

Procedure Title:	Revolving Fund 180-Day Check Cancellation				
Procedure Number:	DHS-040-012-01	Version:	1.0	Effective Date:	07/01/2007

Jim Scherzinger, Deputy Director

07/01/2007

Approved By: _____

Date Approved _____

Procedure

Step	Responsible Party	Action
1.	Revolving Fund Accountant	<ul style="list-style-type: none"> Print the monthly WCR8180R-F Outstanding Check report and indicate any checks that are over six months outstanding. Provide a list of checks outstanding over six months to Forgery Services and request a payment alert for these checks. This process does not apply to Subsystem 117, Food Stamps. The Food Stamp Program is federally funded and goes to the client.
2.	Forgery Services Unit	<ul style="list-style-type: none"> Apply a 60-day Payment Alert cancel to each of the checks on the report. This alerts DHS to any checks being paid (similar to lost or stolen checks). After sixty days, the Payment Alert checks are canceled.
3.	Revolving Fund Accountant	<ul style="list-style-type: none"> If a check is redeemed after the Payment Alert process, the canceled check status is changed to outstanding and the expenditure is recorded as paid on SFMA. The expenditure is a new claim on the federal report.

Policy that applies:

[DHS-040-012: Revolving Fund 180-Day Check Cancellation policy](#)

Form(s) that apply:

None

Contact(s):

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Procedure History:

- **Version 1.0:**
07/01/2007 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

