



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD Business Operations

Please do not reply to this message

TRANSMITTAL DATE: May 14, 2015

TOPIC: Accounting System Update/Payment Delays

The following message is an update to the original vendor blast issued on 04/27/2015 and is part of our ongoing effort to inform providers about the upcoming statewide accounting system change, and related impact on payments.

The state of Arizona is in the final stages of replacing the state's current accounting system (AFIS) along with a number of agency systems, including the accounting system used by DES/DDD. This initiative will modernize the state's central accounting system and set the course for how the state will do business over the next 20-30 years.

1. Payment Delays

Due to this change, there will be a **black-out period at a statewide level estimated to take affect from June 24, 2015 to approximately July 10, 2015**. During this time, the new accounting system will not be available to process payments. Please notify your accounting and billing departments regarding this change. In order to minimize the impact to your operations, we recommend **June 15, 2015 as the cutoff date** for billing of services delivered. Based on comments and questions from the providers, we have created [a FAQ document in relation to payment delays](#) which is attached along with this message.

2. Non-Availability of Direct Deposit - Vendor Payment (Automated Clearing House – ACH)

Due to the statewide accounting system update, direct deposit (ACH) option for vendor payment will not be available during the black-out period from **June 19, 2015 to approximately July 10, 2015**. During this time period, warrants/checks will be processed and mailed to all providers. An updated W-9 will be required if the provider has moved since establishment of the direct deposit account. In case of incorrect address, warrants will be returned to the Division and may cause further delay in payment. [A copy of the blank W-9](#) is being attached along with this message. Please fax or mail the W-9 to the attention of your assigned contract specialist by 05/29/2015.

Address & Fax Number

Contracts Management Section
Business Operations – Site Code 791 A

Arizona Department of Economic Security
Division of Developmental Disabilities
P.O. Box 6123
Phoenix, AZ 85005

Or Hand-Deliver to:

Contracts Management Section
Business Operations – Site Code 791 A
Arizona Department of Economic Security
Division of Developmental Disabilities
1789 W Jefferson, 4th Floor, Southwest Corner
Phoenix, AZ 85007

Fax Number: 602-542-8193

Based on standard terms and conditions, payment section (6.4.1.1), DES/DDD has up to 30 days to pay clean claims. We are committed to offering assistance and support regarding this change and will send you additional updates as we receive more information.

Summary

Event	Details	Tentative Impacted Time Period	Recommended Action (If applicable)
Black-out Period	Payments will not be processed	June 24, 2015 to July 10, 2015 (approximately)	Submit billing for delivered services, cut-off date , June 15, 2015
Non-Availability of Direct Deposit For Vendor Payment	Direct Deposit (ACH) option for vendor payment will not be available, warrants processed and issued	June 19, 2015 to July 10, 2015 (approximately)	Fax or mail the W-9 to the attention of your assigned contract specialist by 05/29/2015

If you have any questions regarding this matter, please contact the Provider Relations unit at DDDBusOpsProvRel@azdes.gov