DATE: August 19, 2016

OPERATIONS MEMORANDUM **#16-08-01**

SUBJECT: County Assistance Office Advancement Account (CAOAA) Policy

TO: Executive Directors

FROM: Inez Titus
Director
Bureau of Operations

PURPOSE

To announce the new procedure of a centralized CAOAA for localized One Time Issuances (OTIs) for Employment and Training Activities, Emergency Shelter Allowances and Medical Transportation effective August 29, 2016. The CAOAA will replace the current Emergency Fund Advancement Accounts (EFAA).

BACKGROUND

Currently the EFAA is a checking account operated and reconciled by designated County Assistance Office (CAO) staff for special allowances. The CAOAA will eliminate the need for EFAA, as it will allow for centralized payment of OTIs by disbursing money via a centralized account. EFAA MAPPER functions will be disabled once all CAOs have no outstanding checks or replenishments owed; at which time individual CAO checking accounts will be reconciled and closed. New SAP roles will be assigned to CAO staff that will process payments. There will be no replenishment process as funds will be replaced by an automated procedure once each check clears. Checks will no longer be written against an individual CAO bank account; instead, checks will be printed to a special check printer after being approved in SAP. Each CAO office has had a check printer installed.

DISCUSSION

The initial process to request special allowances and to issue OTIs in CIS will remain the same. A CAO worker will request a Local OTI within the Financial Management standalone screen (FM tab in the eCIS header). After submitting the OTI, the worker will complete a thorough narrative using the OTI template in Case Comments. The worker will provide his/her supervisor with a completed Check Approval Form, the **PA 1906**. This form has been revised and is available on Docushare. Supporting documents verifying need, estimates, restricted endorsement information, etc., will be scanned and indexed to the Case Record.

A Workload Dashboard (WLD) OTI work item will be prompted on the supervisor's dashboard for review. The supervisor will review the OTI, comments, and supporting documents in imaging and will either approve or reject the Local OTI on the Review OTI screen (Financial Management). Automated case comments will be generated upon approval of the OTI. The supervisor completes their part of the PA 1906. If the supervisor approves the OTI, the WLD work item pushes to Clerical's Dashboard for the entry of check details. A rejection of the OTI will end the process.

When the clerical worker receives the OTI work item and clicks on the link, they will be taken to the FM screen and select "Manage OTI" and then "Review OTI". Included on the Review OTI screen will be funding codes that will need to subsequently be entered into SAP. The clerical worker will create a Word Document with all materials pertaining to the OTI (including a copy of the Review OTI screen with funding codes, the PA 1906 & Case Comments). This document will need to be scanned and attached in SAP so that the Office of the Comptroller can verify that all numbers are correct and allow the CAO to print checks. Detailed instructions on entering data into SAP are provided in the **CAOAA Procedures Manual.**

The Office of the Comptroller will receive the OTI request and verify the attached information for approval/denial.

NOTE: Comptroller's Office is *not* approving or denying OTI, that responsibility remains with the CAO, they are merely verifying that all correct documentation is able to be reviewed and that it matches the OTI request.

Once approved, an email will be sent to the CAO Resource Mailbox with an approval code. Clerical will check the Resource Mailbox frequently after submitting the request into SAP. After the approval code is received, the clerical worker will input that code into SAP which will direct the check to be printed.

The clerical worker will access the Review OTI screen and pull up the OTI request to enter check number, check date, and SAP Document Number. Auto Case Comments are generated upon completion. Clerical will sign the PA 1906 and take the check and PA 1906 to Management for their signature. The clerical worker will scan and attach the approved check, PA 1906, and approval document in eCIS. Clerical will follow agency procedure for mailing the check. Additional details are provided in the CAOAA Statewide Procedure Manual.

NEXT STEPS

1. Share and review this information with appropriate staff members.

2. Please contact your area manager if you have questions regarding this Operations Memorandum.

3. This Operations Memorandum will become obsolete upon release of revised Handbook changes.