

Authorizing services and payments

All services to be provided for clients are authorized and paid through the Kansas Management Information System (KMIS). KMIS tracks all obligations and payments.

All services must be authorized before they are provided in order for RS to pay for them. This allows funds to be obligated (set aside) in order to pay for all services authorized. Only RS Counselors, Managers or Program Administrators can finalize a Service Authorization.

Vendors: RS purchases goods and services from vendors. For this reason SRS tracks vendors and clients in the Financial Accounts and Reports Management System and reports expenditures by tax identification number to the federal government. FARMS is the agency's accounting system and it interfaces with STARS which is the state's accounting system.

Service authorizations may be finalized prior to receiving the tax number. Prior to finalizing a KMIS payment authorization, all RS payments must have a valid vendor tax identification number.

The Vendor Tax Types include:

- 1 - Vendor's FEIN number (9 digits often beginning with 48- for Kansas vendors).
- 1 - State Agency numbers. FARMS uses individual Kansas State Agency numbers and six zeros.
- 2 - Vendor's Social Security Number. (In these cases, the name corresponding to the Social Security Number must be used on the first line. The company name may be used on the second line.)
- 2 - Client's Social Security Number is used for Community Based Work Assessments or Community Based Job Tryouts. These payments to clients are taxable.
- 3 - Client's Social Security Number for any other payments to clients. These payments are not taxable.

Accessing FARMS: Vendors can be found on FARMS by entering the Federal Employer Identification Number (FEIN) or Social Security Number or the name of the vendor on the provider line of the service authorization on KMIS. If the vendor is listed, the rest of the vendor information will appear in the spaces provided on KMIS. The vendor may appear under a different business name or at another address.

Vendor Not on FARMS: If the vendor does not appear on FARMS, enter the FEIN or Social Security number where indicated and fill in the name and address of the vendor. Select PF3 at the prompt. The Authorization for Services can be finalized without the vendor listed on FARMS. The vendor will be placed in suspense until listed. Payments cannot be authorized without the vendor listed on FARMS.

Vendors must provide a completed and signed Form W-9 to be placed on FARMS. The counselor can speed the process by obtaining the W-9 or providing the vendor phone number. Central Office will obtain the W-9 if not obtained by the counselor. It will be forwarded to payables where it will be placed in their accounting system and FARMS. The address is compared to the US Postal Service directory to ensure it is correct. The agency is fined for each incorrect address it reports to the federal government. Normally a new vendor is placed on FARMS within a working day of receiving the W-9.

FARMS Vendor Updates: When a vendor **address changes**, the vendor must complete a new W-9. An invoice with the new address and the FEIN already imprinted on it, or a signed letter from the vendor containing the new information may be substituted for the W-9. When a vendor **name changes** a new W-9 must be completed and forwarded to Central Office.

Client Not on FARMS: Clients who receive non-taxable payments like maintenance and transportation are placed on FARMS in RS Central Office each morning. Please allow at least one working day before finalizing maintenance and transportation payments to clients not on FARMS. In an emergency, call Central Office.

Clients participating in Community Based Work Assessments and Community Based Job Tryouts are independent contractors. The payments are taxable as income. To ensure timely payment, their W-9 forms and contracts are to be forwarded to Central Office before the assessment or tryout begins.

IMPREST check authorization: IMPREST funds in the Regional Offices have been established to accommodate the need for processing **emergency** payments for clients or special circumstances. KMIS will automatically move payments of less than \$5 to the IMPREST account. A copy of the authorization should be given to the IMPREST Fund Clerk to be paid.

Maintenance/transportation authorizations: Maintenance and transportation authorizations must be finalized by the 19th calendar day of the month prior to the month that payments are to begin. The KMIS maintenance/transportation payment takes the address currently listed on the application for clients. The client's correct address must be on the KMIS application. If the client's address changes, update the application before the 19th of each month to avoid delays. Contact Central Office to update FARMS.

Note: Although Maintenance and Transportation payments are normally cut on the 20th of each month they are not due until the first day of the following month.

Grantee referral authorization: This type of authorization must be used to authorize services provided to the client through a grant to an outside agency. Each grant client must have an authorization to receive grant services. A copy of the authorization should be sent to the grantee for its records. Grantee authorizations must be renewed, if the service is continuing, every grant year. Payment is not authorized.

State facility referral: This type of authorization is used to refer a client to Rehabilitation Center for the Blind or Visually Impaired or Career Development Centers. The facility staff will enter the actual services when they are provided. Payment does not need to be authorized.

Finalize a service authorization: Only the caseload counselor or the supervisor for that caseload can finalize the service authorization. This action on KMIS indicates the counselor approves the provision of this service to the client by the provider designated on the screen and the expenditure of RS funds for this service. Funds are not obligated until the authorization is finalized through this action on KMIS.

Authorization for clients in referral status: Payments may be made for clients in referral status. These would include services necessary to take an application (i.e., interpreter during initial interview, etc.) These authorizations should be made only for services necessary to complete the application process.

To accomplish this on KMIS, select #3 Authorization/Vouchering from the main menu. Enter the individual's Social Security Number (SSN) and select #1 to create a service authorization. A message will be received stating "client not on casemaster." Press PF4 to copy the referral to the casemaster. This action will not put the case in open status, but will allow the completion of the service and payment authorization.

Once the application has been taken, the case should be moved to status 02 before further authorizations are begun. If an application does not result and the case will not be opened, the referral should be closed 00 to 08.