06
340:2-11-115	340:2-11-115, 1 page only, revised 7-1-06
340:2-11-116	340:2-11-116, 1 page only, revised 7-1-06
340:2-11-117	340:2-11-117, pages 1-4, revised 7-11-06
340:2-11-118	-----
340:2-11-119	340:2-11-119, pages 1-5, revised 7-1-06
-----	340:2-11-119.1, pages 1-4, issued 7-1-06
340:2-11-120	-----
340:2-11-121	340:2-11-121, pages 1-2, revised 7-1-06
340:2-11-122	-----
340:2-11-123	-----
340:2-11-124	-----
340:2-11-150	340:2-11-150, pages 1-3, revised 7-1-06

SUBCHAPTER 11. FINANCE**PART 1. AGENCY FUNDS [REVOKED]**

Section

- 340:2-11-1. Purpose [REVOKED]
340:2-11-2. Funds and accounts [REVOKED]
340:2-11-3. Dispersing funds [REVOKED]
340:2-11-4. Federal funding of Department programs [REVOKED]

PART 3. APPROPRIATION OF FUNDS [REVOKED]

- 340:2-11-25. Appropriation of the Human Services Fund [REVOKED]
340:2-11-26. Appropriation of juvenile detention improvement fund [REVOKED]
340:2-11-27. Appropriation of federal funds [REVOKED]

PART 5. FISCAL OPERATION [REVOKED]

- 340:2-11-45. Authorization and disbursement of payments [REVOKED]
340:2-11-46. Assistance payments [REVOKED]
340:2-11-47. Medical assistance [REVOKED]
340:2-11-48. Rehabilitation assistance [REVOKED]
340:2-11-49. Food Stamp Program [REVOKED]
340:2-11-50. Processing and payment of miscellaneous administration and provider claims [REVOKED]
340:2-11-51. Department payroll [REVOKED]
340:2-11-52. Warrants [REVOKED]
340:2-11-53. Overpayments [REVOKED]
340:2-11-54. Maintenance and retention of records [REVOKED]
340:2-11-55. Audit of finance records [REVOKED]

PART 7. PREPARATION OF COST ALLOCATION PLAN [REVOKED]

- 340:2-11-75. Cost allocation plan [REVOKED]
340:2-11-76. Cost allocation responsibilities [REVOKED]
340:2-11-77. Contents of cost allocation plan [REVOKED]
340:2-11-78. Submission and approval [REVOKED]

PART 8. GENERAL PROVISIONS

- 340:2-11-79. Purpose
340:2-11-79.1. Legal base
340:2-11-80. Funds and accounts [REVOKED]
340:2-11-81. Appropriations [REVOKED]

- 340:2-11-82. Agency Budget **[REVOKED]**
 340:2-11-83. Budget Unit **[REVOKED]**
 340:2-11-84. Authorized signatures **[REVOKED]**
 340:2-11-85. Collecting funds
 340:2-11-86. State Treasury Revolving Funds 700 Series
 340:2-11-87. Investments
 340:2-11-88. Cost accounting and revenue enhancement **[REVOKED]**
 340:2-11-89. Authorization and disbursement of payments **[REVOKED]**
 340:2-11-90. Food Stamp issuance **[REVOKED]**
 340:2-11-91. Claims audit
 340:2-11-92. Warrant control
 340:2-11-93. Cashbook **[REVOKED]**
 340:2-11-94. Financial reporting **[REVOKED]**
 340:2-11-95. Audit of financial records **[REVOKED]**
 340:2-11-96. Maintenance and retention of records **[REVOKED]**
 340:2-11-97. Cost allocation
 340:2-11-98. Information system
 340:2-11-99. Finance Information Systems Unit Disaster Recovery Plan **[REVOKED]**
 340:2-11-100. State Bureau of Social Security, Old Age Survivors Insurance

PART 9. TRAVEL REIMBURSEMENT

- 340:2-11-115. Purpose and authority
 340:2-11-116. Definitions
 340:2-11-117. General rules
 340:2-11-118. Completion of Form ADM-6, Travel Claim **[REVOKED]**
 340:2-11-119. Reimbursement for travel
340:2-11-119.1. Reimbursement for lodging
 340:2-11-120. Attendance at previously arranged meetings **[REVOKED]**
 340:2-11-121. Per diem
 340:2-11-122. Per diem in lieu of subsistence **[REVOKED]**
 340:2-11-123. Miscellaneous expenses **[REVOKED]**
 340:2-11-124. Completion of Form ADM-6-B, Actual and Necessary Travel Voucher **[REVOKED]**

PART 11. PLANNING AND RESEARCH [REVOKED]

- 340:2-11-140. Planning and Research Unit **[REVOKED]**

PART 13. ELECTRONIC BENEFIT DISBURSEMENT

- 340:2-11-150. Child care payments

PART 8. GENERAL PROVISIONS**340:2-11-79. Purpose**

The Finance Division performs centralized accounting, fiscal reporting, claims auditing, payroll, and budgeting functions for the Oklahoma Department of Human Services.

340:2-11-79.1 Legal base

The Oklahoma Department of Human Services operates its financial responsibilities in accordance with federal and state statutes and regulations listed in (1) through (10) of this subsection.

(1) Title 31 of the United States Code (U.S.C.) as amended sets forth federal cash management requirements.

(2) Title 62 of the Oklahoma Statutes (O.S.) as interpreted by the Procedures Manual of the Office of State Comptroller located in the Oklahoma Office of State Finance describes fiscal procedures.

(A) Section 41.21, paragraph B describes the pre-audit system and claims settlement procedures.

(B) Section 89.2 sets forth collateralization procedures.

(C) Section 203 establishes the Federal Disallowance Fund.

(3) The United States Office of Management and Budget (OMB) Circular A-87 sets forth requirements for a schedule of federal financial assistance.

(4) Sections 2011 and 2025 of Title 7 of U.S.C., interpreted by Sections 271 through 282 and 3015 of Title 7 of the Code of Federal Regulations provides for financial management of the Food Stamp Program.

