# Vocational Rehabilitation Services Manual D-500: Business Procedures to VR Staff

Revised on October 1, 2021

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## D-508: Payment After Close of a Fiscal Year and Miscellaneous Claims

After the close of a fiscal year, Texas Workforce Commission has 23 months to process all payments for goods and services received during that state fiscal year. For example, goods and services provided during Fiscal Year 2019, which ended on August 31, 2019, must have been paid for by July 31, 2021, unless otherwise directed by Finance department staff. If payment is not processed within this time, the vendor must follow current Texas Comptroller of Public Accounts procedures regarding miscellaneous claims in order to receive payment.

Invoices for services to customers may arrive after the state fiscal year in which the purchase was authorized in RHW has ended. The procedure for paying these invoices differs depending on the amount of time that has elapsed since the end of the fiscal year in which the SA was issued.

* Invoices for SAs issued during the previous fiscal year may be paid in RHW through August 31 of the current fiscal year. These invoices must be authorized in RHW in sufficient time for the Comptroller to issue payment on or before August 31.
* For invoices for SAs issued during the year before the previous fiscal year, VR staff should send payment requests using the following procedures:
	+ Send a request for payment, along with a copy of the SA and the invoice, to VR.Budget@twc.texas.gov. The invoice should be signed, and the payment amount should match the payment requested on the invoice.
	+ Send a separate request for each invoice for which you are requesting payment.
	+ Include the following information for each payment request:
		- SA Number
		- Cost Center
		- Approval to Pay
		- Customer Name
		- RHW Case ID
		- Amount to Pay
		- Invoice Number
		- Reason for late payment request
* Any invoice received for services and/or goods authorized before the timeframes listed above may be processed by the Comptroller's office only upon submission of a Miscellaneous Claims application.
	+ It is the vendor's responsibility to submit the Miscellaneous Claim Application to the Comptroller's office. (Instructions for completion and submittal of the application are contained on the form.)
	+ Once the Comptroller's office receives the application, it will contact the TWC Finance Division for approval of the claim.
	+ Claimants can contact the Comptroller's office regarding all requests for miscellaneous claims at misc.claims@cpa.state.tx.us or (800) 531-5441, ext. 3-4724.

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