

Arkansas Department of Human Services
Division of Children and Family Services

“FEED THE KIDS”

INSTRUCTIONS FOR UTILIZING COUPON BOOKS AND PURCHASE ORDERS

PURPOSE: THIS PUBLICATION OUTLINES ALTERNATIVE PROCEDURES THAT MAY BE USED WHEN DCFS STAFF PURCHASE MEALS FOR CHILDREN, WHO ARE DCFS CLIENTS.

NOTE: ABUSE OR MISUSE OF THESE ITEMS WILL BE ADDRESSED UNDER DHS POLICY 1084 (EMPLOYEE DISCIPLINE) AND DHS POLICY 1085 (MINIMUM CONDUCT STANDARDS FOR DHS EMPLOYEES).

- 1) The **DCFS Financial Support Unit** will:
 - Initiate requests to purchase Meal Ticket Vouchers, Coupon Books or other items approved for this program.
 - Submit the “Request for Purchase Order Forms” with the appropriate approval signatures.
 - Utilize purchase orders as the procurement and payment method.
 - Log-in on receipt and sign-out for distribution all Meal Coupons and other items approved for this program.
- 2) The **DCFS County Office** will:
 - Maintain a Meal Authorization Log Sheet (CFS-595) listing the use of each coupon book or other item distributed. The CFS-595 must include (a) date of use, (b) name of the worker using the item, and (c) Social Security Number or Case Number of the client.
- 3) The **DCFS Worker** initiating the request will:
 - Fill out the Meal Voucher Authorization Form (CFS-594), to include all of the Meal Coupon Numbers.
 - Sign the CFS-594 (Area Manager or County Supervisor MUST also sign).
 - Sign each coupon on the line marked “From” and obtain a cash-receipt from the vendor.
 - Have the vendor sign the CFS-594 when not using Meal Coupons.
 - Turn in any change (cash overage) from the food purchase and/or the CFS-594 and all attachments to their County Supervisor within the time established by the Area Manager [in time for the 5 working day submission deadline to the Financial Support Unit].
- 4) The **County Supervisor or Area Manager** authorizing the use of the item will:
 - Sign the Meal Voucher Authorization Form (CFS-594).
- 5) The **County Supervisor** will:
 - Turn in any change (cash overage) from the food purchase and/or the CFS-594 and attachments to their Area Manager not later than whatever time limit the Area Manager establishes [in time for the 5 working day submission deadline to the Financial Support Unit].
- 6) The **Area Manager or Designee** will:
 - Sign the back of the copy of each coupon to verify DCFS client use.
 - Review, approve and sign the Meal Authorization Log (CFS-595) to ensure that the information is correct and the expenditures were appropriate.
 - Retain the original CFS-595 and forward a copy to the Financial Support Group (Slot S561).
 - Forward any change and/or the Authorization Form (CFS-594) and attachments to the Financial Support Unit by close-of-business on the 5th working day after the food purchase.
- 7) A **Documentation Packet** must be submitted for reconciliation and audit purposes before any additional coupon books or food purchase orders may be issued. The **Packet** must include:
 - Original Meal Voucher Authorization Form (CFS-594) with appropriate approval signatures.
 - Copy of the DCFS Meal Authorization Log (CFS-595).
 - Copy of each coupon issued verifying the coupons were used for clients.
 - Original cash receipt from the meal purchase.
- 8) The **DCFS Financial Support Unit** will:
 - Complete the “refunds to expenditures process” on cash overages resulting from purchases with food coupons by close-of-business on the 5th working day following receipt of cash overages and documentation.