Invoicing Questions and Answers

Question 1

Instructions for Submitting Quarterly Invoices, page 1, Section A) Quarterly Invoice Instructions:

The policy states that Counties must use the Quarterly Invoice template provided by the State. The template on the website is currently in a pdf format is there any way the State could send an excel version electronically to counties?

Response: The Quarterly Invoice template is provided in Excel and has been posted on the CDHS OERU web page, www.dhs.ca.gov/oeru.

Question 2

Section H) Quarterly Invoice Instructions:

Our County will require subcontractors to submit monthly invoices for OERU activities. Will the State accept as back up documentation for subcontractor expenses 3 separate monthly invoices (e.g., July, Aug, and Sept) for the quarterly invoice?

Response: Separate monthly invoices from subcontractors are acceptable.

Question 3

Do County and subcontract staff have to submit a time study for OERU activities?

Response: No.

Question 4

Please reference OERU Policy Instructions for Submitting Qtrly Invoices, pg. 1, Overall the instructions are clear and easy to follow. Though, I noticed no reference was made as to allowable line-item shifts that are especially useful at 4Qtr., when costs saving from one line-item could be used on other line-item categories. And, it has been my experience when this is addressed, the rule has been up to 10% of the line-item would be allowable; my thought is the allowable amount should be 10% of the total type of costs, i.e. total salaries, or total operating, etc., to stream-line the invoicing process — granted, the costs should support the program activities.

Response: Attachment 11- Instructions for Completing the Line-Item Budget sheets Sections D & E address Budget Adjustments and Allowable Line Item Shifts. If a county needs to make a line item adjustment, a revised budget will need to be submitted.

Question 5

Regarding the format, the col. "Expended Prior," seems redundant, as those costs are included in the "Expended to Date" column. The Expended Prior column could be freed-up for line-item shifts allowable.

Response: Having the “Expended Prior” column will help the Counties and the State double check the amounts that have been paid in the last quarter.

Question 6

Will we be required to print invoice on County Letterhead? Is there a requirement for a cover letter to go with the invoice?

Response: No, it is not required to print invoices on County letterhead. Counties will need to submit the completed Invoice template, quarterly progress report and the OERU Cover Sheet to the State for payment.

Question 7

Do the names of the individual personnel need to be stated on the invoice?

Response: Individual’s names do not need to be listed; however, each funded position title or classification does need to be listed. Please refer to Invoice Instructions Section A) f.

Question 8

Would a lump sum of all personnel direct expenses and corresponding benefits amount be ok?

Response: Each personnel classification must be listed separately on the invoice. The corresponding benefits for all listed personnel may be a lump sum.

Question 9

Instructions state to identify position title or classification, the number of personnel in each position/classification and the FTE or annual percentage of time for each position: The Draft Quarterly Invoice does not provide the space for recording this information nor does it indicate on the form itself that this information is needed.

Response: The position classification along with the detailed information should be listed in the same manner that it was provided on the line item budget. The final invoice template allows for additional spaces to be added to record this information.

Question 10

What if you have several staff in the same classification and they each have a different FTE. Do you record a single FTE amount for the group or list out each staff member separately identifying their specific FTE?

Response: Each staff position should be listed separately identifying the specific FTE.

Question 11

It would be helpful to provide a sample of a completed invoice, a corrected invoice and a revised invoice to go along with the instructions to illustrate how to complete the personnel section correctly.

Response: Samples have been provided on the website.