



B.J. Walker, Commissioner

Georgia Department of Human Services • Division of Family and Children Services • Mark A. Washington, Assistant Commissioner
Two Peachtree Street, Suite 19-490 • Atlanta, Georgia 30303-3142 • 404-651-8409 • 404-657-5105

MEMORANDUM

TO: DFCS Foster and Adoptive Parents

FROM: Mark A. Washington, Assistant Commissioner *MAW*

SUBJECT: Direct Deposit of Reimbursements to Adoptive and Foster Parents

DATE: February 19, 2010

The Division of Family and Children Services (DFCS), in partnership with Systems and Methods, Inc., has begun the process of allowing for direct deposit or direct payment cards for all Foster and Adoptive parents currently receiving reimbursements directly from DFCS. This new process will benefit foster and adoptive parents in a number of ways. First, it's faster. Second, it's a secure, paperless process. Third, it protects against check loss, theft of funds and identity theft.

Direct Deposit will start April 1, 2010. DFCS Foster and Adoptive parents can have their payments processed as either a Direct Deposit transaction or as a Direct Payment Card transaction. If there is a discrepancy in any payment amount, foster and adoptive parents can work with their caseworker to resolve the problem as they normally do.

For your convenience, the direct deposit authorization form is attached. Please select the deposit method most convenient for you (checking, savings, or direct payment card) and return the completed authorization form to the address noted by March 15th to allow for adequate processing time. After April 1, 2010, Direct Deposit requests will be processed within 7 business days after date of receipt.

In the effort to be environmentally responsible and reduce the amount of paper involved, DFCS Foster and Adoptive parents will receive an email notification that a direct deposit transaction has occurred, either to their bank account or to the direct payment card. The email will provide detailed transaction information to identify the purpose of the deposit. Anyone who does not have an email address can obtain a free email account through various internet companies such as Google (www.gmail.com), Yahoo (www.yahoo.com), or Microsoft/Windows (www.hotmail.com)

We encourage everyone to sign up for Direct Deposit. General information about the Direct Payment Card is addressed on the next page and should help you make an informed decision as to whether Direct Deposit or the Direct Payment Card is the best option for you.

Thank you for your assistance and patience during this enhancement to our payment process. We believe this is a major step forward in helping our adoptive and foster parents receive fast reimbursements.

JPMorgan Chase Bank
Visa Direct Payment Card Information

What is a Direct Payment Card? It is similar to a Debit Card that many of us use with our checking account.

Can I use it anywhere? You may use the card anywhere VISA is accepted, and at over 40,000 Chase or Allpoint ATMs.

How much money can I withdraw from an ATM? Your card does not have a daily withdrawal limit so you can withdraw all of the balance as long as you do not go over the ATM machine's maximum daily withdrawal amount.

Can I go to a bank and withdraw my money? Yes, as long as the bank is marked with a VISA logo, and you have photo identification, you may withdraw the balance from your account.

What do I do if I lose my card? Contact Chase Customer Service (1-866-795-3890) to have them issue you a new card. It will cost you \$5.

Will I get a statement of how much is on my account? You will have access to an internet site (www.myaccount.chase.com) that allows you to review your balance and transactions. If you prefer a paper copy of your statement, the cost is \$0.95 per month.

Direct Deposit/Direct Payment Card applications are attached. Please be sure to send the application and required documentation to the address noted on the application.

If you have questions or comments related to this upcoming enhancement, please email us at DFCS-FiscalServices@dhr.state.ga.us.



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**Authorization Agreement for Electronic Payment
Foster/Adoptive Parents**

PLEASE TYPE OR PRINT INFORMATION

Name (both) (as currently printed on check)	
Address (first line)	
Address (second line)	
City, State, Zip Code	
Social Security #	
Email Address	

I authorize the Division of Family and Children Services (DFCS/DHS) to deposit my payments directly into my Bank/Direct Payment Card account. DFCS/DHS is also authorized to adjust any over/under deposit that it has caused to be made to my account. I recognize that the deposit of my payments shall be made by electronic means.

The net amount of my payments is to be deposited into my (only one selection may be chosen)

- Checking Account (if choosing this method, complete the next section)
- Savings Account (if choosing this method, complete the next section)
- DHS/DFCS Direct Payment Card Account – (if choosing this method, an account number will be assigned and a Value Card will be mailed to you)

at _____ (name of your financial institution). Attached is a voided check or voided savings deposit slip showing the correct information for my account. **If I change my bank or my bank account, I am responsible for notifying the DFCS/DHS Regional Accounting office immediately and understand that they have 7 days within which to make the necessary changes.**

In signing this authorization for Direct Deposit or issuance of a Direct Payment Card, I understand that certain checks will not be automatically deposited into my bank account or onto my Direct Payment Card account but will be given to me. This would be for emergency situations only and will be addressed on a case by case basis.

Signature of Authorized Representative	Date	Business Telephone #

ATTACH VOIDED CHECK HERE

Mail this form and voided check to:

Field Fiscal Services – Regional Accounting
Attn: Direct Deposit Representative
Post Office Box 999
Calhoun, GA 30703