

ACMFF Why?s answered

(Got other “whys?”, email me at ACMFF@allegHENYcounty.us and I may add it to the list.)

Why does the request form need to come as an excel spreadsheet attached to an email?

It saves time and reduces errors for me not to have to recreate your information in another format before sending it to the committee for their review. I use the contents of your justification letter to summarize the request and insert that into the central block on the form. I then send the top portion of the form to the committee for their consideration. I keep track of their votes on my saved copy of the form. I print out the form with tally marks and send it for an authorizing signature. I copy that signed form and file the copy, along with the supporting documents, and send the original with ink to the fiduciary for processing. Having the form in hard copy or as a pdf would undermine all of those steps.

Why does the child’s name need to be in the email’s subject line?

I get many, many requests. When an email arrives with attachments and the appropriate subject line, I know it’s a request and I’m on the lookout for the justification letter’s arrival by mail. When the letter comes, containing the child’s first and last name, I do a search of the ACMFF inbox for the child’s first name, last initial. That allows me to quickly match the letter with the form. If the child’s name is not on the subject line, I have no idea what the email contains or from whom and it gums up the process.

Why does the email need to come from the requestor and not some other person?

When a request is approved, I do a search of the ACMFF inbox for the child’s first name, last initial. I reply to that email to alert the sender of the email that the request was approved and to expect a check from Great Lakes. If the email is from someone other than the person whose name is in the Requestor Contact Information field, the check will go to someone who’s not expecting it. This gums up the process.

Why must the justification letter come in hard copy on letterhead with ink signatures?

Giving away free money has its temptation for fraud. The auditors require certain precautions to reduce the likelihood of someone using the fund for their own gain. Requiring original signatures of both the requestor and the supervisor is intended to reduce fraudulent use of the fund. Moreover, since the letter is send by U.S.P.S. directly to me, it is also confidential. This is why here, and only here, is where the child’s full name and diagnosis (HIPAA protected information) should be divulged.

Why do you need a W-9 from every vendor before submitting a request to the committee?

When the ACMFF pays a vendor for an item or services, that information needs to be provided to the IRS for tax purposes. To do that, the ACMFF fiduciary needs to know the tax ID of the vendor. The W-9 is the official form for this purpose. Unless we have the W-9, a check cannot be written. If a check can’t be written, there’s no point to submitting the request to the committee for their consideration.

Why must ACMFF requests be sent to the ACMFF inbox and not to the coordinator?

When processing a request, I search the ACMFF inbox for related emails. I do not check my inbox. That’s why I ask that any message that shows up in my personal inbox be resent to the ACMFF box. So it won’t be missed later on.