

SANDY RECOVERY DIVISION

SUBJECT: Check Handling Policy

NUMBER: 2.10.61

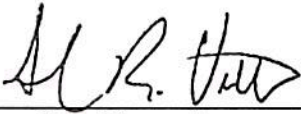
EFFECTIVE: February 2014

REVISED: May 2020

SANDY CDBG-DR

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APPROVAL:



Samuel R. Viavattine
Director, Sandy Recovery Division

Purpose

The purpose of this policy is to identify the process and responsible individuals for carrying out this process. Main components of the process are:

- Voided or returned checks and;
- Aging/Outstanding checks; checks exceeding ninety days (stale checks) and one hundred eighty (180) days (expired checks).

Policy

This policy applies to the Reconstruction, Rehabilitation, Elevation, and Mitigation (“RREM”) Program, the Landlord Rental Repair Program (“LRRP”), and the Low-to-Moderate Income (“LMI”) Homeowners Rebuilding Program and the Resettlement Program (“RSP”). All actions related to checks involving CDBG-DR funds must be approved by the Assistant Director of Compliance and Monitoring.

RETURNED CHECKS

For checks that are returned to the Sandy Recovery Division (“SRD”) as “undeliverable” either by the post office for incorrect address or by an applicant, the initial point of contact is the SRD Finance Unit. These checks come into several Department of Community Affairs (“DCA”) divisions including, but not limited to, the Sandy Recovery Unit, the DCA Mail Room, and the DCA Department Finance Office. All returned checks are to be immediately delivered to the SRD Finance Unit, who will record the check, complete and attach a deposit slip, and forward to the DCA Department Finance Office.

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The SRD Finance Unit will advise the Office of Compliance and Monitoring of the returned check. Compliance and Monitoring will conduct an initial investigation and create a record in SIROMS noting the receipt. The Office of Compliance and Monitoring will also be responsible for notifying the Program originating the funds request and the SRD Finance Unit regarding the results of the investigation.

AGING/OUTSTANDING CHECKS

The SRD Operations team, for both LMI and RREM Programs, and LRRP Program Management team, for LRRP, will contact applicants after ninety (90) days of the check being issued if still outstanding. Operations and LRRP Program Management will record case notes in SIROMS and will keep informed of current status of the applicant. If, for some reason, the check should be voided, Operations and LRRP Program Management will inform Compliance and Monitoring, who will initiate the voiding of the check and replacing, if appropriate.

If the check does not need to be voided, the SRD Operations Team and LRRP Program Management teams will notify the applicant via email at one hundred twenty (120) days and by regular mail at one hundred fifty (150) days and one hundred eighty (180) days, reminding the applicant to cash the check in order to avoid the expiration of the check. If there is no response from the applicant during these check points, SRD may withdraw the applicant from the program.