



## **Disaster Recovery Provider Agency Invoicing Guidelines**

The Children's Services Council of Broward ("CSC") allows greater flexibility for the Provider Agency ("Agency") invoicing process during a prolonged time of need in the aftermath of a disaster. This flexibility is allowed to facilitate an Agency's uninterrupted cash flow within the current contractual amount. Staff will review the unique circumstances of each disaster and notify the Provider Agencies of the applicable timeframes for submitting the adjusted invoicing depending on the particular situation with retrospective approval by the Council.

The following guidelines are applicable:

### **A. Invoicing Options**

Each agency may elect one of three (3) invoicing options for CSC program-related costs incurred during a specific time period designated by CSC. This time frame may be extended if an agency demonstrates extraordinary circumstances related to the disaster situation. If such conditions exist, providers shall contact their assigned Program Services Specialist immediately.

Flexible Options may include the following:

1. Submit units as specified in the contract with relaxed eligibility guidelines. For example, MOST programs may bill for full day units offered during this time rather than schedule afterschool units and/or serve community children who were not previously registered as MOST participants.

It is acknowledged that short term services to children in the wake of a disaster will likely not achieve the long-term outcomes normally expected with consistent annual attendance. Collection of demographic data remains a SAMIS requirement but it is understood that certain information may not be available or verifiable for some families.

2. CSC program-related costs may be invoiced on a cost reimbursement basis for incurred expenditures during this period. For this option, the agency must provide all related back-up documentation in accordance with the approved line-item budget.

With this option, SAMIS will need to be adjusted to move dollars from operating units of service to a cost reimbursement line. Providers shall advise their assigned Program Services Specialist of the specific

period and the total amount of the reimbursement requested. This process must be completed prior to submission of the *Reimbursement Detail Report*.

Additionally, the agency shall attach a summarized report highlighting the activities of the staff covering the period of each invoice. While this will not impact the reimbursement; CSC is interested in tracking the services staff was providing out in the community or if they were unable to come to work.

3. Submit an invoice for a fixed weekly billing amount (i.e. 1/52 of the annual contract if services are delivered year-round. 1/36 if school year). With this option, units should be made up throughout the year based on slightly elevated service delivery schedules. Actual expenditures will be reconciled at year-end and any difference related to the disaster would be recouped.

## **B. Invoicing Options:**

CSC recognizes that during the time period leading up to the storm and in its immediate aftermath, each week may present different invoicing circumstances. Thus, with prior approval, agencies may split the billing periods and instead of submitting a monthly invoice, multiple invoices during the designated period may be submitted. In the event of a disaster recovery situation, CSC will publish the eligible time period for the flexible invoicing. The agency may use its discretion for the invoicing option and time period that best helps to cover fixed costs while services are unable to be delivered as contracted. Once services resume as outlined in the contract, the billing period would cover from that period until the end of the month. Invoice due dates may be flexible due to extenuating circumstances.

The Invoicing Options Form must be returned via email or fax (954-377-1683) to the assigned Program Services Specialist indicating the requested actions for each applicable period.

**NOTE:** Once the agency is providing services as specified in the contract, normal billing procedures and billing periods are in effect and the Billing Options Forms are no longer in effect. The optional billing period(s) or month-end reconciliation may not overlap.



# Disaster Recovery Guidelines Invoicing Options Form

Name of Agency: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Contract #: \_\_\_\_\_

**All invoices must be submitted through SAMIS.**

- Option 1** Will submit units of service as specified in the contract
- Option 2** Will submit a cost reimbursement invoice for CSC program-related expenses incurred during this period in accordance with your line item budget. Related back-up documentation must be attached.
- Option 3** Request fixed weekly amount through SAMIS as a “fixed reimbursement”. These units would be made up before the end of the fiscal year. Any differences at year-end will be recouped.

<b>Eligible Billing Period:</b>	<b>Option Selected</b>
Week 1	_____
Week 2	_____ (If necessary)
Week 3	_____ (If necessary)
Week 4	_____ (If approved)

The agency understands that with any of the above referenced options, the total amount of the contract will ***not*** be changed or increased by these guidelines.

\_\_\_\_\_  
Approved Signer

\_\_\_\_\_  
Date

**Please Complete a Separate Form for Each CSC Funded Program and for Each Invoice Submitted and send to your Program Service Specialist via email or Fax (954-377-1683).**