PROCEDURE

Series:	Accounts Payable	**COA:** FIN 7.03, 7.10-7.13
		CFOP: NA
Procedure Name:	FSFN Payment Processing for Adoption, Foster & Independent Living	
Procedure Number:	AP405	
Revision #/Date:	10/22/15, 08/05/2020	
Effective Date:	July 2011	
Applicable to:	BFP and Contract Staff	

PURPOSE: This document defines the procedural process that will ensure the documentation and authorization of Adoption, Foster, and Independent Living subsidy payments. This encompasses the OCA number which corresponds to the appropriate service type and eligibility, as applicable in conjunction with the general ledger sub-account utilizing the Department of Children and Families payment system, FSFN.

PROCEDURE:

References: FSFN Payment Reference Guide, Office of CBC/ME Financial Accountability

Definitions:

Florida Safe Families Network (FSFN) - The State's official case files and record for each investigation, case, and services for all clients, and is the official record for all homes and facilities licensed by the state or approved for adoption placement.

Financial Batch Processing Calendar - This calendar displays the Calc On-going dates, the availability of the pending invoice report, the release of the various payment batches and the issue dates for checks. This calendar is reevaluated and updated annually for all payments and entered into the FSFN financial module.

Calc On-going Date - During this time payments are created for those services and placements flagged as ongoing for identified service types. Payments may be added and adjusted before the pending invoice report process is executed.

Pending Invoice Report - This report identifies the payments that will be paid. This report requires review and approval signatures prior to submission.

OCA Reconciliation Report - This report gives a detailed listing of all payments within the date parameters chosen by OCA for reconciliation with the general ledger.

188s- These are invoices created that provide the details regarding each invoice, such as, payee ID, type of expense, expense amount, date of expense, etc.

Adoption Subsidies

Initial adoption subsidy information is overseen by the Child and Family Program Manager or their designee. All pertinent information is entered in FSFN for proper payment processing.

Monthly Adoption Subsidy Process

A. Adoption subsidies are processed in accordance with FSFN Financial Batch Processing procedures. The BFP Accounting Department assists with the monitoring and tracking the accuracy of the adoption subsidy payments by using this process in determining allowability and reasonableness of the payments.

B. The Accountant or their designee will reference the Financial Batch Processing Calendar for the availability of the pending invoice report, batch release dates and the check issue date.

C. The Intake Specialist or their designee prepares the Verified Adoption List monthly then submits the list to the Director of Intake, Placement and Assessment or their designee for approval. The verified list will be either approved or denied based on the information provided. If denied the list will be returned for corrections and resubmitted. This process continues until final approval occurs.

D. After Calc On-going runs the Pending Invoice Report is generated. This report provides a detailed listing of all transactions that will be processed for payment for the monthly adoption subsidies.

E. The approved Pending Invoice Report is compared to the approved Verified Adoption List to ensure accuracy. If there are any discrepancies identified between these two reports (i.e. wrong payment amount, incorrect OCA, wrong provider, or person ID, etc.) the payment will be cancelled. The cancellation of payment process is performed by the Accountant or their designee.

F. Once the Pending Invoice Report is reconciled, the invoice(s) are released in a batch on the date shown on the Financial Batch Processing Calendar. This process is performed by the Accountant or their designee.

After the batch is released, a check write file is created. This file is then imported into Solomon (BFP's accounting software) by the Accountant or their designee.

G. Next the 188s are generated. This is done through the report module of FSFN after the batch has been released.

H. Lastly, the OCA Reconciliation report is run. This report provides a detailed breakdown of payments based on the date parameters identified by expense type. This report is produced through the FSFN reporting module. A reconciliation of this report to the general ledger occurs. A spreadsheet is prepared documenting the variances. This reconciliation

spreadsheet and the OCA Reconciliation report are submitted monthly to DCF. The reconciliation process is performed by the Accountant or their designee.

Foster Room & Board

Initial foster room & board payments are overseen by the Senior Executive of Programs or their designee. All pertinent information is entered in FSFN for proper payment processing.

