

## Operational Policy

<b>Policy title:</b>	Revolving Fund 180-Day Check Cancellation		
<b>Policy number:</b>	DHS OHA-040-012		
<b>Original date:</b>	07/01/2007 (DHS only)	<b>Last update:</b>	12/10/2015 (Joint DHS OHA)
<b>Approved:</b>	Mark Fairbanks, OHA CFO   Jim Scherzinger, Deputy Director DHS		

### 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 permits outstanding revolving fund checks to be cancelled 180 days after being issued.

### 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. DHS and OHA issue revolving fund checks for emergency needs only.
2. DHS and OHA may cancel revolving fund checks outstanding for more than 180 days, if cancellation will increase the availability of funds for other emergencies and:
  - a. The service recipient's case is closed and no longer active.
  - b. The check was written to a vendor.
  - c. The check is not written to a recipient of agency services.
3. Supplemental Nutrition Assistance Program (SNAP) is excluded from and not affected by this policy.

**References**

[Title 42 Public Health, Part 433, Section 433.40](#)

[Supplemental Nutrition Assistance Program \(SNAP\)](#)

Business Integrity Manual, Section G Revolving Fund Checks

WCR8180R-F Outstanding Check Report

[Common Terms](#) for all Finance policies

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

**Forms referenced**

None

**Related policies and guidelines**

[DHSOHA-040-012-01: Revolving Fund 180 Day Check Cancellation Procedure](#)

**Contact**

Lorraine Odell

503-947-2429

[Lorraine.Odell@dhsoha.state.or.us](mailto:Lorraine.Odell@dhsoha.state.or.us)

Ginger Upton

503-945-5640

[Ginger.K.Upton@dhsoha.state.or.us](mailto:Ginger.K.Upton@dhsoha.state.or.us)

**Policy history**

07/01/2007 Initial Release Department of Human Services

06/16/2015 Established joint DHS|OHA policy

**Keywords**

Revolving Fund, 180 day, cancelled checks

---

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](mailto:dhs-oha.publicationrequest@state.or.us).