

STATE OF ARKANSAS



Mike Beebe
Governor

Department of Career Education
Arkansas Rehabilitation Services
Robert P. Treviño, *Commissioner*

Bill Walker
Director

Memorandum:

To: Patrick L. Ralston

From: Carl Daughtery

Date: June 13, 2012

Subject: Outstanding Payments

Arkansas Rehabilitation Services Division provides a wide range of services to help Arkansans with mental, physical and sensory disabilities in obtaining and keeping meaningful jobs in today's workforce. One of our primary services to clients is tuition assistance. The client is responsible for securing a schedule, providing the invoice and submitting grades after completion of the course, and the agency would then pay final cost to the College/University. In this process sometimes the client and or College/ University may not have all documentation submitted to Arkansas Rehabilitation Services for final payment, which may cause delay in payment. In effort to more accurately respond to your request in resolving outstanding payments amounts. The Agency would need more specific information from the Colleges/ Universities as it relates to the actual individual that attended courses. For example, Name, Address, ID number, date and specific amount.

Cc Bill Walker
Robert Trevino
Joseph Baxter