

Rio Grande/Mineral County

Department of Social Services

Policy

Policy Title Separation of Duties	Reference Volume 3 Regulation 3.903 3.911
Policy No. CCCAP-20	Effective Date September 2021
	County Director Approval

Purpose

To ensure that the appropriate roles correspond to the work specified. CHATs security access will be requested for each role as it corresponds to the duties and responsibilities of the role.

Policy

Eligibility is determined by the Child Care technician who is assigned universal access to CHATS. As part of the State approved waiver established allowing the technician to also be the Provider Worker, manual claims are reviewed and signed off by the CCCAP Supervisor to mitigate the inability to have a separation of duties between eligibility and payments.

Child Care Supervisor monitors current provider and case load reports and review for changes and/or updates.

Recoveries are calculated by the technician, the CCCAP Supervisor reviews and signs recovery form and then the recovery data is given to the Quality Assurance Supervisor. The QA Supervisor updates recovery data in CHATS and manages client/provider payments made on recoveries and enters payments in CHATS. QA Supervisor meets with client/provider to sign a promissory note when appropriate.

Signed by:



Chair, Rio Grande County Board of Commissioners



Date