



# Department of Family Services

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Kevin Schiller, Acting Director

Paula Hammack, Assistant Director • Jill Marano, Assistant Director • Eboni Washington, Assistant Director



## 1<sup>st</sup> NOTIFICATION

RE: **Paper Check Payments – Mandatory Conversion to Electronic Payments (ACH/Direct Deposit or Prepaid Visa Debit Card**

June 1, 2018

Dear Foster Care Providers and Adoptive Parents,

The Clark County Department of Family Services (DFS) appreciates the work you do with children every day, and we are consistently looking for ways to improve our fiscal support services. With that in mind, the purpose of this letter is to inform you effective January 1, 2019, Clark County will no longer issue paper payment checks.

Your family currently receives a paper payment check for foster care/adoption placement services. In the next six (6) months, you will be required to change your payment method and enroll in your preferred payment method. DFS is offering you a choice to select from two (2) payment methods: ACH Direct Deposit or Prepaid Visa Debit Card. The ACH/Direct Deposit is set up through your preferred financial institution, and DFS partnered with Bank of America (BofA) to offer a Prepaid Visa Debit Card.

Attached are instructions to enroll and frequently asked questions to assist with this conversion. Depending on the payment method you select, you will need to complete the enrollment forms and provide a checking and/or savings account and a valid email address. You can be assured these new forms of electronic payments are secure, convenient, and fast because your payment will be in your bank account; therefore, reducing the risk of lost or misrouted mail.

This letter serves as your 1<sup>st</sup> Notification, and you are required to select your preferred payment method within the next six (6) months, and submit enrollment forms by Monday, December 3, 2018. If you have any questions or require additional information, please contact the Department of Family Services Fiscal Team at 702-455-4757 or [DFSFiscalservices@clarkcountynv.gov](mailto:DFSFiscalservices@clarkcountynv.gov). Please note you will receive two (2) additional reminder notifications during the next six (6) months enrollment period.

On behalf of the Clark County Department of Family Services, thank you for your commitment to children, and we look forward to working with you during this transition to electronic payments

Sincerely,

Eboni Washington  
Assistant Director  
Clark County Family Services

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