

CALFRESH - FISCAL GUIDELINES MANUAL
--

500 Reimbursement Process and State Share Documentation Report

501. General Information

The following process applies to Contractors seeking reimbursement and submitting State Share Documentation Reports and Invoices under a *Network* contract. A contract must be fully executed before State Share Documentation Reports and Invoices can be processed. Prompt and consistent reporting helps to ensure that a Contractor will not experience a delay in payment. Contractors must provide the Contract Manager (CM) with all payment process information detailed in this *CalFresh* Outreach Fiscal Guidelines Manual to ensure timely reimbursement.

502. State Share Documentation Reports and Invoices

Contractors must submit a State Share Documentation Report detailing State Share contribution expenses and an Invoice for reimbursement of the Federal Share expenses. Unless another timeframe has been approved in the contract, the State Share Documentation Report and Invoice should be submitted on a quarterly basis.

A State Share Documentation Report should accompany each Invoice for the same period covered by the Invoice. If a State Share Documentation Report is not submitted, an Invoice will not be processed until the State Share Documentation Report is received.

The State Share Documentation Report and Invoice must be based on actual expenses incurred within the quarter specified on the submitted document and must reflect expenses from a Contractor's approved Budget Justification or Budget Adjustment Request (BAR). Expenses claimed for both State Share and Federal Share activities must be substantiated by supporting documentation. The *Network* requires that supporting documentation, for both State and Federal Share expenses, be kept on file for a period of three years after the end of the contract term and submitted for review when requested. Payment of Invoices is contingent upon compliance with these documentation requirements. Because *Network* contracts are cost reimbursement contracts, USDA will not allow the *Network* to approve reimbursement prospectively under any circumstances.

503. Invoices with Subcontract Expenses

When an Invoice contains expenses related to a subcontract agreement that exceeds \$5,000, the *Network* must review the agreement **before** reimbursement of those expenses can be made. If the agreement has not been approved prior to expenses being claimed, the *Network* may withhold payment of the Invoice subcontract line item amount until a copy of the agreement is received and approved.

Signed Memorandums of Understanding (MOUs) or signed subcontract agreements for each subcontracting agency must be submitted to the Contract Manager on or before the first invoice submittal. Invoices will not be processed without signed MOUs.

504. Invoices with Equipment Expenses

When an Invoice contains expenses in the equipment line item, a Contractor Equipment Purchased with CDPH Funds (Exhibit J), must be submitted to the CM in order for the Invoice to be processed. If the form has not been submitted, Invoice processing will be delayed.

Quarterly State Share Documentation Reports and Invoices must be received within 30 days of the last day of the quarter in which expenses were incurred. Contractors may submit Supplemental Invoices to the *Network* for expenses that were incurred during the term of the contract but have not been previously billed. Refer to subsection 505, Supplemental Documents, for instructions.

Following are due dates for submitting Invoices and State Share Documentation Reports:

Invoices (Quarterly)				
<u>Quarter</u>	<u>Period</u>			<u>Due Date</u>
1 st	Oct. 1, 200_	through	Dec. 31, 200_	Jan. 31, 200_
2 nd	Jan. 1, 200_	through	Mar. 31, 200_	Apr. 30, 200_
3 rd	Apr. 1, 200_	through	Jun. 30, 200_	Jul. 31, 200_
4 th	Jul. 1, 200_	through	Sept. 30, 200_	Oct. 31, 200_*

State Share Documentation Reports (Quarterly)				
<u>Quarter</u>	<u>Period</u>			<u>Due Date</u>
1 st	Oct. 1, 200_	through	Dec. 31, 200_	Jan. 31, 200_
2 nd	Jan. 1, 200_	through	Mar. 31, 200_	Apr. 30, 200_
3 rd	Apr. 1, 200_	through	Jun. 30, 200_	Jul. 31, 200_
4 th	Jul. 1, 200_	through	Sept. 30, 200_	Oct. 31, 200_*

*Fourth quarter invoices that are also final invoices are due no more than 90 calendar days following the end of the 4th quarter (i.e., December 31st). A final invoice is the last invoice submitted of the contract term. See section 510 for more information.”

