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EDMUND G. BROWN JR.
Governor

**Office of AIDS
HIV Care Program**

**Management Memorandum
Memorandum Number 16-01**

March 24, 2016

TO: HIV CARE PROGRAM (HCP) / MINORITY AIDS INITIATIVE (MAI) CONTRACTORS
SUBJECT: REQUIREMENTS FOR SUBMISSION OF YEAR-END INVOICES

I. Purpose

The purpose of this Management Memo is to inform contractors of a change in the due date of the final invoices for HCP and MAI contracts.

II. Background

The current contract states that final invoices shall be submitted for payment no more than sixty (60) calendar days following the expiration of the contract.

III. Policy

Due to increasingly stringent fiscal accountability and additional reporting requirements placed on the Office of AIDS (OA) we are requiring that all final invoices be submitted no more than forty-five (45) calendar days following the expiration of the contract. The current contract ends on March 31, 2016. All Fiscal Year 2015/16 HCP and MAI invoices and/or supplemental invoices for the billing period of April 1, 2015 – March 31, 2016, must be submitted by Monday, **May 16, 2016**.

Contractors should be aware that OA is unable to process invoices with a negative balance on the Summary Tracking form. If a budget revision is necessary it must be submitted to your Care Program Advisor no later than **May 9, 2016**.

Contractors must also submit to OA a completed copy of the Contractor's Release form (Exhibit F).

Pursuant to California Health and Safety Code Section 38077(b)(2), CDPH/OA contractors shall implement the above referenced modifications to the HIV Care Program Scope of Work.

If you have questions, please contact your Care Program Advisor. Current Care Program Advisor assignments are located on the OA website:

<http://www.cdph.ca.gov/programs/aids/Documents/11MAD3cCareAdvisors.pdf>.

Sincerely,

Brian Hancock, Chief
HIV Care Operations Section
Office of AIDS
California Department of Public Health