

Title IV-E Subcontractor Invoicing Guideline – Alameda County

The new hourly rate is \$190.00

Title IV-E Invoice Binder Building Basics

Every invoice binder needs a binder cover sheet, binder spine and tabs.

Prepare the invoice binder in the following order:

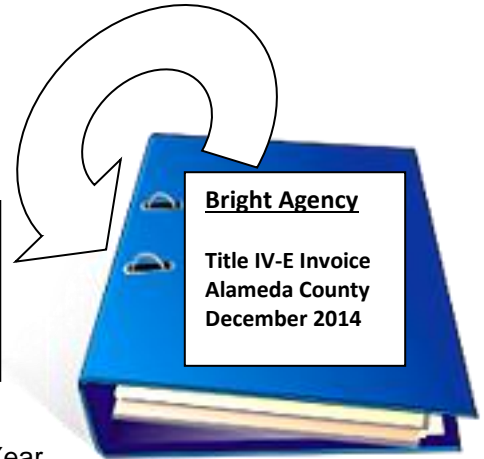
Binder Cover Sheet and Binder Spine

- Information on the outside of the binder.
 1. Your Agency Name (*Your logo is optional*)
 2. The title stated as Title IV-E Invoice
 3. Name of County (*Alameda County*)
 4. Invoice Month and Year

Index Tab Order

- Invoice
- Alameda County
- Fee for Service (FFS)

Put the same information on the binder spine



Behind Invoice tab:

- Invoice Summary with PO and Vendor Number, Month and Year
- Invoice Details – Breakdown of Hourly trainings (*In order by date and alphabetical order*)
- Invoice Details – Breakdown of Fee for Service trainings (*In order by date and alphabetical order*)

Behind the Alameda County tab:

- Participant List
- Monthly Calendar
- Back-up Documents

Participant List

1. List the names of all agencies who attended trainings during the month, including your own

Monthly Calendar (*with all Hourly trainings and Fee for Service Trainings or Conferences*)

1. Type the class title and number of hours on the day of course occurrence in an excel calendar.
2. Conferences or trainings that are charged as Fee for Service need to be on the calendar and labeled Fee for Service (*Ex. Fee for Service: Beach Day Conference*).
3. If there are trainings from previous months, make a separate calendar with only the additional trainings that you billed for.

All back-up documents should be in the binder for each training and placed in order by date and training title by alphabetical order. Use a blank sheet of colored paper to separate each training by date. Do not staple or use paperclips.

Documents to be Single Sided (*A copy will be used and sent with the finalized county binder*)

1. Training Summary
2. Sign-In Sheet

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3. Post-Test Summary *(If applicable)*

Documents to be Double Sided *(These are only for reference, so pages should be double-sided)*

1. Evaluations
2. Post-Tests *(If applicable)*

Training Topics and Training Date Documentation

All forms should have the standard information on them:

- | | |
|--|--|
| 1. Training Topic | 4. Time <i>(Start and End)</i> |
| 2. Instructor(s) Name <i>(First and Last Name)</i> | 5. Location/Site |
| 3. Date | 6. Instructor's Signature <i>(Sign-In sheet)</i> |

In addition to the above requirements, each training date must have the following information:

Training Summary

1. A typed training topic summary is required for each training topic
2. The summary description should include what is being presented, why it is being presented and how it is being presented
3. If the same training is presented by the same trainer on the same day, please distinguish the training by noting the time frame presented *(Ex. 9AM to 11AM)*
4. Post-Test Summary *(If applicable)*

Sign-In Sheet (with numbered rows)

1. Each page needs the training header *(Topic name, Date, Time, Instructor(s), Location)*
2. Instructor signature *(If multiple instructors, one signature is required)*
3. Participants names or signatures and Agency they are representing
4. Place page numbers on each sign-in sheet *(Ex. Page 1 of 3, 2 of 3, 3 of 3)*

Evaluations

1. Participant's Name *(Optional)*
2. Categories to be rated *(See contract section for itemized list)*

Post-Tests *(If applicable and as required)*

1. Participant name
2. Must have score indicated on the completed test

Post-Test Summary *(If applicable and as required)*

1. Names and scores of each attendee
2. Summary of scores
3. Indication of percentage of class passing with 75% or better
4. Each page needs the training header on it *(Topic, Date, Time, Instructor, Location)*

Checking your back-up documentation:

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Complete these steps prior to copying and placing in invoice binder. By doing so, you should only have to make the needed correction once.

- Check to make sure that the sign-in sheet, evaluation summary and post-test (*if applicable*), are complete.
 1. Insert "Page # of #" or "# of #" in the bottom right hand corner if any documentation item has multiple pages. (Ex. 1 of 3, 2 of 3, 3 of 3)
 2. Fill-in any pages without training header information (*Topic, Date, Time, Instructor, Location*). This usually occurs on sign-in sheets with multiple pages.
 3. Make sure the information is consistent on all of the back-up documentation (*Names, Titles, Dates, Times, Hours, Locations*).
 4. Make sure the instructor has signed the sign-in sheet. If there are multiple instructors, at least one signature is required.
 5. If the original page is crooked or uneven, straighten it as best you can when you make the copy. To do this, take a blank piece of paper and line up the uneven paper accordingly to match the straight edges of the blank paper.
 6. If the original is illegible, correct it by re-doing or re-typing it.

