

General Comments-

Next call will be on **Wednesday, August 11, 2010 @ 10 am**. You will receive a reminder e-mail two weeks prior, which will include the phone number to call as well as the access code.

Annual Exceptions were due by May 31, 2010, and as of July 14, we were still receiving some. Remember, if you submitted an exception request for FY2010, you must re-submit them for approval for FY2011. When re-submitting, make sure you are updating the cardholder's info as well as the dates on the template. Also, please make sure you are referencing the correct section of the CAPP Manual.

Annual Certifications and Annual Training is not a new requirement. Some PA's are claiming that they didn't know anything about annual certifications being due on June 30, 2010. Annual Cardholder Certifications and Annual Training Certifications are due every year. When you sign the certifications, you are attesting that every cardholder (including supervisors) have completed and passed the training. Do not sign the certifications if all training is not completed. To limit some of the stress and rush at year end, advise your cardholders early that their training has to be taken. Also, you don't have to certify from June to June. You can certify earlier in the year so that you are free to work on other duties for year end. You must certify a 12 months period.

DOA is beginning to send out IT Security Tips. We feel that the information included is important enough to pass along to you. You can decide whether you want to pass the information onto your cardholders or not, some things are applicable to you personally and within your agency. Keeping data secure is important.

Contacts update, DOA will be sending out emails to update our contacts database. We will be verifying that Program Administrators names, agency address, phone numbers, fax numbers, etc are up to date. Please don't send any correspondence with this information. We will send out a standard template to all agencies, once you have received it, fill it out and email back to us.

Questions-

Gold Card Agreement sent to DOA, but hasn't received a signed copy back, what should I do?

Send an email to cca@doa.virginia.gov and we will resend.

Annual Certifications are due in June, can we change the date?

Yes, make sure that you are certifying for 1 full year. You could certify for Jan 1, 2010-Dec 31, 2010. You will have a 6 month overlap for the first term, but you will be on track for the next 1 year period.

Cardholders were given a late deadline to complete training, 3 cardholders couldn't login, emailed KC, haven't heard anything. Cardholders watched the training, but were unable to take the quiz, who should they contact?

The PA should email doatraining@doa.virginia.gov, please include the cardholders name, email, and phone number.

Are slides available from the BOA Fraud Seminar that was held back in May?

Yes, email cca@doa.virginia.gov and we will send you a copy.

How were the IT Security emails sent?

They were sent by DOA. If you did not receive them, check with your IT department to make sure that they were not blocked, and let them know to add CCA on the safe list.