

# CalFresh Invoice Process



# Agenda

- What is an Invoice?
- Required Documentation
- Supplemental Invoices
- Invoice Dispute Process
- Invoice and Scope of Work Reporting
- Semi-Annual Certification of Activities

# What is an Invoice?

- A invoice is a contractor's request for reimbursement for allowable costs and activities directly related to CalFresh outreach.
- Only costs in the approved contract will be reimbursed.



# Required Supporting Documentation

- Each invoice shall be submitted timely and include the following documentation:
  - CalFresh Invoicing Guide
  - State Share Documentation
  - CalFresh Outreach Time and Effort Form
  - Scope of Work (SOW) Summary Report

# CalFresh Invoicing Guide

- Personnel Salaries
- Fringe Benefits
- Operating Expenses
- Equipment Expenses
- Travel and Per Diem
- Subcontracts
- Other Costs
- Indirect Costs

# State Share Documentation

- The contractor is responsible for maintaining verifiable records of all State Share contributions.
- The contractor shall be reimbursed for services at a rate of not more than 70% of every allowable state share dollar the contractor contributes and provide documentation for.

# State Share Documentation Sample

| STATE SHARE DOCUMENTATION REPORT |  |                          |   |                 |
|----------------------------------|--|--------------------------|---|-----------------|
| CalFresh Program Access          |  |                          |   |                 |
| (See Reverse for Instructions)   |  |                          |   |                 |
| 1                                |  |                          |   |                 |
| 2                                |  |                          |   |                 |
| 3                                |  |                          |   |                 |
| 4                                |  |                          |   |                 |
| 5                                | California Department of Social Services |                          | Date:   | January 0, 1900 |
| 6                                | CalFresh Program Access Unit             |                          |   |                 |
| 7                                | 744 P Street, MS 8-9-32                  |                          | <b>Contractor Name/Address (to send warrant)</b>                                |                 |
| 8                                | Sacramento, California 95814-5512        |                          | <input type="checkbox"/> Check if remittance address changed since last invoice |                 |
| 9                                |  |                          | 0   |                 |
| 10                               | Check if Final Report for Contract Term  | <input type="checkbox"/> | 0   |                 |
| 11                               | Check if Final Report for Fiscal Year    | <input type="checkbox"/> | 0   |                 |
| 12                               | Contract Number:                         | 0                        |   |                 |
| 13                               | Index Code:                              | 1252                     |   |                 |
| 14                               | Contract Term:                           | 0                        |   |                 |
| 15                               | State Share Period :                     | 0                        | Telephone:  | 0               |
| 16                               |  |                          |   |                 |
| 17                               |  | Approved                 | Actual  | Cumulative      |
| 18                               | State Share                              | State Share              | Expenses This   | Expenses        |
| 19                               | Budget Categories                        | Budget                   | Period  | To Date         |
| 20                               | (1)                                      | (2)                      | (3)   | (4)             |
| 21                               | A. PERSONNEL SALARIES                    | 0.00                     | -   | -               |
| 22                               | B. FRINGE BENEFITS                       | 0.00                     | -   | -               |

# CalFresh Outreach Time and Effort Form

- The CalFresh Outreach Time and Effort Form is used to calculate the charges, including salaries and benefits, for time spent on allowable activities.



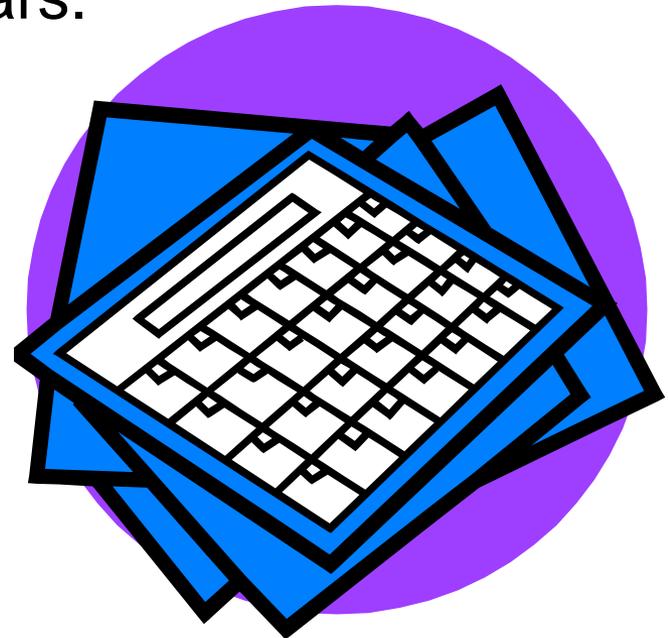


# Questions?



# Submitting an Invoice

- When to submit:
  - **Original**, accurate paper invoices shall be submitted monthly in arrears.



# Submitting an Invoice



- How to submit:
  - All invoices shall be mailed or delivered to:

**California Department of Social Services  
CalFresh Outreach Unit  
744 P Street, MS 8-9-32  
Sacramento, CA 95814  
Attn: (Program Analyst Name)**

## Best Practice

- Invoices should be submitted within 60 days after the end of the invoicing month.

# Supplemental Invoices

- A invoice for expenses incurred during the term of the contract that have not been previously billed.



