

State of South Carolina Statewide Program Recipient Policy & Procedures

Effective Date	Continuous
Current Through	06/30/2024

Program Overview

The Vendor Management Governance Group established the need for a Statewide Program Recipient Policy to provide agencies with a resourceful method to easily add recipient program payees to receive payments from the state.

Purpose

The following Statewide Program Recipient Payee Policy has been established by the Comptroller General's Office to define program payees and offer guidelines to register program payees into the vendor file. This policy is a result of information gathered by the State Fiscal Accountability Authority (SFAA), State Treasurer's Office (STO), Comptroller General's Office (OCG), & South Carolina Enterprise Information System (SCEIS) in efforts to streamline the vendor registration process for fraud prevention, timely entry and accurate 1099 reporting.

Definition

Any person, natural or otherwise, receiving funding as part of a State or Federal Program or Grant, receiving one-time or infrequent payments, and not performing services or producing goods would qualify as a program recipient payee (examples: SC Housing SC Stay Plus, SC Rescue Mortgage Program, Language Essentials for Teachers of Reading & Spelling).

Agency Responsibilities

Agencies will need to identify the Program Recipient Payees and follow the guidelines for registering these payees into SCEIS via an interface. Instructions are issued by SCEIS for sending the vendor interface, including completing an interface form. Any IRS mismatches by the agency will need to be addressed and updated via communication with the OCG office, cgvendorgroup@cg.sc.gov.

A W-9 must be obtained from the payee and kept in accordance with IRS guidelines (three years following the last tax year in which a Form 1099 was filed for that vendor). For verification of an IRS mismatch the agency will need to contact the vendor and obtain one of the IRS documentations for verification (Letter 147-C, Form SS-4, CP 575) for the correct

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FEIN. If a social security number is an IRS mismatch, contact the vendor for the correct information that's on the vendor's SS card (correct spelling of name & SSN).

Once received, send IRS documentation via secure email to cgvendorgroup@cg.sc.gov. The agency will receive an email from the OCG confirming vendor has been unblocked. Do not submit the vendor with the IRS mismatch as a new vendor, as the one blocked will need to be corrected.

Payment Method and Terms

Program Recipient Payees will be paid via check unless another payment method is mandated by the program rules. Contact the State Treasurer's Office for current guidance regarding payment method and terms for Program Recipient Payees.

Interface

The Interface Operations Guide (IOG) contains the interface specific information required for State of South Carolina Agencies to integrate with the SCEIS system. Each interface will contain a separate IOG with specific information. The IOG information will include the ADS number, description, file name(s), examples of load reports, frequency, run schedule, error conditions, etc. Additionally, the IOG will contain the file layout for the interface.

General system updates can be found on the SCEIS website, <http://www.sceis.sc.gov>.

Agencies will need to fill out the Automated Interface Application by clicking http://sceis.sc.gov/documents/Interface_Application_for_Production--Inbound.doc and submit completed applications to interfaces@sceis.sc.gov. Each program within the agency will need to have a unique Source System identified. SCEIS will assign vendors created using this interface to the ZPRG subgroup in the control table. There are several reports that are emailed back to the agency based on the Source System ID field. Email recipients are associated with each agency system and the reports are sent as email attachments in a PDF format. Agencies will be responsible for updating vendor data as needed, such as remit address, via procedures detailed in the IOG.

The IOG and Automated Interface Application can be found on the SCEIS website, https://sceis.sc.gov/documents/IF440_Vendor_Inbound_Interface_IOG.docx.