

**Louisiana Department of Children and Family Services
Economic Stability**

DIRECT DEPOSIT & STORED VALUE CARD

The Department of Children and Family Services is replacing checks for STEP supportive service payments by offering Direct Deposit or a Stored Value Card (SVC). This process will ensure that you receive your STEP payments in a safe, easy and effective manner.

STEP payments will be deposited directly into your checking or savings account or credited to a SVC. If you do not have a checking or savings account, a SVC will be issued.

NOTE: You will continue to receive FITAP benefits on your Louisiana Purchase Card. This change will not affect FITAP payments.

Direct Deposit

Direct Deposit is the electronic transfer of funds to your checking or savings account.

You may participate in Direct Deposit if you meet the following criteria:

- Have an active checking or savings account in your name.
- Complete and submit the Direct Deposit Authorization Form (OFS DD1) with the required documentation for the account type selected as listed below:
 - For checking accounts, submit a voided check.
 - For savings accounts, submit a statement from your financial institution showing the account number and the routing number.

Return the above information to the parish/district Louisiana Workforce Commission (LWC).

Once the completed OFS DD1 has been received, it will be processed and your account information will be verified with your financial institution. If the account information is rejected, payments will not be issued through Direct Deposit until you provide the correct account information.

Making Changes to Direct Deposit

To change the account in which Direct Deposit is made, you must notify LWC in writing by completing a new OFS DD1.

If you cancel Direct Deposit, you will be given the choice of either providing new account information or being issued an SVC.

Stored Value Card

A Stored Value Card is a card with access to a direct payment account. This is another method of direct deposit where payments are placed on a pre-paid SVC debit card for use at businesses. Also, cash can be withdrawn from any U.S. Bank, Money Pass, and Allpoint ATMs free of charge. Other ATMs may be used to withdraw cash, for a small fee.

Availability of STEP Payments

Once your Direct Deposit or SVC has been activated payments will be available within 48 hours of the parish/district office authorizing the payment. You may contact your financial institution to verify funds deposited into your account by Direct Deposit. For funds credited to your SVC account, you may contact U.S. Bank.