CD10-011
OEC10-06

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 29, 2010

What's Inside:

Additional changes to DDEP screen

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: PAULA NEESE, DIRECTOR,
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: ADDITIONAL CHANGES TO DDEP SCREEN

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

The Direct Deposit (DDEP) screen is used to add, update, or close a direct deposit account of a participant or vendor. Direct deposit accounts are used to deposit or withdraw funds electronically from a participant or vendor.

Effective February 1, 2010, procedures to open a direct deposit account have changed. To open a new account, type the bank routing number, account number, account type, and comments. Press the enter (CTRL) key to confirm. The account goes into prenote status for ten (10) days before payments/withdrawals can be issued to the account to allow time to confirm the accounting information with the bank. The account fields are now protected until the account becomes active. Updates to account information are not allowed until this account becomes active.

It is important to decide whether to close an existing account before changing any account information. In some situations it may be necessary to close the active account and then enter the new account information. If there is a need to leave an existing account active while the new account is in prenote status, type over the existing account information (bank routing number, account number, account type and comments). Press enter (CTRL) to confirm and a pending account is created. The account fields are now protected until the pending account becomes active. Updates to account information are not allowed until this pending account becomes active. Once the prenote process is complete (10 days) the system will close the active account at the time the new account

becomes effective. Staff cannot update information on previous accounts. Previous accounts may only be viewed using screen DDIQ.

NECESSARY ACTION: 1. Review this memorandum with all Children's Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
MAS II CONTACT: Lora Brown 573-526-3011 Lora.K.Brown@dss.mo.gov	**PROGRAM MANAGER:** Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS and RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS Parental Resilience – N/A Social Connections – N/A Knowledge of Parenting and Child Development – N/A Concrete Support in Times of Need – N/A Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS N/A	