

Part 419	Name Lost, Stolen or Forged Checked	Effective Date October 26, 2010
Authorization *Federal Register, Volume 66, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.39.**		

I. STEPS TO FOLLOW REGARDING LOST, STOLEN, OR FORGED CHECKS

Counselors/Rehabilitation Counselor Associates should take the following steps when a consumer or vendor's warrant/check (maintenance, transportation, tuition, etc.) is lost, stolen, or forged:

- A. Confirm through AWARE/BRIS the warrant/check number, date, and amount.
- B. Immediately send an email to Faye Stutts at LWC Management and Finance/Fiscal Section.
- C. Proceed to complete the "Request for Lost Check" form (Form RS-31, in Chapter 2) and have consumer sign the form.
- D. Send "Request for Lost Check" form (RS-31) to Faye Stutts at LWC Management and Finance/Fiscal Section.
- E. LWC Management and Finance/Fiscal Section will issue stop payment.

II LOST OR STOLEN CHECK

- A. If the check is truly lost, the check has not or will not clear the bank.
- B. After the time period required by the bank has elapsed, the bank will notify Faye Stutts at LWC Management and Finance/Fiscal Section of the nature of the stop payment. If the check has not cleared the bank, the check will be reissued.
- C. If the check has cleared the bank, Faye Stutts at LWC Management and Finance/Fiscal Section will send a copy of the endorsed check to the Counselor and request that the Counselor verify with the consumer/vendor (payee) whether the signature is that of the consumer/payee or is a forgery.

III FORGED CHECK

- A. If the check has been endorsed and has cleared the bank, Faye Stutts at LWC Management and Finance/Fiscal Section will send a copy of the endorsed check to the Counselor and request that the Counselor verify with the consumer (payee) whether the signature is a forgery.
- B. If the consumer (payee) verifies the signature is forged, an RS-32, Affidavit Regarding Check Allegedly Forged must be completed.
- C. The Counselor or RCA sends the RS-32 to Faye Stutts at LWC Management and Finance/Fiscal Section with a cover memo outlining the nature of the situation.

- D. Faye Stutts at LWC Management and Finance/Fiscal Section and the bank will review the signature also. If all parties agree that the signature is a forgery, LWC Management and Finance/Fiscal Section will reissue the check.