

State warrants

Cancellation of state warrants:

- Determine the need to cancel a warrant by pulling the original authorization documentation and identifying invalid information.
 - Write a brief note or memo stating the circumstances requiring the need to cancel the warrant (duplicate payment, wrong vendor, client no longer attending school, etc.)
 - Make a note in the client's file that the warrant cancellation was requested.
- Write or stamp "canceled" on the face of the warrant to be canceled and cut a triangle out of the signature portion of the warrant.
- Send the reason to cancel with the service order number and the warrant to be canceled to RS Central Office in Topeka.
- RS Central Office will prepare a cancellation letter to SRS Payables.

Payments not received:

- View the payment on KMIS.
- If there is **no voucher number** the payment was not finalized on KMIS; finalize the payment.
- If the **voucher number is 000001** the payment was finalized but not processed. If the number remains a working day or more after the payment was finalized; contact Central Office.
- If the **voucher number is other than 000001**, the payment has been processed; check the warrant date.
- If the **warrant date is 01/01/1800** after five working days, the warrant was not cut; contact Central Office.
- If the **warrant date falls within five to ten days of the payment authorization**; check the warrant number.
- If the **warrant number is other than 9999999**, the warrant was issued. Check the State Treasurer's website to track the warrant. It will indicate the warrant has cleared the bank or it is outstanding.
 - If the **warrant has cleared the bank**, advise the vendor of the warrant date and the number. The vendor may be able to find it in his/her records.
 - Contact Central Office if a **copy of the cancelled warrant** is required.
 - If the **warrant is outstanding for at least ten working days** and the vendor does not have it, contact Central Office to request the warrant be cancelled. Reauthorize the services and the payment.

- If the **warrant number is 9999999**, the payment has been set off because the vendor owes money to the State of Kansas or a political subdivision. At this point, payment for services is complete as is RS involvement. The counselor **MUST NOT** evade this process and **MUST NOT** assist the vendor to evade this process. Persons/Vendors with questions regarding the Setoff process may call the Customer Call Center at **785-296-4628**, 8:00 AM to 4:00 PM Monday through Friday. See the following information regarding the State Setoff Program.

NOTE: State of Kansas Setoff Program

The Setoff Program provides assistance to state agencies in the collection of delinquent accounts receivable. It allows the Director of Accounts and Reports to set off monies owed by the State of Kansas against monies owed to the State of Kansas. The Setoff Program matches payments in process with debts owed, reduces the payment in accordance with the debt, and credits the debtor with a payment.

A VR Counselor may encounter this service when a vendor receives a reduced payment or no payment for services and receives notice the payment or a portion of it has been applied to a tax bill or other debt held by the state or a municipality within the state. Vendors frequently do not understand the notice or otherwise disregard it. The counselor is to treat this as a payment of the monies owed by RS. The client is NOT to be billed. The counselor cannot cancel the payment or accept a returned warrant. He or she can provide the vendor with information to contact the Division of Accounts and Reports so the vendor can investigate or contest the debt.

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