



**Functional Series [600](#)
Budget and Finance**

INTERIM UPDATE 06-05

SUBJECT: ADS - 630 Payables Management Revision

NEW MATERIAL: The revision to ADS-630 adds the requirements for repayment of Medical services cost incurred overseas by USPSCs and US Direct Hire employees (USDH) and for Medical evacuation travel and Medical services repayments for employees when the employee is uninsured or partially insured.

EFFECTIVE DATE: 12/08/2006

ATTACHMENTS: [ADS - 630 Payables Management Revision](#)

POLICY

USAID/General Notice
M/CFO/FPS
12/12/2006

Subject: ADS-630 Payables Management Revision

The revision to ADS-630 adds the requirements for repayment of Medical services cost incurred overseas by USPSCs and US Direct Hire employees (USDH) and for Medical evacuation travel and Medical services repayments for employees when the employee is uninsured or partially insured.

This revision defines who the primary payer is in cases where the cost of incurred Medical evacuation travel and medical services for insured and uninsured USPSCs and Direct Hire employees are under review. This revision defines the co-payment limitations and caps for insured USPSCs.

The revision adds a section on USPSC and Direct Hire employees responsibility for maintaining financial documentation including evidence of timely insurance reimbursement requests. Follow-up attempts for insurance reimbursement and notification to USAID of non-payment by the employees insurance. A new Employee Billing Memorandum is added when a debt determination is made of balances due, and

adds the accountability requirement by all employees as a precursor to the employee billing process applicable to all employees and repayment responsibilities.

This notice also adds the new requirements for OMB Circular A-123, Appendix C for internal controls over improper payments, and defines the collection agents role when improper payments are detected. A new additional help item is included in the chapter that provides strategies for improving and managing Improper Payments.

This ADS chapter has been updated to reflect the new business models for world-wide payments activity in the Phoenix environment. This revision replaces references to the U.S. Treasury Electronic Communication Payment System and identifies the next generation Treasury Secure Payment System as the main Agency payment system.

Point of Contact: Any questions concerning this Notice may be directed to: Shawn Barrett, M/CFO/FPS, (202) 712-0519.

Notice 1232

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU6_0605_121206_nocd	12/12/2006	12/8/2006	12/6/2006		This IU will be cancelled when CD 46 is released.

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