

MANAGEMENT DIRECTIVE

SUBJECT: BUS/TRAIN TOKEN USAGE AT DCFS HEADQUARTERS

POLICY #: MD# 02-10

EFFECTIVE DATE:

In each region/office, the Clerical Administrator Assistants work with the Transportation Clerks to ensure an adequate supply of bus passes, tokens and coupons at the start of each month. These procedures have been detailed in the Clerical Handbook available on L.A. Kids. See Procedural Guide C300-202 Bus Passes/Tokens/Coupons, Ordering, Disbursement and Reporting.

At DCFS Headquarters, the Cash Payment Unit (CPU) in the Finance Division is responsible for maintaining the supply of bus/train tokens used by staff in headquarters. This Directive details procedures in their use by headquarters' staff.

Because of the traffic and parking problems at the Civic Center, DCFS-Headquarters' staff traveling to the Hall of Administration to conduct County business are encouraged to use MTA Red Line subway transportation instead of their personal vehicles.

1. DEFINITIONS

A. *Bus Coupon*

A redeemable certificate used as a substitute for currency. Transit companies other than the Metropolitan Transit Authority (MTA) issue coupons.

B. *Bus Pass*

A permit or authorization to ride at will without charge. Bus passes are only valid for the month of issue.

C. *Check*

A written order to a bank for an amount from funds on deposit.

D. *Stock*

The combination of bus passes, tokens and coupons available.

E. *Token*

A piece of metal used as a substitute for currency.

F. *Voucher*

A written record as an expenditure or transaction.

2. POLICY AND STANDARDS

- A. The protection and safety of a child is always the first priority.
- B. Our primary mission is legal permanency.
- C. DCFS case records are confidential pursuant to Welfare and Institutions Code (WIC) Sections 827 and 10850. The Los Angeles County Juvenile Court policy on confidentiality sets forth the details of the court's interpretation of these statutory requirements. Failure to follow confidentiality policy may lead to disciplinary action, including discharge, and civil action. Under the provisions of the statutes, a violation is the basis for criminal prosecution.
- D. The policy and procedures in this release are effective upon release.
- E. At all DCFS offices except headquarters, tokens, bus passes and coupons are used exclusively for travel needs of clients. (*See Procedural Guide C300-202, BUS PASSES /TOKENS/COUPONS ORDERING, DISBURSEMENT AND REPORTING*)
- F. At DCFS headquarters, tokens are used by staff for travel to work related meetings, training and other tasks located in the civic center at the Hall of Administration.

3. PROCEDURES

A. WHEN: ORDERING TOKENS

| WHO | HOW |
|---|---|
| Finance Division Cash Accounts Payable Payments Unit staff | 1. Complete the Bus/Train Tokens Requisition Form (Attachment A) and forward to the DCFS Finance Officer for approval. |
| Finance Officer | 1. Approve the Bus/Train Tokens Requisition Form (Attachment A). Once approved, send the request to the Auditor-Controller’s office for issuance of a Payment Voucher. NOTE: The Auditor Controller will issue a Payment Voucher and notify the Finance Office for messenger pick-up. |
| DCFS Messenger | 1. Pick-up the approved payment voucher(s) from the Auditor-Controller and deliver to the Finance Office. |
| Finance Division Cash Accounts Payable Payments Unit staff | 1. Upon receipt of the Payment Voucher, contact the MTA to purchase and arrange delivery of tokens. |

B. WHEN: TRAVELING FROM DCFS-HEADQUARTERS TO THE HALL OF ADMINISTRATION

| WHO | HOW |
|--|--|
| Cash Payments Unit Accounts Payable | <ol style="list-style-type: none"> 1. Ensure availability of tokens at all times. 2. Maintain a monthly log (Attachment B) listing date, the name, employee number and signature of traveler, purpose of trip, number of tokens issued (maximum of 2), count of token usage, and a column for recording the return of tickets for audit purposes. 3. Issue tokens to traveler upon request. 4. Hold tokens in locked storage at all times. 5. Reconcile tokens records (Attachment C) monthly. |

| WHO | HOW |
|---------------------------|--|
| Headquarters Staff | <ol style="list-style-type: none"><li data-bbox="646 268 1317 340">1. Obtain tokens for MTA Red Line from Finance Division, Cash Payment Unit.<li data-bbox="646 380 1084 409">2. Sign log for receipt of tokens.<li data-bbox="646 449 1317 520">3. Submit MTA Red Line ticket to Finance upon completion of trip. |

Attachment A

**COUNTY OF LOS ANGELES DEPARTMENT OF CHILDREN AND
FAMILY SERVICES**

BUS/TRAIN TOKENS REQUEST FORM

DATE:

TO: Ed Jewik, Finance Officer
Finance Division

FROM: Cash Payment Unit
Accounts Payable Section

SUBJECT: **BUS/TRAIN TOKENS REQUEST**

Please approve a voucher for the following purchase:

| TRANSIT NAME/ITEM | QUANTITY | \$ PER | TOTAL |
|-------------------------------------|-----------------|---------------|--------------|
| MTA Tokens – bags (10 per bag) | | | |
| MTA Tokens – box (100 bags per box) | | | |
| | | | |
| TOTAL (Voucher Amount) | | | \$ |

Approved _____
Ed Jewik, Finance Officer

COUNTY OF LOS ANGELES DEPARTMENT OF CHILDREN AND FAMILY SERVICES

BUS/TRAIN TOKEN RECONCILIATION REPORT

**CASH PAYMENT UNIT, ACCOUNTS PAYABLE
FINANCE DIVISION, BFA**

MONTH / YEAR _____

| |
|--------------|
| TOTAL |
|--------------|

A. BEGINNING BALANCE PER RECONCILIATION OF PRIOR MONTH _____

B. ADD: TOKENS RECEIVED FOR THE MONTH _____

C. TOTAL ON HAND (A+B) _____

D. LESS: DISBURSEMENT PER BUS/TRAIN TOKEN LOG _____

E. ENDING BALANCE (C-D) _____

Prepared by: _____
Cash Payment Unit Date

Approved by: _____
Accounts Payable Head