

**CalFresh
Invoice
Process
FFY 2017 - 2018**



Agenda

- Definition
- Invoice Documentation
- Supplemental Invoice
- Invoice Dispute Process
- 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

- CalFresh Invoicing Detail
- State Share Documentation
- CalFresh Outreach Time and Effort Form
- Scope of Work Summary Report

CalFresh Invoice Guide

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



State Share Documentation

- The contractor shall be reimbursed for services at a rate of not more than 77% of every allowable state share dollar the contractor contributes and provide documentation for.
- Contractors are responsible for maintaining verifiable records of all State Share contributions.

CalFresh Outreach Time and Effort Form

- The CalFresh Outreach Time and Effort Form is used to calculate staff time spent on allowable CFO activities.
- When using the form:
 - Circular Reference
 - Making Corrections





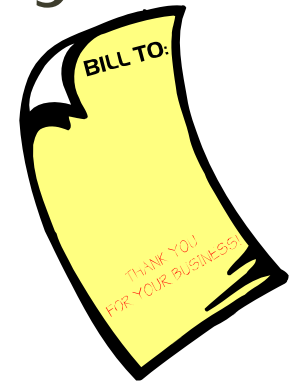
1. True or False
 - a. All invoice expenses must be previously approved in your CFO contract.
2. The contractor shall be reimbursed for services at a rate of not more than XX% of every allowable state share dollar.
3. True or False
 - a. Back-up documentation for Operating Expenses are required with each submitted invoice.

Questions?



Supplemental Invoices

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



Supplemental Invoice Limits

- Contractors may submit a maximum of eight (8) supplemental invoices during the contract term.
 - Maximum of four (4) supplemental invoices per FFY.
- Must cover a period of at least (3) months

Supplemental Invoices Documentation

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



Supplemental Invoices Deadline

- Supplemental invoices for the first, second, and third quarter are due no later than 90 days after the end of each quarter.



Final Billing



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

Agreement XX-XXXX
CDSS/Contractor Legal Name HERE

STATE SHARE DOCUMENTATION REPORT

CalFresh Outreach
(See Reverse for Instructions)

California Department of Social Services
CalFresh Outreach Unit
744 P Street, MS 8-9-32
Sacramento, California 95814-5512
Check if Final Report for Contract Term
Check if Final Report for Fiscal Year

Contract Number: _____ 0
Index Code: 1251
Contract Term: _____ 0
State Share Period : _____ 0

Date: _____

Contractor Name/Address (to send warrant)

Check if remittance address changed since last invoice

0

0

0

Telephone: _____ 0

State Share Line Item Budget (1)	Approved State Share Budget (2)	Actual Expenses This Period (3)	Cumulative Expenses To Date (4)	Unexpended Balance (5)
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1. True or False
 - a. Supplemental invoices may be submitted 30 days after the end of a invoice period.
2. Contractors may submit a maximum of XX supplemental invoices during the contract term.
3. How do you indicate that an invoice is the "Final Invoice"?

Questions?



Submitting an Invoice

- **Original**, accurate paper invoices shall be mailed or delivered:
 - Monthly in arrears
 - Quarterly in arrears



Submitting an Invoice

- 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.
- Please do not change the invoice frequency during a fiscal year.



Questions?



Invoice Dispute

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



STD. 209 Invoice Dispute Notification

- Formally notifies the contractor that the invoice is being disputed.
- It “stops the clock” to our invoice processing time.
- The clock starts again when a corrected invoice is resubmitted to CDSS



Common Invoice Errors

- Unallowable expenses
- Inaccurate invoice amount
- Missing authorizing signatures



Invoice Processing Time



CDSS
30 Days



State Controller's Office
15 Days

Questions?



Semi-Annual Certification of Activity

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

Semi-Annual Certification of Activity

- Required for all staff dedicating 100 percent time to CalFresh Outreach
- Must be signed every six (6) months by the employee and supervisor
- Applies to Full Time and Part Time staff

Semi-Annual Certificate of Activity



CalFresh Outreach Semi-Annual Certificate of Activity

CalFresh Outreach Semi-Annual Certificate of Activity

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?