505. Mailing Documents

When mailing State Share Documentation Reports, Invoices, and all other contract-related materials, please use one of the following addresses:

If sending regular mail:

(Assigned CM’s Name here)
 California Department of Public Health
 Network for a Healthy California
 Mail Station 7204
 P.O. Box 997377, Suite 74.516
 Sacramento, CA 95899-7377

Note: Regular mail can take up to two weeks for delivery.

If sending overnight mail:

(Assigned CM’s Name here)
 California Department of Public Health
 Network for a Healthy California
 1616 Capitol Avenue, MS-7204
 Sacramento, CA 95814

506. Payment Time Frames

The *Network* strives to process Invoices in a prompt manner. In anticipation of inherent delays in the *Network's* accounting section and the State Controller's Office (SCO), the *Network* staff attempts to review, approve and forward an Invoice to accounting for payment within 5-10 working days from receipt (10-20 days for last quarter invoices of the contract term). If there are problems with the Invoice, *Network* staff will contact the Contractor either by telephone or in writing during this period. The accounting section processes an Invoice into a payment schedule within approximately 25-30 calendar days. The payment schedule is sent to SCO where a payment warrant (check) is prepared and generally mailed within 15 calendar days. Total Invoice processing time can take approximately 45-60 days. All Invoices are processed on a first-come, first-served basis. This process is outlined in the Invoice Process flow chart included in subsection 512.

507. Supplemental Documents

Supplemental Invoices or Supplemental State Share Documentation Reports are necessary when expenses incurred during a given quarter were not included on a previously submitted Invoice or State Share Documentation Report. For example, in January, a Contractor incurred an additional \$150 in Operating Expenses during October that was not included on the first quarter Invoice previously submitted. Contractors should not include this additional expense on the second quarter Invoice. Contractors **must** submit a supplemental Invoice claiming **only the additional expense** and clearly label the Invoice as "Supplemental" in the heading next to the Invoice period. Cumulative expenses on Supplemental Invoices should include all expenses incurred on all prior invoices submitted to-date.

508. Address Changes

Contractors are required to submit written notification to the *Network* CM of any changes in the organization's address. The information must be placed on organization letterhead and include the following:

1. Old address
2. Complete new address (including any changes in phone numbers)
3. The effective date of the change
4. Staff that are affected
5. Signature of an authorized manager or executive

A revised Contractor Information Form will also be requested. Failure to notify the CM of an address change may result in a lost/delayed check.

509. Processing Guidelines

Contractors can help prevent delays in Invoice and State Share Documentation Report processing by following these guidelines:

1. If in doubt, Contractors should contact the CM regarding questions or potential problems **before** submitting an Invoice and State Share Documentation Report. This will help prevent errors and delays in processing and payment.
2. The Invoice and State Share Documentation Report must have original signatures using blue ink. (Signatures in black ink can be confused for a photocopy.) An Invoice and State Share Documentation Report signed in black ink may be rejected for payment.

3. Do not use whiteout or correction tape. An Invoice and State Share Documentation Report containing correction tape or whiteout may be rejected for payment. To correct errors, draw a line through the incorrect amount or information (e.g., address), initial each change and enter the correct amount or information next to it. Corrections that increase the Invoice total are not allowable. You must submit a new Invoice for such corrections.

510. Final Invoice

The *Network* will withhold payment of the Contractor's 4th quarter Invoice until the final comprehensive Progress Report and other contract deliverables have been received and approved by the Program Manager.

Final Invoices should be submitted for payment no more than 90 calendar days following the end of the 4th quarter unless the Contractor has obtained prior written approval from the *Network* for an alternate deadline. **The *Network* reserves the right not to honor final Invoice payment if these guidelines are not adhered to.**

A final Invoice may or may not be the last quarter Invoice. For example, a final Invoice may be a Supplemental Invoice that captures expenses that were not included in Invoices from prior quarters. Remember to mark the final Invoice with an "X" next to "Check for Final Invoice Contract Term" on the top of the Invoice form.

511. Contractor's Release Form

In accordance with the contract terms and conditions, Contractors are required to submit a Contractor's Release form to the *Network* with the final Invoice. This form serves as the Contractor's acknowledgment that final payment has been requested. Remember to mark the final Invoice for the contract with an "X" next to "Check for Final Invoice Contract Term."

A signed original of the Contractor's Release Form must be submitted. Failure to submit the Contractor's Release Form with a final invoice may delay invoice processing.

512 Invoice Flow Chart

INVOICE FLOW CHART

