

Operational Policy

Policy title:	Forged or Altered items		
Policy number:	DHS OHA-040-003		
Original date:	02/28/2002 (DHS only)	Last update:	12/04/2015 (Joint DHS OHA)
Approved:	Jim Scherzinger, DHS COO Mark Fairbanks, OHA CFO		

Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to communication and collaboration on operational policies affecting both agencies, including those developed by the Shared Service offices. The Office of Financial Services (OFS) ensures honesty, integrity and accountability by efficiently and effectively providing accurate, accountable and responsive financial management, management and business services to their clients, stakeholders and employees. In this way OFS supports the DHS|OHA mission and ensures the agency is in compliance with state laws and federal policies, rules and regulations.

Description

This policy outlines the responsibilities of DHS and OHA employees related to forged or altered negotiable items.

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. The Office of Financial Services (OFS) shall safeguard DHS and OHA assets by maintaining controls related to the possibility of the agencies receiving forged or altered negotiable items.
 - a. OFS shall establish and maintain check security standards at all times.
 - b. OFS shall identify and process forged items for collection through the Oregon State Treasury immediately upon discovery and expedite recovery of funds.
 - c. OFS shall work with the bank to investigate forged items and take action, including criminal action, if warranted.
2. OFS shall train agency staff in all programs that handle negotiable items including ensuring:

- a. Employee awareness of reasonable security requirements related to negotiable items.
 - b. Appropriate internal control standards are in place and enforced.
 - c. Employee awareness of the possibility of incorrect payments and forgery.
3. Employees shall exercise due diligence in controls over the check issuance process to avoid contributory negligence.

References

[Oregon State Treasury Cash Management Manual](#)

[ORS 293.475](#): Issuance of duplicate instrument

[Common Terms](#) for all Finance policies

[Common Terms](#) for all Administrative Services Division policies

Forms referenced

None

Related policies and guidelines

[DHS|OHA 040-003-01: Forgery Procedures](#)

Contact

Lorraine Odell

503-947-2429

Lorraine.Odell@dhsoha.state.or.us

Ginger Upton

503-945-5640

Ginger.K.Upton@dhsoha.state.or.us

Policy history

02/28/2002 Initial Release Department of Human Services

12/04/2015 Established joint DHS|OHA policy

Keywords

Blank check, check stock, checks, internal controls, forgery, negotiable instrument, theft, lost check, negligence, check security

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email dhs-oha.publicationrequest@state.or.us.