	Agency Name	Office of Family Support (OFS)		
	Chapter No./Name	04 – Family Assistance Manual (FAM)		
	Part No./Name	W. JOBS Automated System (JAS) User Guide		
	Section No./Name	W-400 Provider Payment System		
	Document No./Name	W-430 Payment Procedure		
	Dates	Issue	September 1, 2006	Effective

The following will be discussed in this Section:

- General Payment Procedures
- Direct Payments to Participants
- Payment Considerations

W-430-1 General Payment Procedure

JAS will generate direct payments to participants for supportive services. * The “Check Write” is a nightly process that creates payments for all open payables. Funds are available by Direct Deposit into a checking or savings account or SVC account. If no errors are incurred, funds will be available within 48 hours after the parish office authorizes the payment. JAS offers the capability to issue paper checks, but this option should be used only in rare or unusual circumstances.

Direct Deposit & Stored Value Card Abbreviations and Definitions

Bank Directory File: A list of financial institutions and their routing number. If there is a match, the financial institution name will be auto-populated on the Member Banking Information Update Screen. If there is not a match, an error message will occur – Financial Institution Unknown – Check Routing Number.

DFI: Depository Financial Institution

DFI Account Number: A group of numbers assigned to an individual at a particular financial institution for tracking purposes.

DFI Routing Number: Bank federal identification number

EFT: Electronic Funds Transfer


Enrollment Process: The process of issuing a Stored Value Card

ODFI: Originating Depository Financial Institution, which is the contracted financial institution/Chase that handles the Direct Deposit transactions.

Pay Status:
 E = Passed checkwrite process, but error still exists.
 O = Open payable status and has not passed through the checkwrite
 P = Paid

Payment Type:
 C = Check
 S = SVC
 E = EFT/Direct Deposit

Pre-Note Process: The process of setting up Direct Deposit

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Pre-Note Indicator: Y = Yes

N = No

P = Pulled in the batch process and sent to contracted financial institution/Chase

RDFI: Receiving Depository Financial Institution, which is the provider's/client's bank

SVC: Stored Value Card

SVC Activated: Y= Yes

N = No

I = Inactive **

W-430-2 Direct Payments For Step Participants

If authorization is for one month and service begin date/end date are within the authorized payment month, payment is generated on the next Check-Write following entry of authorization. (An authorization is made in the same month as the service ONLY when the worker is certain that service will not be needed again in that month).

Only one * payment ** per participant is processed at Check-Write, and includes the total payment due for all services authorized.

A 'Remittance Advice' is included with each * payment **. This 'RA' shows:

- *
 - Detail type – Direct Deposit, Stored Value Card (JBD4135K1) and Payment (JBD4036R1)
 - The amount of the payment.
 - The payee of the payment.
 - A line-by-line breakdown of what services were covered by the payment, ** the service days, and service begin/end dates.
 - Any recoupment information.

If a participant payment authorization is entered on the Payment Authorization Update Screen (JBT 3011), but an error is discovered before the * payment is made, ** the payment may be stopped by canceling the authorization. (See [W-422](#)).