

D PAAR Check Signature Authorization

The responsible supervisor or manager completes a PAAR Fund Signature Authorization (AS-150) form to authorize and deauthorize staff permitted to sign PAAR checks.

WARNING

PAAR check signers cannot be the same staff who prepare checks.

Forward the AS-150 to the FAA Assistant Director (AD), Division of Benefits and Medical Eligibility. The AD approves the addition or removal of staff from the master listing of authorized signers.

After being signed by the AD, the AS-150 is forwarded to the Office of Accounts Receivable and Collections (OARC). The OARC staff completes the following:

- Performs all liaison activities between authorized signature additions or voidances and the State PAAR Fund Servicing Bank.
- Maintains current files of all authorized PAAR check signers.

The office must request special permission, via an interoffice memo to the AD, when more than two signers are necessary.

Other DES agencies (DCYF, A&AA, JS, etc.) co-located with FAA keep the Local Office Manager (LOM) informed of those staff authorized to request PAAR checks.

PAAR check requests from these other DES agencies, which bear the proper authorized signature, are honored by FAA.

NOTE The Division of Developmental Disabilities no longer requests PAAR checks be issued for them by FAA.