

FIDUCIARY MANAGEMENT BRANCH Processing Returned Checks	DAIL-DOS-FID-13
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Policy Statement: Returned checks are reviewed to determine the proper handling to ensure prompt payment to vendor or refund to individual under guardianship .

Legal Authority: [KRS 210.290 Cabinet may act as fiduciary - Duties - Powers](#)
[KRS 387.680 - 700 Guardianship and Conservatorship for disabled persons](#)
[910 KAR 2:030 Accounting provisions for adult guardianship](#)

Procedure:

- (1) Fiduciary Services Branch staff responsible for returned checks must identify the reasons for a returned check from a vendor within three (3) business days.
- (2) If a check is missing an account number or an address, this is corrected by hand and mailed out again.
- (3) The check is voided when necessary.
- (4) An event is entered into KYGFIS when a check is voided to provide an explanation of the reason.