

# **TRANSIT FARE: ORDERING, DISBURSEMENT AND RECONCILIATION**

C300-202 | Revision Date: 10/07/20

## Overview

This Policy supports and guides the Department Clerical staff whose responsibility it is to manage transactions of transportation negotiables.

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## Version Summary

This policy has been revised from the 10/03/13 version to align with the new, 2019 DCFS Transit Fare process and forms developed by the DCFS Materials Management Section. The title has been changed from: Bus Passes/Tokens/Coupons – Ordering, Disbursement and Reporting. The new process makes the following forms obsolete: DCFS 62 C; P; & T and the DCFS 64 C; P; & T. The DCFS 63 has been rewritten and renamed: “Transit Fare Request and Receipt”. The DCFS 65 has been rewritten and renamed: “Transit Fare Order”. The following new forms have been added: DCFS 62A, Transit Fare Control Log; DCFS 62B, Stored Value Card Control Log; DCFS 63W, Transit Fare Request Worksheet and; DCFS 64, Transit Fare Reconciliation. The DCFS Transit Fare Guide is a linked Attachment for reference.

# POLICY

## Transportation Needs

DCFS Regional offices are provided with transit fare for DCFS served clients who are in need of transportation services to meet their case plan and court ordered requirements, such as to attend counseling, family visitation, drug testing, etc.

## Task Assignment

The tasks covered in this policy may be assigned to any staff as long as the tasks fall within the [Class Specification](#) for their Item.

Assignments will be made according to office needs as designated by the office head or appropriate designee.

## Separation of Duties

Each Regional office must ensure that the functions of ordering, receiving, disbursement, reconciliation, and approvals are independent of one another and that only authorized personnel perform these tasks. For example, Receiving Staff cannot perform Disbursement Staff's roles or responsibilities.

The Regional Administrator (RA) or appropriate designee shall verify separation of duties of staff handling Transit Fare on a quarterly basis, at a minimum, or as often as needed.

## Employee Acknowledgement of Negotiable Usage

A negotiable is any item that represents a promissory sum of money. All employees handling, distributing and issuing transit fare must complete and sign the [DCFS 194-A](#), Employee Acknowledgement of Negotiable Usage initially and every time the form is updated. The original will be filed in the employee's Human Resources Personnel Folder, a copy will be filed in the employee's Office Personnel Folder, and a copy will be given to the employee. It is the responsibility of the Regional Administrator to make sure each employee reviews and signs this form.

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## Security

Transit Fare are negotiable items and must be secured at all times and access shall be limited to a minimum number of individuals.

RAs or appropriate Designee shall ensure that a secure location, such as a functioning safe or file cabinet with a lockable side bar, is available for storage of Transit Fare.

While in the office, Transit Fare shall be secured in a locked safe, file cabinet with a lockable side bar, or locked drawer.

- The safe should be inventoried every six months,
- The safe combination should be safeguarded and must not be kept under a blotter, phone, behind pictures, under desk objects, or placed anywhere near the safe. The combination should be memorized and written copy of the number secured by a supervisor.
- The safe combination should be changed when an individual who has knowledge of the combination leaves County service, is transferred to another County department, or otherwise no longer requires access to it.
- The Perpetual Inventory Log (Log) should be maintained to record additions and/or deletions of inventory items as they occur and document the remaining balance at the end of each day. The Log should be kept in the safe where the negotiable instruments are secured.

While in the field, CSWs or delegates must ensure that Transit Fare are secured and out of plain sight. If kept overnight, Transit Fare must not be left in the car.

## **Management of Transit Fare**

Ordering Staff will work with their supervisors/administrators to ensure that adequate transit fare is ordered in a timely manner, and to increase or decrease the amount of transit fare requested in order to best meet the needs of the region.

Each region is responsible to record all transactions on the appropriate forms and to submit reconciliation reports by the 10<sup>th</sup> of each month to DCFS Accounts Payable.

Transit fare only issued to DCFS clients who are specifically identified in a case plan or if ordered by the court. They are not to be used by DCFS employees.

Transit fare is a negotiable item and must be secured at all times in a locked safe, file cabinet or cash drawer.

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## **Managing The Transit Fare Daily Perpetual Inventory**

Each Office shall develop and maintain a Perpetual Inventory Log (Log). The Safe Keeper shall update the log daily to reflect the most up-to-date inventory.

The Log shall be maintained to record additions and/or deletions of inventory items as they occur and documentation of the remaining balance at the end of each day. The Log shall be kept in the safe where the negotiable instruments are secured.