(5) Section 24 of Title 56 of O.S. sets forth state requirements regarding the Food Stamp Program.

(6) Section 85 Title 74 et seq. otherwise known as the Oklahoma Central Purchasing Act describes procedures for procurement of supplies, services, and property.

(7) OMB Circular A-128 outlines the requirements of the Single Audit Act.

(8) Sections 500.1 through 500.20 of Title 74 of O.S. provide the statutory authorization and limitations for travel reimbursement.

(9) Section 218 of Title II of the Federal Social Security Act provides for Social Security coverage for state and local employees.

(10) Section 840 of Title 74 of O.S. otherwise known as the Oklahoma Personnel Act describes procedures regarding staff pay.

340:2-11-85. Collecting funds

(a) **Central collection point.** The Finance Division is responsible for collecting and initially disposing remittances from all sources received by the Oklahoma Department of Human Services (OKDHS). All OKDHS remittances are directed to the Oklahoma Department of Human Services, Attn: Finance Division Revenue Processing, P.O. Box 53306, Oklahoma City, Oklahoma 73152.

(1) An employee may not endorse any remittance document on behalf of OKDHS without the specific authorization of the OKDHS chief financial officer (CFO). ■ 1

(2) Each non-collectible remittance document, for example, a check returned for insufficient funds, is held by the Finance Division until final disposition.

(b) **Client trust deposits.** Client trust accounts are maintained to manage and account for the financial assets of clients who are in OKDHS custody. Deposits typically arise from Social Security benefits, child support payments, and spending allowances provided by OKDHS.

(c) **Donated funds.** The CFO is authorized to accept gifts and bequests on behalf of OKDHS. OKDHS makes every effort to utilize gifts and bequests in accordance with donors' wishes and makes the contents of donated fund accounts available for public inspection. ■ 2

(d) **Accounts receivable.** The Finance Division manages and collects OKDHS accounts receivable.

(1) **Payments.** Payments to OKDHS are directed to the Finance Division. Each payment must identify the individual applicable billing, or invoice, issued by OKDHS. Failure to supply invoice identification information may result in a debtor not being properly credited for payment.

(2) **Statements.** Monthly statements are generated for each debtor with a balance due OKDHS.

(A) Each statement indicates the previous balance, current charges, payments received, and current balance due.

(B) Statements are mailed to debtors.

(C) Payments are due within 90 days of the invoice date which appears on this statement.

(D) Each debtor who has not made payment or has not made other satisfactory payment arrangements within 90 days is notified in writing that the account may be referred for legal resolution, if full payment is not made within five days of receipt of the notice.

INSTRUCTIONS TO STAFF

1. (a) When it is necessary to effect the efficient flow of business, administrative staff other than the Oklahoma Department of Human Services (OKDHS) chief financial officer (CFO) may be authorized to endorse remittance documents. A memo is submitted by the administrator of the local office or facility to the CFO describing the situation that requires local endorsement of remittances.

(b) The appropriate operating unit(s) is notified when a remittance document(s) is non-collectible.

2. Gifts or bequests are processed as described in 1 through 6 of this Instruction.

(1) Upon notification of a gift or bequest, the Finance Division, in coordination with the Legal Division general counsel and the Oklahoma Department of Human Services (OKDHS) program component for which the gift or bequest is intended, prepares an information memorandum for the Director to present to the Oklahoma Commission for Human Services (Commission). The information memoranda identifies:

(A) the source of the funds;

(B) the amount;

(C) the intended use specified by the donor;

(D) the deposit arrangements planned;

(E) the specific uses to which the funds are applied; and

(F) any problems foreseen in accounting for or utilizing the funds.

(2) Gifts and bequests are not considered as income in the OKDHS budget process or in the State Equalization Board's revenue forecasting. Donations are not transferred to operational funds, but are

deposited in interest-bearing OKDHS special accounts or designated State Treasury Funds from which donated monies are disbursed consistent with the Oklahoma Central Purchasing Act.

(3) All donations are continuously reviewed by the Finance Division, in coordination with the Legal Division and the responsible program component, to ensure the conditions or other legal requirements are fully met by OKDHS and the specific intent of the donor is followed to the extent possible.

(4) The Finance Division ensures that all accounting obligations to donors, and all other obligations of OKDHS, are discharged in a timely manner.

(5) All disbursements from donated funds are made at the request of the appropriate division director(s) or designee. The Finance Division honors requests for disbursement in accord with all applicable state laws or other legal requirements of the gift.

(6) The Finance Division prepares for the Commission a quarterly accounting of donated funds including fund balances, disbursements, and receipts.

340:2-11-86. State Treasury Revolving Funds 700 Series

(a) **Operations.** The Finance Division processes deposits and provides accounting and claims processing functions for State Treasury Revolving Funds 700 Series in accord with the approved applications for the respective State Treasury Revolving Funds 700 Series. **■ 1 State Treasury Revolving Fund 700 is primarily used to maintain, account for, and manage funds belonging to clients in the custody of the Oklahoma Department of Human Services (OKDHS) or residents in facilities administered by OKDHS. This account is also used to finance auxiliary activities managed by both clients and staff for the benefit of clients at OKDHS facilities. A separate accounting is maintained for each client and each auxiliary activity.**

(b) **Unexpended cash.** Unexpended cash from client trust fund withdrawals for shopping, meals, recreation, and other similar activities, are re-deposited to the respective client trust accounts within State Treasury Revolving Fund 700. Each facility is responsible for the safety of and accounting for all client trust fund cash that is handled by staff, and for maintaining detailed documentation that clearly demonstrate the integrity of such cash-handling activities.

INSTRUCTIONS TO STAFF

1. **(a) Client trust fund disbursements are pre-audited. Each disbursement voucher is authorized by either an invoice or a disbursement request signed by an approved Oklahoma Department of Human Services (OKDHS) official. For State Treasury Revolving Fund 700, the disbursement authorization is signed by the client-owner of the funds.**

(1) Each deposit is posted to the appropriate account immediately upon receipt. Deposit transactions are posted by the receiving facility business office or the Finance Division. Reports of daily deposits are delivered to the respective facility, or other OKDHS operating entities, responsible for custody of the individual client.

