

3/1/88

Bulletin No. 88-7

P-2734 A

P-2734 Replacing Essential Person Checks

A. Lost/Stolen Checks

Follow the basic procedures for replacing checks at P-2131 C. Do not replace a check until all of the forms have been completed. DO NOT REPLACE A CHECK WHICH HAS BEEN CASHED AND THEN THE MONEY WAS STOLEN!

B. Death of EP Recipient

If an EP recipient dies, we can replace the EP check to guarantee payment of the essential person, provided:

- the EP recipient died during the month covered by the check; and
- the essential person rendered services during that month; and
- the check has not been cashed.

The worker should obtain the original check, telephone the Administrative Services Account Clerk to have it voided in ACCESS, stamp "FOR DEPOSIT ONLY (DSW)" on the reverse side, and then send it to Cash Receipts with a District Office Cancellation Transmittal.

NOTE: If the original check cannot be obtained, the worker should call in a "stop payment" (see P-2131 C5). Since the client is deceased there is no way to verify if the check had been endorsed prior to the death of the client. Therefore, replacement should not be made until the "stop payment" has been guaranteed effective by the Account Clerk.

The CHECKWRITE function in MONY should be used to issue the replacement check once the EP case is closed in ACCESS. Make sure to put the name of the person who rendered EP services in the "Alternate-Payee" position on the CHECKWRITE screen.