**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

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## Procedure

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<tr>
<th>Step</th>
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<th>Action</th>
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| 1.   | Revolving Fund Accountant          | • 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              | • 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          | • 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. |

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**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)