

11/1/96  
2230 C2

Bulletin No. 96-72

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P-2230     Protective Payments (Continued)

C.     ACCESS Procedures (Continued)

2.     Controlled Vendor Payments (CVP) and Protective Payee

To initiate CVP, go to the SUBS function and enter the necessary data. An entry in SUBS will cause ACCESS to create a version of eligibility for approval, generate a notice of adverse action to send to the recipient, and stop the regular issuance of state office ANFC checks.

In addition, if you want ACCESS to issue monthly checks to the landlord in the 60 percent/40 percent cycle rather than issue them yourself, enter C as the reason code on the RENT panel with the same information used when initiating RVP.

IMPORTANT: Do not use a C code without a SUBS panel or an arrears amount entered. If you do, ACCESS will not generate a notice.

Use SPEC/C/FORMS to create a notice to the landlord and any other service providers with information relating to payments to be made by the department from a recipient's ANFC benefit.

If a recipient who has rent checks sent directly to the landlord tells you that he or she is likely to move soon, remove the C code and the landlord's name and address from the RENT panel. This will allow you to vendor the entire grant and, therefore, send the rent to the correct landlord if the client does indeed move before the first of the next month.