**Title IV-E Invoice Binder Building Basics**

Every invoice binder needs a binder cover sheet, binder spine and tabs. The tabs divide the documentation by county.

**Prepare the invoice binder in the following order:**

**Agency Name**

**Title IV-E Invoice**

**July 2018**

**Put same info on the spine too!**

**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. Invoice Month and Year

**Index Tab Order**

* Invoice
* Alameda County (if applicable)
* Solano County (if applicable)
	1. Hourly Training Back Up
	2. FFS Back up

**Behind Invoice tab:**

* Invoice Summary by County with PO and Vendor Number
* Invoice Detail by County- List of all trainings and details (as in template) in chronological order and alphabetical order of more than one the same day

**Behind the Solano County tab:**

* List of agencies served by Solano County Contract, including your own
* Separate Training Tabs for each section below:
	1. General Trainings (75%) - in date, then alphabetical order
	2. Fee for Service (FFS) - in date, then alphabetical order
* Please provide the back-up documentation for each training date in invoice binder in order of placement listed below.

**Single Sided Copies** *(The single sided documentation will be used in the invoice to the county binder)*

1. Training Summary
2. Sign-in Sheets
3. Evaluation Summary
4. Post Test Summary (if applicable)
* **Double Sided Copies (***These are for our back up records)*
1. Evaluations (double sided, preferred)
2. Post-tests (if applicable, double sided preferred)

**Blank sheet of colored (preferably bright) paper**

To separate each training date, do not staple or use paperclips.

**Training Topics and Training Date Documentation**

**All forms should have the standard information on them (use templates when ever possible):**

1. Training Topic
2. Instructor’s Name (First and Last Name)
3. Date
4. Time (Start/End)
5. Location/Site
6. Note Funding providing in collaboration with Chabot Las Positas Community College District and Solano County Child Welfare Services

**Back up documents that must be provided for each training include**:

* **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. **Each training must state at least 3-5 training objectives that clearly state how the training will focus on Title IV-E eligible content for a Title IV-E eligible target population**.
	3. The number of training hours and hours of curriculum development (if applicable) need to be stated
	4. State if the trainer(s)’ recent resume has already been submitted. If not place a copy in the front pocket of the binder.
* **Sign-in Sheet (with numbered rows)**
	1. Instructor’s Signature (if multiple pages, trainer only needs to sign the first page)
	2. Page Numbers - Example: 1 of 3, 2 of 3, 3 of 3
	3. Each page needs the training header on it (topic, date, time, instructor, location)
	4. Participants must specify their organization/program as well as their classification (“Service Provider,” “FFA staff,” “Resource Family/ Foster Parent,” “GH/STRTP staff,” “County Child Welfare Staff,” or “Other.”
	5. **Don’t forget you must have 6 eligible participants sign in and complete evaluations. If there are extraordinary circumstances you may request a minimum participant waiver by e-mail and include the approval with the sign in sheet as part of your back up documentation**
* **Evaluation**
	1. Attendee’s Name (optional)
	2. Categories to be rated must include: effectiveness of the training, the materials and the trainer
	3. Minimum of 6 per training unless waiver is requested for less than 6 participants
* **Evaluation Summary**
	1. Training header on it (topic, date, time, instructor, location)
	2. Number of Participants
	3. Scores in each of the required categories above
	4. Total averages for each category
	5. Page Numbers - Example: 1 of 3, 2 of 3, 3 of 3
* **Post Test (as required)**
	1. Participant's name
	2. Must have score indicated on completed test
* **Post Test Summary**
	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:**

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

* Check to make sure that the sign-in sheet, evaluation summary, and post test (if required) are complete and consistent.

* 1. Insert "Page # of #" or “# of #” if any documentation item has multiple pages, such as 2 page training summary, 3-page sign-in sheet or 3-page post-test summary.
	2. Fill-in any pages without training header information (topic, date, time, instructor, location/site). 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.
	5. The evaluation summary averages are carried out to the hundredths decimal place (i.e., 5.00, 4.75, 3.83).
	6. If the original is crooked, straighten it when you make the copy.
	7. If the original is illegible, redo/type it, correct it.

**Checking the documentation against the invoice:**

***Why is it important for 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".*

* In each county, sort your invoice by date and training topic, then assemble binder.
* Verify that all of the training information on the invoice matches the training information on the back-up.
* 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 there is a minimum of 6 eligible participants and 6 evaluations for each instructor being invoiced for reimbursement of their hours. For example, to bill for two instructors, there would need to be at least 12 students signed-in and attending the training.
* Verify Curriculum Development hours match on the invoice and the curriculum summary. Allowable amount of curriculum development:
	+ 0 hours for trainings that are offered regularly and do not have modifications (hourly rate includes some normal trainer preparation)
	+ 50% of the training time can be billed as curriculum tailoring for trainings that need to be updated or modified for a new target population
	+ 150% of the training time can be billed as curriculum development for new trainings that needed to be developed
	+ If more than 150% of the training time is needed to develop curriculum for a training e-mail for pre-authorization, include the approval e-mail with your back up documentation along with a copy of the curriculum developed utilizing the funds
* Make sure that for each training date, there is one row with all instructors and total hours billed. Do not list each instructor and their hours in their own row underneath the training. Sample below.
* Separate list of instructors by a comma (,) and space. Wrap text.

|  |
| --- |
| **CORRECT** |
| Date | 75% | Training Topic | Participant breakdown (5 categories) | Site/Location | Instructor1, Instructor 2 | Trng Hrs | Curr Dev | Total Hrs |
|  |
| **INCORRECT** |
| Date | 75% | Training Topic | Participant breakdown(5 categories) | Site/Location | Instructor1  | Trng Hrs | Curr Dev | Total Hrs |
|  |  |  |  |  | Instructor 2 | Trng Hrs | Curr Dev | Total Hrs |

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

 Many organizations - use Combined Agencies

* Use Title Case on invoice Training Topic
* LOOK FOR CONSISTENCY (are all the grid lines showing up, did you use the same font size, are the rows the correct size for the content, etc) When you print it should look professional.

**Invoicing**

Invoice binders must be signed by contractor’s representative(s) and received no later that the **15th** of the month following the training (i.e., June’s invoice is due by July 15th). An electronic MS Excel version is also required on this date.

*When revisions are necessary, highlight the revisions in yellow. Revised invoices must be signed and dated (with the actual signing date) by Contractor’s representative(s) and received no later than ten (10) days after the original invoice’s due date (e.g., May trainings’ invoice is due by June 15th, the revised invoice must be received no later than June 25th). An electronic version is also required by the 25th.*