# PROCEDURE

## ORDERING TRANSIT FARE

### Ordering Staff Responsibilities

1. Complete a [DCFS 65](#), Transit Fare Order form based on order history and office needs. For example:
  - Most recent [DCFS 62A](#), Transit Fare Control Log and/or [DCFS 62B](#), Stored Value Card Control Log to determine the amount of Transit Fare distributed.
  - Most recent [DCFS 64](#), Reconciliation Report to determine the amount of Transit Fare on hand.
2. Submit the completed DCFS 65 to the Clerical Administrator or appropriate designee for review and approval.

### Clerical Administrator or Appropriate Designee Responsibilities

1. Review and approve the DCFS 65 and forward to the Regional Administrator (RA) for review and approval.
2. Upon receipt of the approved DCFS 65, from the RA take the following steps:
  - a. Scan and email the DCFS 65 to the following:
    - i. Transit Coordinator at: [transit@dcs.lacounty.gov](mailto:transit@dcs.lacounty.gov) by the due date specified by the Departmental Transit Coordinator each month.
    - ii. Receiving Staff.
  - b. File the original DCFS 65 with the RA signature and retain for five years in the designated office file.
    - Contact the Transit Coordinator at: [transit@dcs.lacounty.gov](mailto:transit@dcs.lacounty.gov) if there are any questions regarding, Transit Fare.

### Regional Administrator, Division Chief or Appropriate Designee Responsibilities

1. Receive, review and approve the DCFS 65.
2. Return the signed DCFS 65 to the Clerical Administrator or appropriate designee.

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# RECEIVING TRANSIT FARE

## Receiving Staff Responsibilities

1. Receive a copy of the DCFS 65, Transit Fare Order from the Clerical Administrator or appropriate Designee.
2. Receive Transit Fare from MTA and/or pick up Transit Orders or warrants from AP.
3. Redeem Transit Fare for non-MTA agencies with Transit Orders or warrants, if any.
  - Offices are prohibited from providing Transit Orders or warrants directly to Clients.
4. Return any unused or expired Transit Orders/warrants to AP within six (6) months of issuance.
5. Sign and date the delivery/pick-up on the proof of delivery/receipt to verify receipt of Transit Fare.
6. Count the Transit Fare types, quantity, and value amounts of Transit Fare received in the presence of one other designated staff that is not assigned with any ordering, disbursement, reconciliation responsibilities.
7. Ensure that Transit Fare received matches the DCFS 65 (Transit Fare Order) and sign and date the form.
8. If an overage/shortage of MTA Transit Fare is identified, notify the Departmental Transit Coordinator at [transit@dcfs.lacounty.gov](mailto:transit@dcfs.lacounty.gov) immediately:
  - a. For overages, include Transit Fare type and Serial Numbers. Departmental Transit Coordinator will coordinate the return with MTA. Offices will mail or deliver extra Transit Fare to MTA and provide Departmental Transit Coordinator with shipping details for tracking purposes.
  - b. For shortages, include Transit Fare type and quantity. Departmental Transit Coordinator will work with AC to fulfill the order.
9. Ensure that Transit Fare with expiration dates and value amounts are clearly labeled for Disbursement Staff.
10. Lock up Transit Fare in a secured location such as a functional locked safe or file cabinet with a lockable side bar.
11. File proof of delivery/receipt in Office File.

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## **SAFE KEEPING OF THE TRANSIT FARE**

### **Safe Keeper Staff Responsibilities**

1. Upon Disbursement Staff Request, open the safe and verify Transit Fare against the Perpetual Inventory Log (Log).
  - a. The count should match the last ending balance.
  - b. Report any discrepancy to the Clerical Administrator or appropriate designee.
2. Give all Transit Fare to the Disbursement Staff.
3. Upon receipt of all expired or defective Transit Fare from the Disbursement Staff, count all and record on the Log.

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## **DISBURSING TRANSIT FARE**

### **Disbursement Staff Responsibilities**

1. Receive an approved [DCFS 63](#), Transit Fare Request and Receipt from a CSW.
2. If corrections are required, return the DCFS 63 to the CSW immediately to ensure timely resubmission.
3. Compare the DCFS 63 against the [DCFS 62A](#), Transit Fare Control Log and/or the [DCFS 62B](#), Stored Value Card Control Log to ensure that Clients are not receiving duplicate issuances and are not exceeding each Office's limit of Transit Fare.
  - Duplicate issuances, where more than one DCFS 63 is submitted for the same month require additional approval from the ARA.
  - Amounts over \$200 require justification and ARA approval.
  - Follow individual offices approval process for amounts greater than the office limit of Transit Fare.
4. Prepare for disbursement:
  - a. Remove the Transit Fare from the secured location. For any Transit Fare with expiration dates, ensure that the oldest inventory is disbursed prior to the new inventory.
    - Stored Value TAP Cards are valid for 12 months from when MTA loads them.
  - b. Enter the Transit Fare type, quantity and Serial Numbers on the DCFS 63.
  - c. Enter the Issue Date, State ID #, CSW File #, Client's Name and Serial Number in DCFS 62A, Transit Fare Control Log and/or the DCFS 62B, Stored Value Card Control Log.