(2) Disbursements from State Treasury Revolving Fund 700 are typically made to accomplish:

(A) purchases from private entities made by, or on behalf of, clients;

(B) purchases by clients from resource center canteens;

(C) requests by clients for funds;

(D) reimbursements to OKDHS for services rendered to clients; or

(E) expenditures for approved auxiliary activities in accord with the purpose of the individual activities.

(3) A client bank, petty cash operation, has been established and is located on the campuses of the Northern Oklahoma Resource Center of Enid (NORCE) and the Southern Oklahoma Resource Center (SORC). The purpose of these banks is to insure that the residents of these facilities have access to cash while providing a mechanism to engage in normal banking activities. The bank's operating capital is originally funded from the resource center's administrative budget and is reimbursed on a daily basis by means of a state warrant issued from the individual client's trust account. Each banking operation has a teller window that is available to clients Monday through Friday during specified hours for financial transactions.

(b) Sales receipts by canteens at these resource centers are deposited and disbursed to pay for merchandise sold through State Treasury Revolving Fund 715. Excess funds are disbursed to benefit clients at the direction of the resource center's administrator. A separate accounting is maintained for each resource center canteen operation.

(1) Canteen receipts are deposited daily into accounts prescribed by the State Treasurer at local banks at the direction of individual resource center business manager.

(A) Resource center business office personnel prepare the applicable deposit slip identifying the:

(i) applicable bank account number;

(ii) State Treasury Revolving Fund 715;

(iii) deposit date; and

(iv) deposit amount.

(B) Upon bank teller certification, the business office submits one copy of each deposit slip to the Finance Division, Attention: Trust Accounts.

(2) A report of each resource center's canteen deposits is generated daily and delivered to the individual facility business manager.

(3) Each invoice or disbursement request must be signed by the applicable resource center's business manager or administrator or the administrator's designee. Disbursements are made:

(A) for the payment of items purchased for resale;

(B) for the canteen operational equipment;

(C) for client recreational activities; and

(D) to the Needy Pupil accounts maintained in State Treasury Revolving Fund 700. A Needy Pupil account is maintained at each facility. Disbursements are made at the direction of the facility's business manager and are used to benefit clients in need.

(4) Reports listing all daily transactions are generated by the Finance Division and delivered to the individual facility's business manager.

(c) Monthly allowances to children in OKDHS custody who reside in group homes are funded through State Treasury Revolving Fund 720.

(1) Claims supporting allowance expenditures must bear the authorizing signature of an employee designated by the Division of Children and Family Services division director.

(2) Reports listing all daily transactions are generated by the Finance Division and are delivered to the appropriate group homes.

(d) State Treasury Revolving Fund 725 provides a controlled environment for local offices to deposit and disburse collections that arise from fund-raising activities and donations that are to be used solely for clients and potential clients. A separate accounting is maintained for each local office.

(1) Collections received at a local office that fit the Fund 725 criteria are deposited daily to a local banking institution approved by the State Treasurer.

(A) Deposit slips ordered through the local bank are used.

(B) A record of each deposit is recorded to the Finance Division information system.

(C) A copy of the deposit slip is forwarded to Finance Division, Attention: Trust Accounts.

(2) Disbursements are made by the local offices via pre-numbered warrants prepared and signed by designated personnel.

(A) Each local office is issued a block of 50 warrants with the bulk of warrant stock maintained by the Finance Division to be distributed as needed.

(B) A record of each disbursement is recorded to the Finance Division information system.

(C) Supporting documentation is forwarded to the Finance Division, Attention: Trust Accounts.

(3) Reports listing all daily transactions are generated by the Finance Division and are delivered to the appropriate local office.

340:2-11-87. Investments

(a) **Scope.** All investments are:

- (1) made through, and with the approval of the State Treasurer; and
- (2) transacted to yield the highest return in the safest manner.

(b) **Authority.** The Oklahoma Department of Human Services (OKDHS) is directed to engage in investing activity through legislation, federal regulations, or as may be instructed by a donation or bequest.

- (1) A donation or bequest received by OKDHS is invested to achieve compliance with the benefactor's stipulations.
- (2) Section 203 of Title 62 of the Oklahoma Statutes establishes the Federal Disallowance Fund to pay potential federal disallowances and interest penalties.
- (3) Child Support Enforcement funds are required by federal regulations to be invested, with the federal government sharing in the interest earned.

(c) **Investment objectives.** The objectives of the investment practices are:

- (1) safety of principal;
- (2) a reasonable rate of return as compared to current market conditions with consideration of the prudent investor rule; and
- (3) sufficient liquidity to meet specific fund objectives.

(d) **Investment instruments.** Investment instruments authorized for purchase by OKDHS are:

- (1) obligations of the United States Government, commonly known as Treasury Bills and Treasury Notes;
- (2) collateralized or insured certificates of deposit at banks, savings banks, savings and loan associations, and credit unions located in Oklahoma;
- (3) overnight repurchase and reverse repurchase agreements; or
- (4) as instructed by a donation or bequest.

340:2-11-91. Claims audit

Oklahoma Department of Human Services (OKDHS), Finance Division pre-audits and prepares for payment all claims paid from administrative funds.

(1) Required information.

(A) Each claim or invoice submitted for payment must bear the vendor name, address, and the address to which payment is mailed. The vendor federal identification number (FIN) must be on file before a claim is processed for payment.

(B) Before an invoice is paid, information regarding the purchase must be submitted to the Finance Division, including:

(i) invoice date;

(ii) service or delivery date; and

(iii) an itemized list of:

(I) goods or services;

(II) quantity;

(III) description;

(IV) price; and

(V) contract number, if applicable.

