



Administrative Policy No.: 19.85.41

Subject: Belated Claims

Contact: Chief, Office of Accounting Services
MS 45842 (360) 664-5716

Authorizing Source: OFM, State Administration & Accounting Manual (SAAM)
Section [85.40](#), Belated and Sundry Claims

Effective Date: April 9, 2008

Revised: December 13, 2024

Approved By: Original approved by Richard Pannkuk
Assistant Secretary / Chief Financial Officer

Purpose

To establish policy related to the identification and payment of belated claims.

Scope

This policy applies to all Department of Social and Health Services' (DSHS) programs for goods and services supplied by contractors, providers, vendors or other state agencies paid manually or through an automated system.

Additional guidance

DSHS administrative policy [19.85.40](#), timely submittal of claims
Liquidation monitoring flowchart ([attached](#))

Definitions

Administration 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.

Appropriated accounts means legislative authorization has been given to an agency to make expenditures for specific purposes from designated resources available or estimated to be available during a specified period.

Belated claim is an obligation of appropriated accounts for goods and services, which are received on or before June 30, but are not accrued in the concluding appropriation period. Shortages in estimated accrued expenditures/expenses are also treated as belated claims of the prior appropriation period.

Claim is a paper or electronic request for payment submitted by a contractor, provider, or vendor.

Contractor is any person, business, non-profit, or government entity who provides services to DSHS under a contractual agreement and not as an employee of DSHS.

Non-appropriated accounts are moneys that can be expended without legislative appropriation. Only funds in accounts specifically established in state law as being exempt from appropriation fall into this category. Non-appropriated accounts can be either budgeted (and subject to OFM allotment approval) or non-budgeted. (SAAM)

Provider or vendor is any person, business, non-profit, or government entity who provides goods or services to DSHS or its clients. A vendor may or may not have a contractual agreement. This does not mean individual provider (IP).

Policy

- A. Administration accounting staff must determine whether a belated claim is allowed, under the DSHS timely submittal requirements (DSHS policy 19.85.40).**
- B. DSHS must receive approval from the Office of Financial Management (OFM) prior to paying belated claims from appropriated accounts.**

Belated claims are those goods or services that were received in a prior-prior biennium but were never paid for. For example, DSHS was billed in December 2023 (FY24) for a service performed in December 2020 (FY21). A belated claim must be submitted to OFM because DSHS no longer has spending authority for the 19-21 Biennium. (Refer to the attached flow chart for a visual aid).

DSHS does not need OFM approval to pay belated claims from non-appropriated accounts.

- C. The OFM primary contact for DSHS is the office of accounting services (OAS) regarding paying belated claims on appropriated accounts.**
- D. DSHS must have unexpended appropriation authority from the applicable prior appropriation period to satisfy the claim.**

If DSHS does not have sufficient appropriation authority remaining from the prior applicable period, DSHS must request legislation for an appropriation for the amount needed before the belated claim can be paid. This is performed through the supplemental budget process.

E. All belated claims must be coded as current year appropriation expenditures.

1. Coding must be obtained from the administration accounting staff.
2. Approval must be received from OFM prior to the belated claim being paid.

Procedures

A. Administration accounting staff determine whether a belated claim is warranted by reviewing the following requirements:

1. Contractors must submit their claim no later than 12 months after the date of service. If the claims for payment are not presented within the 12-month period, there must not be a charge against the state (WAC [388-05-0010](#)).
2. Administration specific RCW, WAC, or contract agreements.

A belated claim can be submitted if DSHS determines the initial claim satisfies the exception requirements prescribed in the WAC or administration agreements (see administrative policy 19.85.40).

B. Administration accounting staff determine whether the claim is from an appropriated or non-appropriated account. For claims against:

1. Appropriated accounts, administration accounting staff send an email request to the OAS chief with the following information:
 - a. Name of the contractor, provider, or vendor;
 - b. Date of receipt of goods or services;
 - c. Claim amount;
 - d. Account (fund) and appropriation that should have been charged, had the claim been paid timely;
 - e. Account (fund) and current appropriation to be charged; and
 - f. Explanation for the delinquency of the claim.
2. Non-appropriated accounts, administration staff may pay these claims as deemed necessary from current year authority.

C. OAS determines if adequate appropriation authority exists from the fiscal year DSHS received the goods or service.

1. If adequate appropriation authority exists, OAS submits a written request to OFM for approval to pay the belated claim.
 2. If adequate appropriation authority does not exist, OAS notifies the FFAA budget office and the administration accounting staff that DSHS needs to request authority from the legislature through the supplemental process.
- D. Once approval is received from OFM or the legislature, OAS will notify the administration accounting staff to pay the belated claim.**

DSHS Official

LIQUIDATION MONITORING FLOWCHART 21-23 and 23-25 Liquidation Process

