



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

Please do not reply to this message

TRANSMITTAL DATE: November 29, 2018

TOPIC: Check (Vendor Warrant) Printing Days are Changing

TARGET AUDIENCE: Fee-For-Service Providers

The Department of Administration notified us that effective 11/5/18 vendor checks (also called vendor warrants) will be mailed on Fridays instead of Thursdays. This is a permanent change, due to a change in the check printing process.

Due to this change DDD would like to remind providers that a direct deposit option is available using the Automated Clearing House (ACH). To register for direct deposit, providers simply need to sign up for Electronic Funds Transfer (EFT) payments via [Electronic Funds Transfer](#). By signing up for EFT payments (direct deposit) providers can avoid unnecessary mail delays.

Please see the below list of upcoming State holidays, which can also affect the printing, mailing, and receipt of your vendor checks:

- 12/25/18 - Christmas
- 1/1/19 - New Year's Day
- 1/21/2019 – Martin Luther King Jr. Day

Please note that on holiday weeks our processing time is delayed by one day. Checks (warrants) and EFT payments will be delayed an extra day (weekend days are not included). In addition, the delivery of your check may take longer due to post office delays that occur during the holidays.

Click on the link to access the GAO form: [General Accounting Office](#)

Benefits of Receiving Payments Electronically:

- Immediate availability of funds;
- Fully traceable payments;
- Elimination of mail and deposit delays;
- Elimination of lost, stolen, or misplaced checks; and

- Elimination of stale checks to be recovered from Unclaimed Property

Please sign up today in order to expedite processing. If you have additional question on EFT enrollment you can call the General Accounting Office at 602-542-5601

Questions related to this communication may sent to [DDD Customer Service Center e-mail](#).

Thank you!