(2) Timely submission of claims. Claims against appropriated funds, including vendor claims for goods or services, are submitted within 90 days of service and cannot be paid after 30 months from the effective appropriation date of the fiscal appropriation to which the goods or services are charged.

(3) Precluded payments. OKDHS does not pay Oklahoma state sales tax, interest, or late charges except pursuant to Section 41.4 of Title 62 of the Oklahoma Statutes.

340:2-11-92. Warrant control

(a) The Oklahoma Department of Human Services (OKDHS), Finance Division:

- (1) oversees the mailing of all warrants generated through OKDHS;
- (2) makes proper disposition of returned warrants; and
- (3) processes the issuance of replacement warrants.

(b) State warrants are automatically canceled if they are not presented to the State Treasurer's Office for redemption within 90 days of the issue date. Warrants canceled are reissued upon receipt of the canceled warrants and accompanying affidavits requesting replacement. Reissuance of public assistance warrants originally issued on or after February 1, 1992, is limited to within three years of the respective warrant cancellation dates. Refer to OAC 340:65-5-15 for rules regarding reissuance of a warrant issued but not received and OAC 340:65-5-19 for reissuance of a warrant when it is not redeemed within 90 days of the issue date. ■ 1

INSTRUCTIONS TO STAFF

1. (a) Form ADM-44, Affidavit of Lost or Destroyed Warrant, is the basic instrument for implementing reissuance of cancelled warrants. Additional information may be needed to process a reissuance.

(b) Form ADM-44-A, Affidavit of Lost or Destroyed Voucher(s), is completed when benefits have been issued through the use of a voucher in lieu of a warrant.

(c) Form ADM-44-B, Affidavit of Forged Endorsement, is completed and provided with Form ADM-44 when a warrant was issued and cashed but was not cashed by the designated recipient of the benefit.

(d) Form ADM-44-C, Investigation Questionnaire, is used to obtain additional information that can assist in determining the status of an issued warrant.

340:2-11-97. Cost allocation

The Oklahoma Department of Human Services maintains on file with the Department of Health and Human Services, Division of Cost Allocation, Region VI, a current, approved plan for the allocation of all administrative costs.

340:2-11-98. Information system

Data residing on the Finance Division information system, with the exception of client specific records, are public information. ■ 1

INSTRUCTIONS TO STAFF

- 1. Oklahoma Department of Human Services (OKDHS) employees are responsible for protecting the integrity and security of data.**

340:2-11-100. State Bureau of Social Security, Old Age Survivors Insurance

The Oklahoma Department of Human Services is authorized to administer procedures that enable the employees of the State and its governmental sub-divisions to take advantage of Social Security coverage. This coverage is available on a group basis and is accomplished by an agreement between the State and the Federal Commissioner of Social Security.

PART 9. TRAVEL REIMBURSEMENT

340:2-11-115. Purpose and authority

When conducting appropriately authorized state business, travel reimbursement is paid to employees and non-employees by the Oklahoma Department of Human Services (OKDHS). Travel reimbursement is authorized by Sections 500.1 through 500.20 of Title 74 of the Oklahoma Statutes and is clarified for implementation by the Oklahoma Office of State Finance, Office of State Comptroller Procedures Manual and the Division of Central Accounting and Reporting (DCAR) Newsletter. Employees and non-employees filing for travel reimbursement may refer to the Office of State Comptroller Procedures Manual and DCAR Newsletter for situations not covered in this part. ■ 1

INSTRUCTIONS TO STAFF

- 1. State statute may be accessed via the Internet on the Oklahoma Legislature Web site, <http://www.lsb.state.ok.us/>. The Procedures Manual may be accessed on the Office of State Finance Web site, <http://www.osf.state.ok.us/comp-pm.html>.**

340:2-11-116. Definitions

The following words or terms when used in this Part shall have the following meanings unless the context clearly indicates otherwise:

"Map mileage" means the distance between areas designated in Oklahoma by the Oklahoma Department of Transportation and in other states by the Rand McNally Road Atlas. Non-employees may use an official Oklahoma state map for this purpose. Distances between towns are generally the shortest distance by public roads from the center of one town to the center of the other town.

"Overnight travel " means the non-employee or employee is in travel status for more than 18 hours, does not live or have their official duty station within 60 map miles of destination, and it is reasonable for the employee or non-employee to get necessary sleep and rest to complete work.

"Per diem" means reimbursable charges for meals while in overnight travel status.

"Subsistence" means reimbursable charges for lodging while in overnight travel status.

"Travel status" means the absence of an employee from the official station or non-employee from his or her home while performing assigned official duties.

"Vicinity travel" means any travel made for official purposes not included in the calculation for map mileage.

340:2-11-117. General rules

(a) Travel expenses incurred by a person during the course of seeking employment with the Oklahoma Department of Human Services (OKDHS), unless such travel is performed at the request of OKDHS, is not considered expenses incurred in performing substantial and necessary business to the state and is not reimbursed.

(b) Reimbursement is made for meals and lodging when an employee or non-employee is in overnight travel status. An employee whose duties are normally mobile and statewide or multi-county in nature is not deemed to have an official station. For purposes of reimbursement when away from headquarters, such employee's hotel or other commercial facility is considered both the abode and point of official business.

(c) An employee or non-employee, authorized to travel, is responsible for planning in such a way that expenses for transportation and subsistence are kept to a minimum. This includes, but is not limited to, sharing rooms and car pooling. An employee or non-employee whose job assignment entails field travel is responsible for making maximum use of all travel time. This means that travel is planned and work organized to produce the greatest possible benefit to the State for the travel time involved.

(d) Each employee or non-employee who incurs travel expenses is held liable under possible penalty of law for any falsified expense or misstatement of claim for reimbursement.

(e) When an employee or non-employee is authorized to attend a meeting or training and the meeting or training include facilities that have been designated for the purpose of lodging participants, actual lodging expenses are claimed.

(f) An employee or non-employee may be reimbursed for actual and necessary travel and lodging expenses under circumstances described in 1 through 3 of this subsection.