Why is it important to follow these steps? We often use this example: If we dropped the invoice binder and the pages spilled out everywhere, would we be able to reassemble it? If these steps are completed, the answer would be "yes".

Checking the documentation against the invoice:

- Sort your invoice by date and training topic in alphabetical order and then assemble binder.
- Verify that all of the training information on the invoice matches the training information on the back-up.
- Make sure all columns are highlighted correctly and include all numbered information when using 'AutoSum'.
- For General Training billing, make sure that there is a minimum of 6 participants for each instructor being invoiced for reimbursement of their hours. In order to double or bill for two instructors, there would need to be at least 12 students (6 students per instructor) that signed-in and attended the training).
 1. **Example:** 9AM – 11AM training = 2 hours; 2 instructors; 12 students; You are allowed to charge for 4 hours (2 training hours x 2 instructors).
- Verify that the Curriculum Development (CD) hours indicated on the training summary match the information on the invoice. You are allowed to double CD hours, equal to or less than the course training hours, as long as there are more than 6 students per instructor).
 1. **Example 1:** 12PM – 3PM training = 3 hours; 1 instructor; 12 students – you are

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allowed to charge 6 CD hours (3 training hours x 2).

2. **Example 2:** 4PM – 6PM training = 2 hours; 2 instructors; **14 students**; You are allowed to charge 8 CD hours (2 hour training x 2 instructors x 2)

- Subtract out lunch hours. If you had a working lunch, please note. 7-8 hour training = 1 hour lunch. 5-6 hour training = 1/2 hour lunch. Indicate if it is a working lunch so that time will not be deducted.
- Hours are to be rounded to the nearest whole or half hour. (Example: If training is 2 hours and 45 minutes, round training to 3 hours).
- Fill-in any blank cells. For example, if there were no curriculum development hours billed, enter a zero (0) in the cell.
- Make sure that for each training date, there is one row with all instructors, total participants and total hours billed. **Do not** list each instructor, participant total or total hours in their own row underneath the training. (See example below).
- Separate list of instructors by a comma (,) and space. Use the 'Wrap Text' if the names do not fit in one line.

Example of Correct Formatting

Training Date	Class Title	Name of Trainer(s)	Training Hours	Curr. Dev. Hours	Total Hours	Hourly Rate	Total for Hourly Trainings
12/2/14	How to Make an Invoice	Billy Bob, Libby Loo	2	4	6	\$190	\$1,140

Incorrect Formatting

Training Date	Class Title	Name of Trainer(s)	Training Hours	Curr. Dev. Hours	Total Hours	Hourly Rate	Total for Hourly Trainings
December 12, 2014	How to Make an Invoice	Billy Bob,	2	4	6	\$190	\$1,140
		Libby Loo	2	4	6	190	1,140

- Date format MM/DD/YY
- Multiple Agencies attending one training:
One organization, multiple branches - Use Organization Name Combined Many organizations - Use Combined Agencies

New Instructors/Subject Matter Experts

For any new instructors, the following must be provided:

- Resume or Biographical Sketch
- Child Abuse and Neglect Reporting Mandated Reporter Sign-off Form
- This information should be placed in the front pocket of the binder.

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Invoice Due Date

Invoice binders must be signed by the contractor's representative(s) and received no later than the 10th day of the following month. (*Ex. June's invoice is due by July 10th*). An electronic, Microsoft Excel version and PDF, signed version, are also required during the same time.

When revisions are necessary, **highlight the revisions in yellow**. Revised invoices must be signed and dated by Contractor's representative(s) and received no later than ten (10) days after the original invoice's due date (*Ex. June's invoice is due by July 10th; Therefore, the revised invoice must be received no later than July 20th*). All electronic revisions are also required by the 20th.

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SUBCONTRACTOR'S CHECKLIST

Before sending invoice/binder have you done the following:

- Sorted invoice by date, then training title
- Checked binder materials against invoice details
- Checked your math to make sure all totals and dollar amounts are correct
- Filled-in any blanks
- Used Title Case on your invoice
- Made sure training information was provided on each piece of documentation
- Verified that page numbers are present in the bottom right hand corner (# of #)
- Acquired all of the required signatures
- Made sure copies are clean. Replaced/re-copied misaligned copies, poor quality copies, illegible or dirty copies
- Placed new instructor bias/resumes and Mandated Reporter forms in the front pocket of the binder
- Made sure that MS Excel version matches final printed invoice
- Retained a copy of all documentation for your files
- Finalized arrangements to send by mail or deliver to arrive by the 15th
- E-mail an electronic MS Excel version of the Invoice, Calendar and Participant List to Bertie Flanders and CC: Ashlee Stephens at the e-mails listed below.
- E-mail a signed PDF version of the invoice to Bertie Flanders and CC: Ashlee Stephens at the e-mails listed below.

The summaries, sign-in sheets, evaluations and post-tests (if required) must be provided to CLPCCD Program Coordinator to receive payment for the training. You are responsible for getting us the completed materials. *Make a copy of all documentation before mailing.* Maintain records for 5 years.

If you have any questions or need additional assistance do not hesitate to contact us!

Bertie Flanders	925.249.9375	bflanders@clpccd.org
Julia Dozier	925.249.9370	jdozier@clpccd.org
Ashlee Stephens	925.249.9378	astephens@clpccd.org