# Supplemental Invoices Documentation

- The contractor must submit a written justification to accompany the supplemental invoice(s) to the PA for approval.



# Supplemental Invoices Limits

- Contractors may submit a maximum of eight (8) supplemental invoices during the contract term.
- Must cover a period of at least (3) months

# Supplemental Invoices Deadlines

- Supplemental invoices for the first, second, and third quarter are due no later than 90 days after the end of each quarter.
- A supplemental invoice for the fourth quarter is due no later than before a final invoice is submitted for the fiscal year.



# Final Billing



- Invoices for services must be received by CDSS within 90 days following each state fiscal year or following the end of the contract term, whichever comes first.

| CalFresh Program Access<br>(See Reverse for Instructions)  |                                   |  |                                 |                        |
|--|-----------------------------------|--|---------------------------------|------------------------|
| California Department of Social Services<br>CalFresh Program Access Unit<br>744 P Street, MS 8-9-32<br>Sacramento, California 95814-5512 |                                   | Date: January 0, 1900  |                                 |                        |
| Check if Final Report for Contract Term [ ]<br>Check if Final Report for Fiscal Year [ ]   |                                   | <b>Contractor Name/Address (to send warrant)</b><br>[ ] Check if remittance address changed since last invoice |                                 |                        |
| Contract Number:   | 0                                 | 0  |                                 |                        |
| Index Code:  | 1252                              | 0  |                                 |                        |
| Contract Term:   | 0                                 | 0  |                                 |                        |
| Invoice Period :   | 0                                 | Telephone:   | 0                               |                        |
| Federal Share Budget Categories (1)  | Approved Federal Share Budget (2) | Actual Expenses This Period (3)  | Cumulative Expenses To Date (4) | Unexpended Balance (5) |
| A PERSONNEL SALARIES   | 0.00                              |  |                                 | 0.00                   |

# Questions?



# Invoice Dispute

- During a invoice review, if the PA find any discrepancy with the invoice, the PA will contact the contractor for clarification.
- If the contractor need to submit a revised invoice, the PA will issue a STD. 209 Invoice Dispute Notification to the contractor.



# STD. 209 Invoice Dispute Notification

- Formally notify the contractor that the invoice is being disputed.
- It “stops the clock” to our invoice processing time.



# Common Invoice Errors

- Unallowable expenses
- Inaccurate invoice amount
- Missing authorizing signatures



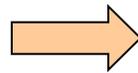
# Invoice Processing Time

- Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.
- CDSS will reimburse properly submitted, undisputed invoices to the contractor within 45 days of receipt of the invoice.

# Invoice Processing Time



CDSS  
30 Days



State Controller's office  
15 Days

# Invoice and SOW Reporting

- CDSS agrees to pay the contractor for services satisfactorily rendered, and upon receipt and approval of the invoice(s).
- Services satisfactorily rendered is defined as
  - total approved CalFresh application at or above 75% of the SOW target for the contractor.

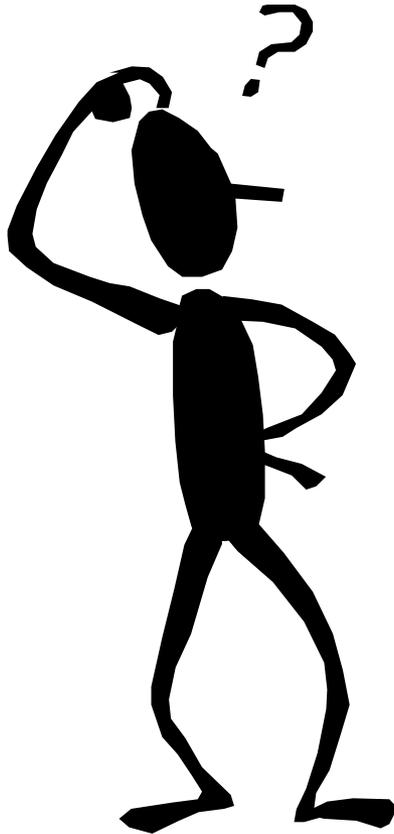


# Contract Withholding

- If the total approved applications fall below satisfactory service level, CDSS will withhold 10% of the invoiced amount until services are met.
- Contract withholding shall be enforced for all invoices effective January 1, 2015.



# Questions?



# Semi-Annual Certification of Activity

- All staff dedicating **100 percent time** to CalFresh, a Semi-Annual Certificate of activity must be signed every six (6) months by the employee and supervisor and maintained on file with the prime contractor.

# Semi-Annual Certification of Activity



## CalFresh Outreach Semi-Annual Certificate of Activity

### CalFresh Outreach Semi-Annual Certificate of Activity

I

I, **(Enter Name Here)**, hereby certify that 100 percent of my activities were spent working on allowable CalFresh *Outreach* activities as detailed in the FFY 2015 USDA Outreach Guidance.

County:

Period #X: **XXX to XXX**

Year  
FFY **20XX**

Position Title:

Hire Date\*\*:

(\*\* To be entered **only** by employees who started after October 1, 2009\*\*)

Period #X Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Period #X Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Technical Assistance

- If you have any questions, please contact your program analyst.

# Questions?