- d. Place the Transit Fare in a separate envelope for each Client with the corresponding DCFS 63.
6. When the CSW/delegate picks up Transit Fare:
    - a. Verify the Transit Fare being issued by counting the Transit Fare with CSW/delegate when they pick up the Transit Fare.
    - b. Have the CSW/delegate sign the DCFS 62A and/or DCFS 62B to confirm the disbursed Transit Fare.
    - c. Sign and date the Transfer History section of DCFS 63 and obtain the signature of the CSW/delegate to confirm the transfer.
    - d. Disburse envelope containing Transit Fare and DCFS 63 to the CSW/delegate.
  7. After the CSW/delegate issues the Transit Fare to the Client, receive the DCFS 63 with Client's signature and dates.
    - The signed DCFS 63 must be received within three (3) business days from the date the CSW receives the Transit Fare.
    - The DCFS 63 and Transit Fare must be returned by the CSW if not issued to the client within three (3) business days.
    - a. If the DCFS 63 is not returned by the 15th of the month by the CSW, notify the Assistant Regional Administrator (ARA) via e-mail. Notify the RA on the 30th of the month if any DCFS 63's are still outstanding.
  8. After receiving the returned DCFS 63:
    - a. Complete the DCFS 62A and/or DCFS 62B by annotating the date it was returned.
    - b. Ensure that the CSW receives a copy of DCFS 63 for their Case File.
    - c. File the corresponding DCFS 63 with the [DCFS 62A](#) and/or DCFS 62B in the Office File.
  9. Upon receipt of any expired and defective Transit Fare from CSW:
    - a. Annotate the return date on the DCFS 62A and/or DCFS 62B, as well as, on the DCFS 63.
    - b. Make copies of the DCFS 62A, Transit Fare Control Log and/or DCFS 62B, Stored Value Card Control Log, as well as, the DCFS 63, Transit Fare Request and Receipt and file in the Office File.
    - c. Forward the original DCFS 62A, Transit Fare Control Log and/or DCFS 62B, Stored Value Card Control Log to the Reconciliation Staff.
  10. Return all expired or defective Transit Fare to the Safe Keeper Staff.

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## RECONCILIATION OF TRANSIT FARE

### Reconciliation Staff Responsibilities

1. On a monthly basis, complete the [DCFS 64](#), Reconciliation Report:
  - a. Beginning Balance – Use the previous month’s DCFS 64 ending balance.
  - b. Received – Use [DCFS 65](#).
  - c. Disbursement and Returned – Use [DCFS 62A](#) and/or [DCFS 62B](#).
  - d. Physical Inventory, Expired, and Defective - Meet with one other staff, independent of the Transit Fare process, to verify the physical inventory.
    - TAP Cards are valid for 12 months and can be issued to Clients the following month.
2. Submit the completed DCFS 64 and supporting documentation to the Supervisor for review and approval.
3. Upon approval, prepare the Reconciliation Package:
  - [DCFS 6-1](#), Miscellaneous Transmittal) with AP as the recipient.
  - DCFS 64 bundled with original expired and defective TAP Cards.
    - For copies of TAP Cards both the front and back should be included.
  - DCFS 62A and/or DCFS 62B.
4. Submit the Reconciliation Package by the 10th of each month to AP at:  
DCFS Accounts Payable  
425 Shatto Pl, Room 310  
Los Angeles, CA 90020
5. File a copy of the Reconciliation Package in the Office File.

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## APPROVALS

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### **Clerical Administrator or Appropriate Designee**

DCFS 64, Transit Fare Reconciliation

### **Regional Administrator, Division Chief or Appropriate Designee**

DCFS 64, Transit Fare Reconciliation  
DCFS 65, Transit Fare Order



## HELPFUL LINKS

### Attachments

[DCFS Transit Fare Guide](#)

### Forms

LA Kids

[DCFS 6-1](#), Miscellaneous Transmittal

[DCFS 62A](#), Transit Fare Control Log

[DCFS 62B](#), Stored Value Card Control Log

[DCFS 63](#), Transit Fare Request & Receipt

[DCFS 63W](#), Transit Fare Request Worksheet

[DCFS 64](#), Transit Fare Reconciliation

[DCFS 65](#), Transit Fare Order

[DCFS 194-A](#), Employee Acknowledgement of Negotiable Usage

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