

**From:** Kester, Tony <kester@aging.sc.gov>  
**To:** Theriot, Susan<theriot@aging.sc.gov>  
**Date:** 8/14/2013 8:29:31 AM  
**Subject:** RE: Payment Request Forms and Draft Correspondence

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If we have to transfer the June request from the AAA's to the new invoice document for FY14, please do it. Put both documents in the file. Key the invoice and ask the CG to rush.

Have the Payment Request Forms for Wacammaw and Santee Lynches been prepared? If not, that can be done while waiting on the signed NGA.

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**From:** Theriot, Susan  
**Sent:** Wednesday, August 14, 2013 7:38 AM  
**To:** Taylor, Tommy  
**Cc:** Kester, Tony  
**Subject:** FW: Payment Request Forms and Draft Correspondence

Hi Tommy.

I, too, would like the Request for Payments to go out as soon as possible.

As we have discussed in our Accounting meeting together, you had not reviewed the documents for accuracy.

We agreed, given the recent history of errors, that it was best for you to double check these documents for the Accounting division to assure that they are accurate and correct before they are shared with the network.

I will agree to share the Payment Request Forms if you can assure that you have reviewed the documents thoroughly, that you have checked the formulary, that the formatting is correct, that you have double checked the math manually and that you can guarantee that the Request for Payment is 100% accurate and correct.

Please send written confirmation in response to this email that each of these measures have been completed and share any other process you used to make the document correct.

We have spent many hours talking about the importance of the information and we all understand how essential your work is to the agency and the network.

This is especially critical today, as Tony is away from the office and I am new to process.

Our agency does not need to be inundated with calls to our single point of contact and we simply do not have the time to allocate to corrections.

It is also my understanding that there is a difference in the NGA and the Payment Request Forms. It is my understanding that this is a result of a rounding issue and it can be corrected with the next amendment.

Please create a brief correspondence draft that reflects this rounding issue and the ability to adjust it with the next amendment.

Please give the draft to Shannon to share with the network today.

If you have any questions or need additional information, please let me know. I will be going to the State House at 10:00 today.

Thanks

Sue

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**From:** Taylor, Tommy  
**Sent:** Tuesday, August 13, 2013 5:57 PM  
**To:** Theriot, Susan

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**Cc:** Ellison, Ruchelle  
**Subject:** Finance at 5:40 PM  
**Importance:** High

Completed SFFA FY13 and emailed to you and Tony

Replied to you and Tony via email, RE: process for paying June 2013 Request for Payment

Talked to Ruchelle about Payment Request Forms

Forward email from Linda McAllister re: P R forms , sent to Shannon . We'll work on the response for your review and approval

Talked with Tony. Said he would try to call you later.

We discussed Request for Payments. He would like them out as soon as possible. Ruchelle sent me the Request, we can review tomorrow

We also discussed the SFFA package .I sent both of you a copy. We can have a walk through tomorrow.  
Had a 41 minute conference call with Ruchelle and Ryan re: Payment Request Forms. Will review these with you tomorrow.

Met with John and Jalawnda re: her listing her daily accomplishments. I believe we're on the right track , now.

SUE, I WILL HUNT YOU DOWN TOMORROW AND WE'LL DISCUSS THE PAYMENT REQUEST FORMS & SFFA PACKAGE

Have a GREAT day, Tommyt