Monthly Foster Room and Board Process:

A. Foster room and board payments are processed in accordance with FSFN Payments Guideline. The BFP Accounting Department assists with the monitoring and tracking the accuracy of the adoption subsidy payments by using this process in determining allowability and reasonableness of the payments.

B. Foster room and board payments are processed in accordance with FSFN Payments Guideline. BFP helps monitor and track the accuracy and deductibility of the foster program expenses by using this process. This process is important because it helps to ensure that all expenses are allowable and reasonable by going through the approval process.

C. The Accountant or designee should reference the Financial Batch Processing Calendar for available date of the pending invoice report, batch release dates, and check issue dates. This calendar is updated annually.

D. Intake Data Specialist or designee prepares the Foster Care Report monthly. This report assists in tracking all placement changes and foster payments that should be made for the month.

E. After the calc on-going date has run, the Pending Invoice Report is generated. This report gives a detailed listing of everything that makes up the foster room & board batches in FSFN.

F. The Pending Invoice Report is compared to the Foster Care Report to ensure accuracy.

G. For any discrepancies that are in FSFN that differ from the Foster Care Report (i.e. incorrect payment amount, incorrect OCA, incorrect provider, or person ID, etc.) the payment will be canceled. This will be done by the Accountant or designee.

H. Once the Pending Invoice Report is reconciled the Senior Executive of Programs or designee approves the report based on the information given in the list. The invoice(s) can then be released on the date shown on the Financial Batch Processing Calendar. This is done by the Accountant or designee.

After the batch has been released a check write file is created. This file is then imported into Solomon by the Accountant or designee.

I. After the invoice is released, the 188s need to be generated. This is done through the report module.

J. Lastly, the OCA Reconciliation report is run. This report provides a detailed breakdown of payments based on the date parameters identified by expense type. This report is produced through the FSFN reporting module. A reconciliation of this report to the general ledger occurs. A spreadsheet is prepared documenting the variances. This reconciliation spreadsheet and the OCA Reconciliation report are submitted monthly to DCF. The reconciliation process is performed by the CFO or their designee.

Independent Living Subsidies:

Initial Independent Living subsidy information will be entered by Crosswinds staff into the FSFN.

FSFN Monthly Independent Living Process:

A. IL Subsidies will be processed in accordance with FSFN Payment Guidelines. BFP helps monitor and track the accuracy and deductibility of the Independent Living program expenses by using this process. This process is important because it helps to ensure that all expenses are allowable and reasonable by going through the approval process.

B. The Accountant or designee should reference the Financial Batch Processing Calendar for available date of the pending invoice report, batch release dates, and check issue dates. This calendar is updated annually.

C. Crosswinds Staff prepares the Independent Living codes list monthly and submits it to the Senior Executive of Programs or designee for approval. The codes list will be either approved or denied based on the information submitted. The Crosswinds staff also prepares check requests on a weekly basis that follow the same approval process.

D. After the calc on-going date has run, the Pending Invoice Report is generated. This report gives a detailed listing of everything that makes up the Independent Living batches in FSFN.

E. The Pending Invoice Report is compared to the approved Independent Living codes list and to weekly check requests to ensure accuracy.

F. For any discrepancies that are in FSFN that differ from the Independent Living codes list or check requests (i.e. incorrect payment amount, incorrect OCA, incorrect provider or person ID, etc.) the payment will be canceled. This will be done by the Accountant or designee.

G. Once the Pending Invoice Report is reconciled, the invoice(s) can be released on the date shown on the Financial Batch Processing Calendar. This is done by the Accountant or designee.

After the batch has been released a check write file is created. This file is then imported into Solomon by the Accountant or Designee.

H. After the invoice is released, the 188s need to be generated for the Independent Living Codes List.

I. Lastly, the OCA Reconciliation report is run. This report provides a detailed breakdown of payments based on the date parameters identified by expense type. This report is produced through the FSFN reporting module. A reconciliation of this report to the general ledger occurs.   A spreadsheet is prepared documenting the variances. This reconciliation spreadsheet and the OCA Reconciliation report are submitted monthly to DCF. The reconciliation process is performed by the CFO or their designee.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

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PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 8/14/2020