



Memorandum

Date: March 28, 1996

To: Directors of Income Security

From: Gerry Schmidt
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Directors of Field Operations
Income Security and
Regional Operations
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Telephone:

Subject: **Paying Bills for Non-Treaties on Reserves**

Based on a recommendation of the Service Enhancement Team (SET), SAMIN changes and new procedures have been put in place to facilitate the payment of bills received from Indian Bands, for non-treaty Social Allowances recipients living on Indian Reserves.

This procedure will allow District Offices to have bills covering several months of assistance for several recipients paid by Finance and Administration on a single purchase voucher.

To enable Central Accounts to process the payment these cases must be entered in SAMIN with a disbursement method of DBDO (Direct Billing District Office) on the IBDI (Budget Disbursement) screen.

When bills are received from a Band for several cases and/or several months for monthly benefits (MOBE) being disbursed DBDO, staff should proceed as follows:

- verify the amounts being billed for each case
- activate (ACCA) each month for each case covered by the bill
- ensure the case numbers, applicant names, payment amounts, and benefit months are listed on the bill, for each payment verified
- authorize payment by signing the bill or, if not in agreement with the bill, return to the Band with a letter of explanation
- complete a single purchase voucher for the amount to be paid to the Band
- forward the authorized bill and purchase voucher to Central Accounts for payment
- keep a copy of the billings, attached to the copy of the purchase voucher in the District Office.

NOTE: A SEPARATE COMPOSITE PURCHASE VOUCHER MUST BE COMPLETED FOR EACH INDIAN BAND.

Following receipt of the bill and composite purchase voucher, Central Accounts will enter payments directly into SAMIN without District Office staff completing vouchers for each month covered by the bill.

Following entry into SAMIN by Central Accounts, the payments will appear as monthly payments on the Case Financial Summary (ICFS) screen, as they do under the current system.

Original Signed by G. Schmidt
Director of Field Operations

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