INVOICING GUIDANCE

- All appropriate counselors must be approved by the Contracting Officer prior to providing any services to Federal clients. All involved staff (including billing staff) must be informed of all Federal contracting requirements – BPA number(s), service areas (catchment areas), Prob 45 (Treatment Services Contract Program Plan), authorized services, authorized quantities, communication with the referring US Probation Officer, etc.
- Invoices consist of two parts: Part A and Part B
    - Part A is the summary/total page which should contain your billing address and be signed by an authorized administrator.
    - Part B is the itemized listing of client names and services provided.
- Only services/quantities authorized on the Prob 45 (Treatment Services Contract Program Plan) can be paid.
- Information for completing the invoices must be obtained from the properly completed Monthly Treatment Log. If the information is not on the Monthly Treatment Log and signed by the client, we cannot pay for the service. The service MUST be documented on the Monthly Treatment Log, signed by the client, and submitted with the invoice. Counselors are NOT to sign for any client.
- Only identify and subtract the copayment on the invoice if the client actually paid it during the billing month.
- The 5% Administrative Fee is 5% of the actual amount of copays collected during the billing month.
- Invoices and all required supporting documentation are due in the US Probation Office by the 10th day of the month following the billing month.

DOCUMENTATION TO ACCOMPANY INVOICES

- Part A of the invoice bearing an authorized administrator's signature
- Part B of the invoice with clients **listed in alphabetical order**
    - Properly completed Monthly Treatment Log for each client receiving services – Available on this website
- The 90-Day Treatment Plan (signed by the approved, attending counselor) after every update, but at least every 90 days, as applicable – Available on this website
- The Assessment Report (signed by the approved, attending counselor) for every provided and billed assessment
- The Discharge Summary on all Federal clients discharged during the billing month – Available on this website

IMPORTANT REMINDERS

- All documents pertaining to each client should be grouped together in the following order, top to bottom: Monthly Treatment Log, Assessment Report (if applicable), Treatment Plan (if applicable), Discharge Summary (if applicable), receipt for copayments, any other documentation your agency wishes to include. Further, all clients should be in alphabetical order. All documents should mirror each other. Meaning, information on the Monthly Treatment Log should match the information on Part B of the invoice which should total the information on Part A of the invoice.
- If submitting the invoice in hard copy, PLEASE DO NOT STAPLE OR PAPERCLIP ANY DOCUMENTS TOGETHER.