

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Fiscal
Policy Number: 11.30.05
Policy Name: Direct Deposit of Payments

Original Effective Date: 01/01/2005
Revision Date(s): 06/01/2013, 11/14/2006
Current Revision Date: 07/01/2016
Approved By: Thomas D. Pristow

PURPOSE: To provide a means of payment to providers that allows for the electronic transfer of funds into a bank account.

SCOPE: Providers who request direct deposit have the opportunity to have monthly payments made by the Division of Children and Family Services (CCDCFS) deposited into a bank account of their choosing.

POLICY

- I. Division of Children and Family Services processes payments for services rendered by contracted providers via direct deposit into an account of their choosing.
- II. Deposits will be made to accounts one week prior to the last working day of the month or on the last working day of the month.
- III. Providers must be a provider of contractual board and care and/or residential services for the Division of Children and Family Services.

PROCEDURES

- I. Provider completes an Authorization Agreement for Automatic Deposit of County Payments via Automated Clearing House (ACH). (See attached)
 - a. The Authorization Agreement for Automatic Deposit of County Payments via ACH must be completed in its entirety listing the type of update, provider name and telephone number, financial institution (address, telephone number, routing number, account number, and employer identification number). It is signed and dated by an authorizing party and accompanied by a voided check or deposit slip.

- II. Participation generally starts with the initiation of a new contract. Requests for enrollment, after a contract has been approved by the Office of Procurement & Diversity, take between 1-3 months to become effective.
- III. Providers may submit a request for removal from participation, at any time, with 60 days written notice to the Contracts Unit, CCDCFS.
- IV. Participating providers receive a remittance and detail about children for whom the payment (deposit) represents from the County Fiscal Office.
- V. The dates for the direct deposits are adjusted annually by the Cuyahoga County Fiscal Office. There will always be a minimum of two direct deposits per month on Fridays. If a holiday falls on Friday, the deposit date is adjusted to the day prior.
- VI. The deadline for submission of the electronic voucher file by the Payment Processing to the Cuyahoga County Fiscal Office is (8) days prior to the direct deposit date.
 - a. For example, the calendar for 2016 is as follows:

	Direct Deposit	DCFS Submission Deadline to Auditor*
Month	Date	Date
January	15 and 29	1/7 and 1/21
March	15 and 31	3/7 and 3/23
June	15 and 30	6/7 and 6/22

* If date is a Sunday, deadline is the previous Friday.

SEE ALSO:

FORM:

Authorization Agreement for Automatic Deposit of County Payments via ACH