

Administrative Policy No. 19.85.20

Subject: Cash Receipting

Contact: Office of Accounting Services
Chief, (360) 664-5716

Authorizing Sources: RCW [43.01.050](#), Daily remittance of moneys to treasury –
Undistributed receipts account – Use.
OFM, State Administration & Accounting Manual
Section [85.20](#)

Effective Date: May 1, 2006

Last Revised: June 17, 2016 ^{iHousekeeping 12/7/16}

Approved By: original signed by Avanulas (Vann) Smiley
Chief Financial Officer/Assistant Secretary

Purpose

This policy establishes the Department of Social and Health Services' (DSHS) centralized cash receipting responsibilities. This policy replaces DSHS Administrative Policy 4.03

Scope

This policy applies to all DSHS programs which accept or receive funds that are deposited with the Office of the State Treasurer (OST).

This policy does not apply to local funds receipts in DSHS residential facilities or hospitals. Refer to the DSHS Institutional Local Funds Manual for more information.

Additional Guidance

[DSHS Forms Picker](#)

Form 01-012, Transmittal of Funds

Form 19-048, Cash and Negotiable Mail Log

DSHS Institutional Local Funds [Manual](#)

Definitions

Negotiables means checks, money orders, cash, or warrants.

Program means the affected DSHS programs, including the division, office, or staff designated by the Assistant Secretary or Division Director as being responsible for compliance with this policy.

24-hour deposit rule means compliance with RCW 43.01.050 that requires daily transmission of funds received by DSHS, on the preceding business day, to the Office of the State Treasurer (OST).

Policy

A. DSHS staff must instruct all payers (i.e., federal, state, and county agencies, and private businesses and individuals) to:

1. Make all negotiables payable to DSHS.
2. Include the payment coupon or other identifying information, such as:
 - a. Client or case name.
 - b. Identifying case number or unique identifier.
 - c. Reason for the payment.
3. Submit payments directly to the appropriate office below:
 - a. Mail payments (except institutional cost-of-care recoveries and child support) to:
Department of Social and Health Services
Economic Services Administration, Office of Financial Recovery
P O Box 9501
Olympia, WA 98507-9501
 - b. Mail Institutional cost-of-care recovery payments to:
Department of Social and Health Services
Economic Services Administration, Office of Financial Recovery
P O Box 9768
Olympia, WA 98507-9768
 - c. Mail child support payments to:
Washington State Support Registry
PO Box 45868
Olympia, WA 98504-5868
 - d. If the payment is received at 712 Pear Street in Olympia, the payment should be placed in the secure drop box in the reception area.

B. DSHS programs must:

1. When opening mail, managers must assign two individuals to facilitate the appropriate recording of all cash and negotiables.

2. When accepting a payment over the counter, the person accepting the payment must provide the payer with a receipt from a pre-numbered receipt book that contains an original and two copies of each receipt.
3. Ensure deposit transmittals are completed and sent to the Division of Child Support (DCS) within 24 hours of receipt.

C. The Division of Child Support (DCS) must:

1. Provide centralized processing and depositing of negotiables of all cash receipts within DSHS.
2. Ensure deposit transmittals are completed and deposited to Office of the State Treasurer (OST) within 24 hours of receipt, as required by the 24-hour deposit rule, unless a waiver has been obtained.

D. The Office of Accounting Services (OAS) must review requests for waivers to the 24-hour rule and is responsible for obtaining such waivers from the OST, if appropriate.

OST is solely responsible for approving waivers to the 24-hour deposit rule. Waivers issued by OST are only valid for the period specified.

Procedures

A. Processing and transmitting negotiables

1. Program staff (originating offices):
 - a. Assign two individuals to open the mail and list all cash and negotiables on a *Cash and Negotiable Mail Log* (form 19-048) or equivalent.
 - b. If cash or negotiables are received over the counter, provide the payer with a receipt from a pre-numbered receipt book that contains an original and two copies of each receipt. The original goes to the customer, one copy accompanies the payment, and the other copy stays in the receipt book. If the receipt is voided, all three copies must stay in the receipt book.
 - c. Restrictively endorse all negotiables immediately upon receipt with a stamp that says "For Deposit Only – DSHS".
 - d. Assign a different person (from Procedure A.1.a, above) to record cash and negotiables on a *DSHS Transmittal of Funds* form (01-012).
 - e. Keep all cash and negotiables in a secure location. On the same day received, mail the cash and negotiables, and the original of the *DSHS Transmittal of Funds* (form 01-012) to the proper address per Policy Section C: 4, 5 and 6 listed above.
 - f. Maintain copies and retain transmittals in compliance with the current records retention schedule.

¹ Updated hyperlink to manual

Official DSHS