(1) With the approval of the OKDHS Director, an employee or non-employee required to attend hearings or meetings of any congressional committee or subcommittee or of any federal agency, board, or commission on behalf of OKDHS is reimbursed for actual and necessary travel and lodging expenses.

(2) An employee of the Legal Division while representing OKDHS, an official, or an employee, at any proceeding, including depositions, is reimbursed the actual and necessary expenses of travel, lodging, and subsistence. The Legal Division general counsel and the Director must approve expenses claimed.

(3) An employee of OKDHS is reimbursed for actual and necessary expenses of

travel, lodging, and subsistence incurred in the performance of duties for the purpose of escorting and transporting children or adults in the care or custody of OKDHS as described for out-of-state:

(A) visitation, care, treatment, and placement of a child receiving Child Welfare services;

(B) treatment for or placement of a client receiving Adult Protective Services;

(C) treatment for or placement of a resident of a state resource center; or

(D) treatment for or placement of an individual with a developmental disability who is living in the community in community residential services.

(g) All work related travel, per diem, or subsistence reimbursement claims are filed according to requirements in 1 through 9 of this subsection. ■ 1 Reimbursement is not made until all items required for processing a claim are satisfied.

(1) In-state and out-of-state travel claims must be filed separately by a non-employee.

(2) A travel claim filed by a non-employee must not exceed 31 days in travel status. ■ 2

(3) A travel claim must not include travel status dates from more than one fiscal year.

(4) Travel claims must be filed within 90 days of the first date in travel status on the claim. Exceptions may be made by the appropriate chief officer.

(5) Claims for reimbursement of registration fees must be supported by corresponding paid receipts. Claims requesting reimbursement of prepaid registration fees for conferences, meetings, or workshops that were not attended are subject to the approval of the appropriate chief officer. Sufficient explanation and justification for failure to attend must accompany the claim.

(6) The nature of official business must be described in sufficient detail to enable persons reviewing the claim to understand the purpose of travel. ■ 3

(7) An employee or non-employee may opt to assign a portion of the travel reimbursement claim to another entity. ■ 4

(8) Attendance at conferences, seminars, or training must be pre-authorized to qualify for reimbursement. ■ 5

(9) Only travel related expenses may be claimed as a part of a travel reimbursement claim. If an employee or non-employee incurs expenses while in travel status on behalf of OKDHS that are not travel related such expenses must be claimed through the rules for purchasing such items. ■ 6

INSTRUCTIONS TO STAFF

1. (a) An Employee files travel claims using the online Speed-E-Travel system. A non-employee files travel claims using Form ADM-6, Travel Claim. Each claim is approved by the person to whom the claimant is administratively responsible. Recorded approval indicates the acceptance of the claim as being within the regulations governing the expenditure. All staff authorized to approve travel claims must have Form F-S-222, Authorized Signature Card, on file in the Finance Division prior to issuing an approval.

(1) Form ADM-6-B, Actual and Necessary Travel Expense Voucher, is used in lieu of Form ADM-6 when travel is claimed for actual and necessary travel expenses.

(2) Form ADM-6-C, Record of Lost Receipts and Daily Record for Actual and Necessary Travel Expenses, must be attached to Form Adm-6-B, when applicable. Form ADM-6-C is utilized in lieu of a lost receipt only after appropriate attempts have been made to obtain a copy of the lost receipt.

(b) Specific rules and Instructions to Staff are followed to complete a claim and are provided by category of item being claimed at:

(1) OAC 340:2-11-119 regarding reimbursement for travel;

(2) OAC 340:2-11-119.1 regarding reimbursement for lodging; and

(3) OAC 340:2-11-121 regarding per diem.

2. An employee is encouraged not to file travel claims for less than \$25. If an employee's travel cost is less than \$25 over a three-month period, a claim may be filed.

3. The nature of business is described fully, for example, using only the term

"agency business" is not accepted.

(1) List the title of the workshop or conference.

(2) If transporting a client, give the reason for the trip. Provide the client's case number.

4. (a) An employee makes assignment using the Speed-E-Travel system.

(b) For a non-employee, a separate Form ADM-6 must be completed when part of a claim is assigned to another entity. The assigned Form ADM-6 must contain all information completed in the course of filing a standard Form ADM-6 and the assignment section of Form ADM-6-A, Travel Claim Supplement.

5. Justification for attending conferences, seminars, or training must be provided and must contain dates, times, locations, and lodging site. Whether the lodging was designated as the official facility for the meeting must be documented.

(1) A copy of an agenda, announcement, or memorandum describing the event must be submitted for reimbursement and is a primary source for documenting designated lodging.

(A) An employee submits this documentation through intra-agency mail to the Finance Division after inputting information into the Speed-E-Travel system.

(B) A non-employee attaches the documentation to Form ADM-6 and submits it with the form.

(2) An employee or non-employee must identify when registration, lodging, or any other items are directly billed.

6. Purchases made while in travel status of goods or services that are not related directly to travel, if approved, are claimed on Form ADM-12, Claim Form.

340:2-11-119. Reimbursement for travel

(a) **Approval.** Each division establishes appropriate lines of authority for approving employee or non-employee travel. Persons designated to approve travel must have a current Form F-S-222, Authorized Signature Card, on file in the Finance Division. Pre-approval is required for out-of-state travel except as described in (c)(4) of this Section. ■ 1

(b) **Use of motor pool vehicles.** The Oklahoma Department of Central Services maintains a motor pool of vehicles for use by state employees. An Oklahoma Department of Human Services (OKDHS) employee is required, when feasible, to seek the use of a motor pool vehicle as a cost saving measure for the state.

