	Agency Name	Office of Community Services (OCS)			
	Chapter No./Name	1. Administrative Policy			
	Part No./Name	9. Payment Mechanisms			
	Section No./Name	1-922 Direct Deposit Enrollment and Changes			
	Dates	Issue/Reissued	April 2007	Replacing	

PART 9. PAYMENT MECHANISMS

1-922 Direct Deposit Enrollment and Changes

To establish direct deposit payment requires completion of a form and financial institution account documentation is required. To make changes including cancellation of direct deposit of payments, the appropriate direct deposit form is required to be submitted noting the type of change requested.

A. Direct Deposit Form for OCS Employees

The [OCS Form DD 2](#) is used by employees to enroll and make changes in direct deposit accounts for TIPS reimbursement. The DD-2 must be completed in addition to the direct deposit forms for payroll and non-client related expense reimbursement through the Travel Expense form. The reason for this duplication is that the direct deposit information provided for payroll cannot be shared for the separate TIPS direct deposit reimbursement system.


B. Direct Deposit Form for OCS Vendors and Providers

The [OCS Form DD-1](#) is used to enroll, cancel and make changes in direct deposit by vendors (business and professional community services, etc.) and caretaker/placement providers (foster and adoptive parents, non-certified foster parents, residential facilities, child placing agencies, youth who are their own payee and other caretakers). The OCS Form DD 1 and information on direct deposit is available to the public on the internet web site for DSS at <http://www.dss.state.la.us> . After going to the web site, scroll down to the section for the Office of Community Services and click on the words “Direct Deposit”.

C. Account Documentation:

The following account documentation is required to be submitted with the appropriate direct deposit form for enrollment, cancellation and other changes in direct deposit.

Type of Account	Documentation
Checking	Voided check or pre-printed deposit slip
Bank Savings	Pre-printed deposit slip
Credit Union Savings	Pre-printed deposit slip or financial institution printout showing the account number and routing number
Savings and Loan Savings	Pre-printed deposit slip or financial institution printout showing the account number and routing number

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D. Direct Deposit Forms Submission

Direct deposit forms and required account documentation are mailed to the address indicated below according to the type of payee:

Payee Type	Direct Deposit Address
OCS Employees and Vendors	Office of Management and Finance TIPS Fiscal Unit P.O. Box 3927 Baton Rouge, LA 70821
Foster Parents Adoptive Parents Residential Providers Non-Certified Foster Homes Child Placing Agencies Tutor/Guardian	Office of Community Services Fiscal Section-Direct Deposit P.O. Box 3318 Baton Rouge, LA 70821

In addition to the above described OCS enrollment responsibility for direct deposit, other DSS offices are assigned responsibility for direct deposit of service providers associated with the function of their office. The [OFS Division of Child Care Assistance](#) manages the direct deposit responsibility for Class A licensed in-state Day Care Centers that accept state rates that are utilized by OCS clients through the TIPS Day Care Program. For foster and adoptive children who receive approval from State Office for day care in accordance with [12-230 D](#), the direct deposit form DD-1 must be submitted with the request for approval of Day Care Services.

E. Reporting Cancellation or Other Changes

The same form completed to initiate direct deposit of payments is used to make any changes in the financial institution account or to cancel direct deposit of payments.

F. Failure to Report Change

Failure to report a change in financial institution account will result in a payment delay. If a direct deposit payment goes to an account that has been closed, the financial institution sends an error report indicating the deposit could not be made.

OCS fiscal staff reviews the error reports daily. The fiscal staff contacts the worker for the foster/adoptive child requesting a TIPS Form 211 to be completed so a check will be issued to replace the direct deposit payment for which the error report was received. When the foster/adoptive parent or other caretaker/placement provider reports to the OCS worker a cancellation or other change in the account to which direct deposit payment is directed, the worker should give the payee the [Form DD-1](#) to complete.