CHILDREN'S SERVICES - CHILDREN'S INCOME AND DISBURSEMENT SYSTEM

KIDS INCOME WITHDRAWAL DOCUMENT (CS-KIDS-2)

PURPOSE:

The purpose of this form (CS-KIDS-2) is to request the withdrawal of funds from an Alternative Care child's account in the Children's Income and Disbursement System (KIDS). County staff will complete the CS-KIDS-2 whenever a child is closed in ACTS or is no longer in DFS custody (e.g., custody is transferred to adoptive parents or custody is transferred to another agency).

The CS-KIDS-2 is a data entry document completed by county staff in order to withdraw any remaining money in the child's account so that it may be paid to the appropriate person. After completion and review by the County Director/Designee, the CS-KIDS-2 is data entered by county staff into KIDS.

However, prior to completing the CS-KIDS-2, staff shall contact PDSU for the current status of prior expenses owed to the state and check the ZPND screen (Pending Payment Inquiry) for the pending status of the payment of maintenance and/or special expenses. If pending payments are shown on ZPND, do not complete a CS-KIDS-2 until the payroll has run. This will allow any pending expenses to be paid prior to withdrawing the remaining balance. ZPAY (Payment History Inquiry Screen) shall be reviewed to determine if these expenses have been paid. Refer to the Alternative Care Handbook, D-5 Attachment E for additional information.

NOTE: A CS-KIDS-2 may also be completed for active accounts when an overpayment has occurred. PDSU will be responsible for completing and entering a CS-KIDS-2 for active accounts (e.g., the Social Security Administration (SSA) requests repayment of a SSA check already entered into the KIDS Account). PDSU will then enter the CS-KIDS-2 to release the funds. An edit will prevent county staff from completing a CS-KIDS-2 for active accounts. County staff must contact PDSU for exceptions to this procedure.

Special expenses for children in Alternative Care will continue to be invoiced on the Children's Services Integrated Payment System Invoice Form (CS-65).

NUMBER OF COPIES AND DISTRIBUTION:

The CS-KIDS-2 is client specific. A separate form must be completed for each child for whom funds are being withdrawn. The

CS-KIDS-2 is a three part form. The white copy will be mailed directly to the Division of Budget and Finance (DBF). The canary copy will be retained at the county level in the child's Alternative Care file. The pink copy will also be retained at the county level in the business office file.

The form will be completed by the case manager and data entered at the county office.

After data entry, the county office will mail the white copy of the completed CS-KIDS-2 no later than the next working day to the Division of Budget and Finance (DBF), PO Box 3536, Jefferson City, MO 65103. DBF will use their copy for auditing purposes. The day after a CS-KIDS-2 is entered in the system a report (Income Withdrawal Invoice) will be mailed to the county for their record to verify the CS-KIDS-2 has been completed.

ERROR RESOLUTION OF CS-KIDS-2:

KIDS will detect certain errors on-line that must be resolved before entry into the system. If after entry, errors are discovered on the same day, (i.e., incorrect payee name or address), the data entry operator can update the CS-KIDS-2 with the correct information, using the ZKDU (CS-KIDS-2 Update) screen. If errors are discovered the next day a phone call to PDSU, (314)751-2427, will be necessary to correct the error.

INSTRUCTIONS FOR COMPLETION:

CLIENT INFORMATION:

NOTE: An "*" denotes information not entered into KIDS.

1. Client Name: Enter the client's name as it is entered in ACTS.

2. Client DCN: Enter the eight digit Departmental Client Number (DCN) of the client.

* 3. Reference Number: This number will be assigned when the CS-KIDS-2 is entered by the data processing operator. The terminal will display a four digit reference number on the screen that the DP operator will write on the form. This reference number and the DCN identifies the specific request for the withdrawal of funds.

4. Amount: Enter the amount of money to be withdrawn from the child's account. The amount to be withdrawn cannot be larger than the amount in the account. The system will show an error message on the screen if the amount requested is larger than the amount in the account. If staff need to withdraw more than the amount screen allows (9999.99) they

will need to complete two (2) CS-KIDS-2 forms. This is a six position field, (0000.00).

PAYEE INFORMATION:

5. Payee Name: Enter the name of the individual or agency to whom money is being paid from the account. The name should be legible and entered as the worker wants the name to appear on the check. The name that is entered in the payee information section on the CS-KIDS-2 will be the individual who will receive the check.

* 6. Telephone Number: Enter the area code and telephone number of the payee. If the telephone number is unknown, leave blank. This field is not entered in the system and should be used for reference purposes only.

7. Address: Enter the street address. If the individual or agency uses a rural route or post office box only, it should be entered in this space. When the individual does not have a street address or post office box, "General Delivery" should be entered in this space. This is a 26-position field.

8. City: Enter the name of the city of the payee. This is a 15-position field.

9. State: Enter the two-letter abbreviation for the state of the payee.

10. Zip Code: Enter the zip-code of the payee. This is a nine-position field, (XXXXX-XXXX). If only five digits are available, only use the first five positions.

APPROVAL INFORMATION:

*11. Prepared By: The name of the individual who completed the form should sign his/her name in this field. This will normally be the case manager for the child who requested the withdrawal.

12. Worker I.D. Number: Enter the 5-digit worker I.D. number of the worker who completed the form.

13. Date: Enter the month, day and year (MM/DD/YY) the form is completed. This is a 6-position field.

14. FIPS County Code Number: Enter the three digit FIPS County Number of the worker who completed the form.

*15. Director/Designee: The supervisor or county designee, who is approving the CS-KIDS-2 withdrawal, should sign his/her name in this space.

16. Worker I.D. Number: Enter the worker I.D. number of the individual who approved the withdrawal of funds (person who signed the form in field #15).

17. Date: Enter the month, day, year (MM/DD/YY) the form was approved by the supervisor.

REMARKS:

This area is used to detail the reason funds are being withdrawn from the account, (e.g., money returned to child to continue Independent Living). This space can also be used to note any special situations or any unusual circumstances that pertain to the child or payee. This information is not entered in the system.

RETENTION:

A copy of the CS-KIDS-2 must be maintained at the county office in the business office and child's records for a period of five years.

MEMORANDA HISTORY: CS89-47, CS91-4