(1) When work related travel is occasional but requires driving distances greater than local vicinity trips, the employee pursues the use of a daily-basis motor pool vehicle when such vehicles are available in the employee's geographic area. If a daily-basis motor pool vehicle is not available, the employee determines if a motor pool vehicle assigned to an OKDHS entity is available for loan. If no appropriate motor pool vehicle is available, the employee uses a privately owned vehicle. ■ 2

(2) When work related travel is routine and extensive, 1,500 miles per month or more, the employee or the employee's immediate supervisor seeks a determination regarding the assignment of a motor pool vehicle. ■ 3

(c) **Reimbursement for automobile transportation.** An employee or authorized non-employee is reimbursed for the use of a privately owned automobile at the authorized rate regardless of the number of persons transported. ■ 4

(1) Distances between areas for which reimbursement for use of privately owned motor vehicles is claimed must not exceed map mileage.

(A) Vicinity travel claimed on official business is based on actual odometer readings.

(B) Any non-business mileage is deducted prior to reimbursement. This includes, but is not limited to, mileage to obtain meals or to do personal shopping.

(2) An employee or non-employee traveling on official business by a privately owned vehicle is reimbursed on the basis of the actual number of miles traveled from the official duty station to the first official call, subsequent official calls, and return to the official duty station from the last official call.

(3) An employee or non-employee may claim reimbursement for transportation from home to the first official call, subsequent official calls, and from the last official call to home, on the basis of actual miles traveled but not to exceed the amount the mileage would be from the official duty station.

(A) Staff who is on-call may claim for travel reimbursement from home to any official call and return home on weekends, holidays, or when occurrence is other than the employee's regularly scheduled work hours. ■ 5

(B) Employees or non-employees returning to a destination other than the original starting point must have supervisory approval, and must provide justification.

(4) An employee or non-employee may be reimbursed for travel during daily office hours that requires crossing a state line when the distance traveled in the other state is 150 miles or less one way, and the trip is deemed in the best interest of the client and OKDHS. In such instances, an employee or non-employee is not required to obtain prior approval and is reimbursed at the current mileage rate.

(5) An employee or non-employee staying with relatives or others while in overnight travel status may be reimbursed \$10 per night in lieu of subsistence. In such an instance, mileage cost to and from the location of the first official call must not exceed the current allowable rate for lodging and other combined expenses, such as tolls and parking. Per diem rules are not impacted by an employee or non-employee staying with relatives or others.

(6) An employee or non-employee using Oklahoma turnpikes is strongly encouraged to use a PIKEPASS as a cost saving measure for the state. ■ 6

(d) Reimbursement for public transportation.

(1) Taxicab charges are reimbursed only upon justification regarding the necessity of use. Taxicab charges of \$25 or more require a receipt.

(2) Reimbursement for leased or rented automobiles used in-state may not exceed the current mileage rate.

(3) With adequate justification, an employee or non-employee may be approved to lease or rent an automobile to use on official business during out-of-state travel. Pre-approval by the Director or designee is required. An employee or non-employee who is approved for leasing or renting an automobile must maintain a log of mileage incurred that itemizes official travel and any other travel. Reimbursement for leasing

or renting an automobile outside Oklahoma is authorized at actual rental cost plus a prorated cost of fuel based on the actual miles driven for official business compared to the total miles driven. The employee or non-employee is responsible for payment of all non-official mileage costs.

(A) Employees or non-employees must obtain the lowest cost rental automobile available and reasonable.

(B) Each reimbursement claim for the official use of a leased or rented automobile must be supported by a receipt indicating the number of miles traveled.

(C) Any supplemental or special insurance, such as collision or comprehensive, purchased by an employee or non-employee is purchased at the employee's or non-employee's own expense.

(4) All public airline transportation is arranged and coordinated through the Support Services Division (SSD), Departmental Services Unit (DSU), travel coordinator. ■ 7
Out-of-state travel by other than a public airline:

(A) must have prior approval and be necessary to meet a direct need of OKDHS or be advantageous to OKDHS; and

(B) may be approved when there is a need due to personal reasons. ■8

(i) Travel time must not exceed travel time based on use of a public airline. For time that exceeds public airline travel time, an employee may use annual leave, if approved.

(ii) Travel expenses, such as overnight lodging, incurred, above the basic travel expenses that would have been incurred had a public airline been used, are the responsibility of the employee or non-employee.

INSTRUCTIONS TO STAFF

1. (a) An employee submits via intra-agency mail a completed and authorized Form ADM-1-B, Request for Out-of-State Travel Authorization, to the Finance Division to support information filed on Speed-E-Travel.

(b) A non-employee attaches Form ADM-1-B to Form ADM-6, Travel Claim, for reimbursement.

(c) State motor pool vehicles driven out-of-state are subject to prior approval based on the necessity of travel. When utilizing a state motor pool car for out-of-state business, Form ADM-1-B must be completed and forwarded to the Finance Division via intra-agency mail.

- 2. Instructions for procuring a daily-basis motor pool vehicle can be found at DHS:2-21-100.**
- 3. Instructions for procuring an assigned motor pool vehicle can be found at DHS:2-21-100.**
- 4. Oklahoma Department of Human Services (OKDHS) uses the applicable maximum mileage approved by the Internal Revenue Services as its mileage rate. The current rate may be found at the U.S. General Services Administration Web site. Look for Domestic Per Diem Rates.**
- 5. When an employee is in on-call status and travel for official business occurs on weekends, holidays, or is at a time other than the employee's regularly scheduled work hours, the duty station is considered the employee's home for travel reimbursement.**
- 6. Procedures for obtaining an OKDHS issued PIKEPASS can be found at DHS:2-21-108.**
- 7. Procedures regarding arranging air transportation are at DHS:2-21-109.**
- 8. A comparison of cost related to non-air travel to air travel must be completed to justify claiming non-air travel when making an out-of-state trip. Vehicles that are owned by OKDHS do not require an airfare comparison.**

(1) Form ADM-1-B, Request for Out-of-State Travel Authorization, must be completed for state motor pool and privately owned vehicles. The Support Services Division (SSD), Departmental Services Unit (DSU), travel coordinator obtains the lowest airplane coach fare possible for comparison purposes.

(2) Form ADM-1-B shows the airfare comparison quoted amount, source of the quote, and the date the quote was obtained.

