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GAVIN NEWSOM  
Governor

OFFICE OF AIDS (OA)  
AIDS Drug Assistance Program (ADAP)

Management Memorandum  
Memorandum Number: 2019-02

Date: January 31, 2019

TO: ADAP ACCESS AND ADHERENCE NAVIGATORS AND ENROLLMENT SITE  
CONTRACT MANAGERS

SUBJECT: Access, Adherence, and Navigation Program Invoice Submission Deadline

The purpose of this memo is to inform ADAP Access and Adherence Navigators and Enrollment Site Contract Managers of the invoice submission deadline and requirements for the period of July 1, 2018 to March 31, 2019.

Due to increasingly stringent fiscal accountability and additional reporting requirements placed on the Office of AIDS (OA), **we are requiring that all final invoices for the period of July 1, 2018 to March 31, 2019 be submitted by no later than May 15, 2019.** OA is unable to process payments past this deadline.

All invoices must be accompanied by a justification via email, indicating the amount of hours each individual, as indicated on the approved budget, worked on Access, Adherence, and Navigation Program activities each week for the specified invoice period. Please submit a complete Budget Summary and Time Tracking Sheet, attached, with each invoice.

If you have any questions, please contact [Navigators.support@cdph.ca.gov](mailto:Navigators.support@cdph.ca.gov) or call 916-440-7943.

Thank you,

Adrian Barraza, ADAP Program, Policy, and Fiscal Section Chief  
California Department of Public Health

Enclosures

1) Access, Adherence, and Navigation Program – Budget Summary

## 2) Access, Adherence, and Navigation Program – Time Tracking Sheet