Bureau of Auditing

PCard Chip and PIN Update – In May, the Bureau of Auditing began working with the Bank of America to address a security breach which compromised roughly 5,000 PCards. The Bureau is now working with the final agency to address the remaining 140 compromised cards. While this issue was being resolved, the accelerated migration of the Chip and PIN card release was put on hold. At the beginning of August, the Bureau began working with agencies to implement the migration – seven agencies have been converted thus far.

For questions or more information, please contact the Statewide PCard Administrator’s Office at PCardReporting@myfloridacfo.com or call (850) 413-5512.

Enterprise Education

Fall 2016 FLAIR Classes – Registration for September and October 2016 FLAIR classes is now open at https://apps8.fldfs.com/lms/Home.aspx. For course descriptions and instructions on creating a user account for course registration, visit the FLAIR Education website: http://www.myfloridacfo.com/Division/AA/Training/default.htm.

For more information, see Agency Addressed Memo No. 08, 2016-17, or contact FLAIR Education at FLAIREducation@myfloridacfo.com.

Bureau of Financial Reporting

Revenue Cap Reporting – Article VII, Section 1, Florida Constitution, limits state revenues collection. The Chief Financial Officer assists the Office of Economic and Demographic Research with collecting data to ensure compliance with this limitation.


Please complete and submit the report to newaccountcode@myfloridacfo.com.

For questions or more information, please contact Kelli Carraway at (850) 413-4677 or Kelli.Carraway@myfloridacfo.com, or Jennifer Reeves-Foster at (850) 413-3071 or Jennifer.Reeves-Foster@myfloridacfo.com.

Statewide Cost Allocation Plan – The Department has procured a new contract to develop the 2018 Statewide Cost Allocation Plan (SWCAP). Maximus, Inc., the previous SWCAP vendor, has received the award. The annual SWCAP request for information will be released in late
August with a deadline to submit the information in September. The following agencies should expect to receive a request for information:

- Auditor General
- Attorney General
- Legal Affairs
- Department of Financial Services
- Department of Management Services
- Department of State
- Agency for State Technology
- Division of Administrative Hearings
- Office of Program Policy Analysis and Government Accountability

Once the information is received, a review will be completed and further communication will be made if necessary. As always, timely submission of this information is crucial and appreciated to ensure the federal deadline is met.

There will be a change in the process for this year. The U.S. Department of Health and Human Services (HHS) requires a certification of data accuracy and compliance with corresponding laws and regulations. This year, each agency that receives an information request will also receive Management Representation letters. Prompt and accurate responses to the information requests, as well as written representations relevant to your agency’s data for SWCAP, help support the Department’s representations to HHS.

For more information, contact the Bureau of Financial Reporting at FedReporting@MyFloridaCFO.com or (850) 413-5511.

Bureau of Vendor Relations

Direct Deposit Remittance Advice – In an effort to reduce costs and improve efficiency, DFS will discontinue printing the remittance advice provided with each Direct Deposit payment effective January 1, 2017. Currently, 10 agencies have already discontinued the printing of the remittance advices.

These agencies are:

- Department of Transportation
- Department of Financial Services
- Department of Revenue
- Department of Lottery
- Department of Juvenile Justice
- Department of Highway Safety and Motor Vehicles
- Department of Veterans Affairs
- Department of Corrections
- Department of Environmental Protection
- Agency for Persons with Disabilities

A notice of the cutoff date will be printed on the remittance advices. A message is also available on the DFS Vendor Payment History System website at:
http://flair.dbf.state.fl.us/dispub2/cynhphst.htm. Agencies can retrieve the payment information through their agency’s payment register.

For questions or more information, contact the Bureau of Vendor Relations’ Direct Deposit/EFT Section at (850) 413-5517.

Vendor Forms – The Bureau of Vendor Relations’ EFT Team is receiving an increased volume of Vendor Forms. If your agency is encouraging vendors to sign up, please work with Angie Martin or April McBrayer to discuss timing so that the workload can be appropriately managed.

For questions or more information, contact Angie Martin at (850) 413-5363 or Angie.Martin@myfloridacfo.com, or April McBrayer at (850) 413-5572 or April.McBrayer@myfloridacfo.com.

Hot Topic

The Department is developing a new agency recognition program for best practices in contracting.

For more information, please refer to the supplemental handout.