(3) If more than one employee or non-employee on official business is traveling, the cost comparison includes the cost for all employees and

non-employees making the trip.

(A) For example, when a request for comparison is made for two employees traveling in one vehicle to a meeting in Dallas, all reasonable costs for two persons for an air-fare trip is compared to the comparable costs for the same trip with mileage calculated for one vehicle.

(B) In every case, the total mileage reimbursement claimed cannot exceed the maximum mileage rate and the total trip claim for all employees or non-employees traveling together cannot exceed the total projected cost of the trip had air travel been used.

340:2-11-119.1. Reimbursement for lodging

Reimbursement for overnight lodging while in official travel status is based on actual charges not to exceed the current authorized rate. ■ 1 This includes reimbursement of the actual cost of lodging not limited to the maximum standard daily rates being authorized when lodging occurs at a prearranged designated hotel, motel, or other facility. ■ 2 An employee or non-employee cannot self-designate a hotel or other lodging facility and obtain the actual lodging expenses.

(1) Claims for overnight travel reimbursement where the distance traveled is less than 61 map miles but more than 30 map miles one way from the claimant's duty station must be approved by the appropriate chief officer. Claims for overnight travel when distance is under 31 map miles, one way from duty station must have prior approval from the Director. ■ 3

(2) For convenience, an employee or non-employee may claim for overnight travel reimbursement using the home location to calculate distance, if the distance from the home is less than the distance from the duty station.

(3) Reimbursement for meals and lodging on out-of-state trips cannot begin more than 24 hours before the meeting, workshop, or conference begins and cannot continue more than 24 hours after the meeting, workshop, or conference unless a pre-travel or post-travel time is beneficial to OKDHS and has prior approval by the authorizing authority. ■ 4

(4) Reimbursement for lodging at one of Oklahoma's state lodges may be billed directly to OKDHS or an employee or non-employee may pay for the lodging and claim for reimbursement of the cost. ■ 5

INSTRUCTIONS TO STAFF

1. Authorized lodging reimbursement rates are based on the General Services Administration (GSA) rates and vary depending on the location of travel as identified in GSA Continental United States (CONUS) rates for domestic locations and for locations outside of the Continental United States (OCONUS). A complete listing of the CONUS and OCONUS locations and rates can be obtained at the U.S. General Services Administration Web site. Look for Domestic Per Diem Rates. Employees and non-employees are reimbursed at the maximum reimbursement allotted and are responsible for any costs incurred that exceed the maximum.

(1) Receipts issued by the hotel, motel, or other public lodging place must

be sent via intra-agency mail to the Finance Division to document claims filed through Speed-E-Travel or for non-employees receipts must be attached to Form ADM-6, Travel Claim, for reimbursement.

(2) Receipts must show the name and address of the hotel, motel, or other public lodging place, the employee's or non-employee's name, itemized costs, the amount received, number of persons occupying room, period covered, and clearly indicate a -0- balance.

(A) The hotel or motel receipt may not bear a -0- balance when paying by credit card or check. If paying by credit card or check, a copy of the credit card receipt or copy of the front and back of the canceled check must accompany the hotel or motel receipt.

(B) All cash payments must be accompanied by a "paid in full" receipt issued by the hotel or motel.

(3) When two or more employees or non-employees travel together and share common lodging accommodations, such as a double room, one of three reimbursement options described in A through C is chosen.

(A) When the hotel provides individually billed hotel receipts, each employee or non-employee may be allowed reimbursement of the lodging expenses, provided:

(i) the amount of the lodging expense does not exceed the single occupancy room rate the individual would have ordinarily been charged and entitled to claim; and

(ii) the cumulative total of each individual's share of the lodging cost does not exceed the total amount of the actual room charge.

(B) Without receiving individually billed hotel receipts, each individual may be allowed reimbursement of a pro rata share of the lodging expense, provided:

(i) a copy of the hotel lodging receipt is submitted with each individual's travel claim and the pro rata share is detailed on the hotel billing;

(ii) the amount of the lodging expense does not exceed the single

occupancy room rate the individual would have ordinarily been charged and entitled to claim; and

(iii) the cumulative total of each individual's share of the lodging cost does not exceed the total amount of the actual charge as reflected on the paid lodging receipt.

(C) One individual pays the entire lodging amount and seeks reimbursement for the total bill, provided the:

(i) hotel lodging receipt is submitted with the individual's travel claim and the pro rata share for each individual is detailed on the hotel billing statement; and

(ii) amount of the lodging expense does not exceed the cumulative total of the single occupancy room rate each individual would have ordinarily been charged and entitled to claim.

2. When an employee or non-employee is lodging in a designated hotel, motel, or other facility, reimbursement is made when the requirements in items 1 through 3 are met.

(1) Evidence such as the announcement or notice designating lodging for previously arranged meetings, workshops, or seminars are:

(A) submitted via intra-agency mail to the Finance Division to support a claim filed through Speed-E-Travel for an employee; and

(B) attached to Form ADM-6, Travel Claim, by a non-employee.

(2) Expenses may not exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place.

(3) An employee or non-employee lodging in a designated hotel, motel, or other facility choosing to acquire less expensive public lodging are reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated public lodging place.

(A) An employee or non-employee choosing this option is reimbursed for local transportation costs incurred while traveling between such optional lodging and the designated hotel, motel, or other facility, not to

exceed the difference between the cost of the designated lodging and the cost of the optional lodging.

(B) Local transportation costing \$25 or more for one trip one way requires receipts.

3. Each claim for overnight travel reimbursement where the distance traveled is 60 map miles or less but more than 30 map miles one way from the claimant's duty station or home, whichever is less, must contain the declaration: "Overnight stay was authorized and approved as advantageous to the state."
4. In some instances, airplane tickets purchased for travel on Saturday is less expensive than a ticket for travel on Sunday. If the difference in the cost of the ticket is more than the cost of lodging and per diem, it is advantageous for OKDHS for the employee or non-employee to travel 48 hours before a meeting beginning on Monday.
5. To arrange for direct payment of the cost of lodging at an Oklahoma state lodge, the employee must obtain prior authorization from the immediate supervisor by completing Form ADM-105, Charges Relating to State Lodges. The authorized Form ADM-105 is presented to the state lodge at registration.

