

FIDUCIARY MANAGEMENT BRANCH Processing Daily Checks	DAIL-DOS-FID-6
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Policy Statement: Department staff shall handle and process individual under guardianship's income in a safe and secure manner including obtaining income and assets, depositing money and distribution of resources to meet the individual under guardianship's needs.

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) Checks received by Fiduciary Management Branch are logged on the daily check log. Staff logging the checks forwards the checks for deposit along with emailed log of checks, including the amounts to the designated Fiduciary staff person.
- (2) Designated staff person receiving checks and initial log of checks verifies all checks are received and recorded accurately. All checks entered in KYGFIS within three (3) business days of receipt.
- (3) All checks are scanned and attached to transactions in KYGFIS. Any checks not entered within the day are secured in the locked safe.
- (4) Checks are prepared for deposit.
- (5) Checks are imaged to send to bank for deposit.
- (6) Verify bank deposit matches check log.
- (7) Post deposits in bank system and KYGFIS.