

14. Invoicing

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14.1 What are the Annual Budget invoicing procedures?

14.1.1 What is the annual budget?

- The basis of distribution of funds is cost reimbursement.
- The Subcontractors have approved budgets for each service year.
- The Subcontractor cannot submit invoices for reimbursement of any cost that exceeds the approved budget amount.
- The Subcontractor cannot submit invoices for any “cost” the agency did not incur. Example: if the subcontractor (or agency’s) budget contains a line item for provider training in the amount of \$10,000 but spends only \$5,000, they can only bill for \$5,000. The title “Cost Reimbursement” implies paying back the agency for expenses incurred.
- The Subcontractor must complete the tasks set forth in the *Scope of Work* as well as those listed in the Outcomes and Deliverables.

14.1.2 How do you complete an annual budget invoice?

- The Subcontractor receives an invoice template along with the contract for each year services are provided.
- The template is prepopulated with each agency’s contact information, invoice number and specific budget information. The budget amount listed in the invoice template must match the amount in the agency’s approved budget in the contract.
- The template contains an invoice for each month of the contract year.
- The Subcontractor enters the “*Amount of this Invoice*” based on the actual expenses incurred for the previous month.

- The invoice template automatically calculates the “*Previously Invoiced*”, “*Total Budget Spent*”, and “*Budget Amount Remaining*” columns. It also calculates the “*Percent of Budget Spent*”. These features are incorporated so the Subcontractor as well as CCAoA can follow the level of expenditures throughout the year.

14.1.3 What is the process for submitting invoices?

- The Subcontractor must submit invoices monthly to CCAoA, due by the end of the following month services provided.
- The invoices are submitted to the Deputy Director, EFM Respite Care.
- The monthly invoices are not processed unless a copy of the “*Monthly Activity Report*,” specifying the activities completed during the period covered by the invoice, is received.
- All site visit forms must be submitted that correspond to what site visits are listed on the monthly activity report. **Reports are due NLT the 10th of each month for the previous month’s activities.**
 - The ***Monthly Activity Reports*** must contain the results of all work performed during the month stipulated, but not limited to referrals, pre-service and in-service training and technical assistance, and site visits.
 - All ***Monthly Activity Reports*** are accompanied by the *Site Visit Evaluation* form completed for each provider for whom the agency reports a site visit.
- The invoice must be submitted within 30 days following the month of service.
- The final invoices for the last month of the subcontract year must be received within 45 days of the end of the subcontract.
- Invoices are processed and paid within thirty (30) days from the date of approval and an acceptance of invoice.

14.2 What are the Fee-for-Service invoicing procedures?

14.2.1 What are the fee-for-service terms?

- Partner agency sub-contracts with CCAoA to provide Navy families with EFM Respite Care within a defined service delivery area throughout the United States. Distribution of funds under a fee-for-service contract are based on four specific types of services:
 - Provider recruitment, screening, and training,
 - Initial match of a family to a qualified provider,
 - Family monitoring during the first year and subsequent years of service, and

- o In-service provider training to providers in their second and subsequent years.
- Payment to Subcontractor are based on the approved fee schedule (Attachment B.2-Subcontractor Fee Schedule) provided in each subcontract. The Subcontractor is reimbursed up to the maximum number of each service authorized, which cannot exceed the total budget amount designated in the contract term.
- CCAoA can exercise options (specified in the contract) to increase the maximum number of services provided under the contract.
- Each option increases the approved contract value by a corresponding amount to cover the increased operating costs associated with providing increased respite care services.

14.2.2 How do you complete a fee-for-service invoice?

An invoice spreadsheet is provided to each partner agency at the start of a new contract term. The Subcontractor can be reimbursed when the following conditions are met:

- **Provider and Recruitment Training** – when a provider is recruited, successfully completes a comprehensive background screening and completes the initial pre-service trainings they are eligible to invoice for a provider recruitment. This fee also includes the provider’s first year of in-service training when they are required to complete 4 hours of subject matter training.
- **Initial Family Match** is made when the following occurs: a family completes CCAoA’s required program forms (see section on Family Forms), interviews and selects an approved provider, and is connected to said provider in order for care to begin.
- **Monitoring** occurs when a family completes CCAoA’s parent application, which designates a screened and trained provider referred by the Subcontractor. At this time, the family’s respite care will need to be monitored each year. On the anniversary date of the family’s first or subsequent year of participation, the family’s monitoring is billed again. All invoices for subsequent year family monitoring are accompanied by the *Site Visit Evaluation Forms* if there were not previously submitted with the *Monthly Activity Report*. Providers must have a minimum of four visits on file for the year; one of which must be for the family being billed
- **Second & Subsequent Year Provider In-Service Training** begins upon a provider’s anniversary once they completed the appropriate number of training hours in their past year of service (four (4) hours for first year, eight (8) hours each subsequent year). Training is face-to-face or online and in subject matter relevant to the care of children with special needs.

- o Monitoring and second/subsequent year provider training fees are paid in advance.
- o Information for each service billed is entered on the cumulative calculation tab, first tab on the bottom of the invoice spreadsheet provided to each agency. The first and last name of the Sailor or provider being invoiced must be listed.
- o Data entered on the cumulative tab automatically calculates the totals on the monthly tabs. For example, information in the December row on the cumulative tab automatically populates to the finances on the December tab.
- o To complete the invoice, enter the date you are submitting the invoice for review in column C (cell 6) on the appropriate monthly tabs.
- o All other cells on the invoice spreadsheet are locked.

14.2.3 What is the process to submit an invoice?

- Invoices must be submitted within 30 days of the event for which the invoice is sent, e.g., if the service invoiced is a family-provider match, the invoice must be sent to CCAoA within 30 days of the match date. Invoices sent after 30 days of the work or service performed cause a delay in processing.
- Invoices are submitted to CCAoA for processing and payment on a monthly basis when a service is completed based on the conditions provided above. Agency may not have services to invoice every month. Invoice are sent via email to NavyEFMPrespite@usa.childcareaware.org.
- CCAoA reviews each invoice for completion and forwards to the finance department for processing and approval. Partner agency staff are notified if the invoice requires correction or if additional documentation is needed in order to process the invoice.
- Invoices are processed and payment made in thirty (30) days from the date of approval and acceptance of invoice.