340:2-11-121. Per diem

Per diem expenses are reimbursable only when an employee or non-employee is in overnight travel status.

(1) Authorized per diem reimbursement rates vary depending on the location of travel as identified in General Services Administration (GSA) Continental United States (CONUS) rates for domestic locations and for locations outside of the Continental United States (OCONUS). ■ 1

(2) An employee attending a conference or workshop in which meals are provided as part of the package plan must send the Finance Division via intra-agency mail a copy of the agenda or workshop notice to supplement information provided in the filing of a claim using Speed-E-Travel. A non-employee attaches a copy of the document to Form ADM-6, Travel Claim. A deduction of one-fourth of the per diem amount is made from the per diem amount for each meal provided as part of the package plan at conferences or workshops. ■ 2

(3) Out-of-state reimbursement for per diem and lodging does not begin more than 24 hours before or continue more than 24 hours after the objective of the trip except as stated in this paragraph. Under limited circumstances involving airline travel, reimbursement may begin as many as 48 hours before and extend as many as 48 hours after the objective of the trip if airfare is lower than the amount which would have been reimbursed had the 24-hour rule been applied. Any extra day must be a weekend day. ■ 3

(4) The claimed amount for reimbursement including time that exceeded the 24-hour rule cannot be more than the amount of eligible reimbursement, if the 24-hour rule had been applied, including the airfare rate available at the time. ■ 4

INSTRUCTIONS TO STAFF

1. **Per diem rates are available at the U.S. General Services Administration Web site. Look for Domestic Per Diem Rates.**
2. **Refreshments served at receptions and breaks, including such things as rolls and coffee in the morning, do not count as meals.**
3. **(a) The Support Services Division (SSD), Departmental Services Unit DSU, travel coordinator recommends the propriety of utilizing the 24 and 48 hour rule. The travel coordinator determines the most advantageous flight times for OKDHS. An employee or non-employee opting to travel outside the**

recommended times is not reimbursed for per diem, lodging, and similar expenses for the time that precedes or follows the recommended time.

(b) An extra day related to the 24-hour rule applies when the purpose of the trip:

(1) begins on Monday, reimbursement status cannot begin earlier than Saturday;

(2) begins on Tuesday, reimbursement status cannot begin earlier than Sunday;

(3) ends on Friday, reimbursement status cannot end later than Sunday; or

(4) ends on Thursday, reimbursement status cannot end later than Saturday.

4. Documentation of comparison cost analysis obtained from the DSU travel coordinator under both scenarios must be included with the filed claim.

340:2-11-150. Child care payments

(a) **Payments.** Payments are made on behalf of Oklahoma Department of Human Services (OKDHS) clients to providers of child care services per OAC 340:40-13-5. The services and payments are supported by provider contracts on file with the Family Support Services Division (FSSD).

(b) **Overpayments.** Provider overpayments that occur as a result of agency or provider error are described in OAC 340:40-15-1. Any overpayment over \$500 when the child was not in care may result in felony fraud charges against the provider. ■ 1

(c) **Collection of overpayments.** Finance Division recoups all funds associated with overpayments in equal installments, not less than 10% of the overpayment, per month until the overpayment is satisfied, except when the viability of the child care facility is in question.

(1) Child care facilities whose continued viability is at risk due to collection of the overpayment is reviewed by the Finance Division for other repayment plans.

(2) Repayment plans do not exceed 12 months.

(3) A child care provider whose contract is subsequently cancelled due to an Office of Inspector General (OIG) investigation has all available funds withheld to satisfy any remaining overpayments.

(d) **Liquidated damages.**

(1) OKDHS can impose liquidated damages if certain rules in the contract are violated. Specifically, the child care provider:

(A) is in possession of a client's Access Oklahoma electronic benefit transfer (EBT) card;

(B) swipes the EBT card through the point of service (POS) device; or

(C) knows the client's EBT personal identification number (PIN).

(2) The percentage of liquidated damages increases with each violation that is assessed per Section 2-718 of Title 12A of the Oklahoma Statutes.

(3) When OIG determines an EBT card was in the possession of or swiped through the POS device by a child care provider, the:

(A) first violation results in liquidated damages of 10% of the total payment(s) during the month the violation occurred; ■ 2

(B) second violation results in liquidated damages of 20% of the total payment(s) during the month the violation occurred; ■ 2

(C) third violation results in liquidated damages of 30% of the total payment(s) during the month the violation occurred; and recommendation to FSSD for cancellation of the provider's contract. ■ 2

(e) **Collection of liquidated damages.** Finance Division recoups all funds associated with liquidated damages as described in (1) and (2) of this subsection.

(1) The full amount of liquidated damages is applied against the first available payment and any sequent payments until the amount is collected.

(2) If the contract is subsequently cancelled due to an OIG investigation, all available funds are withheld to satisfy any remaining overpayments.

INSTRUCTIONS TO STAFF

1. (a) **When the Office of Inspector General (OIG) becomes aware the provider was paid for care not given, OIG is responsible for:**

(1) **documenting a full overpayment within the audit report;**

(2) **submitting the audit report to Finance Division;**

(3) **submitting the audit report to Family Support Services Division (FSSD) with a recommendation for cancellation of the child care provider's contract if appropriate; and**

(4) **referring, as appropriate, to the district attorney for review of felony fraud charges against the provider, if overpayment is in excess of \$500.**

(b) **Finance Division is responsible for recouping the overpayment in accordance with rules.**

2. (a) **OIG is responsible for:**

(1) **warning the provider to cease the practice;**

(2) reporting the violation(s) to Finance Division; and

(3) notifying FSSD of the contract violation(s).

(b) Finance Division is responsible for assessing and applying liquidated damages in accordance with rules.