

# 20-21 Family Services Invoicing Expectations

(Parenting, Family Strengthening, Family & Neighborhood Supports)

Valid until otherwise noted by The Children's Trust

All costs are expected to reflect actual service provision and in alignment with your approved temporary modified service plan. Reimbursements will not be processed until attendance is entered for the month being invoiced. Provider will utilize current budget to invoice modified services. **Any items that are not budgeted or addressed in this document should be approved by your program manager prior to incurring the expenses.**

CATEGORY	Family Services
<b>Direct Service Staff</b>	No changes. Bill based on actual.
<b>Administrative positions</b>	No changes. Bill based on actual.
<b>Technology</b>	Laptop/tablet costs for staff are allowable. Please note all costs need to be in alignment with the Budget Guidelines. <i>Expense account:</i> Non-Capital Equipment
<b>Conferencing Platforms</b>	Zoom or any other video conferencing platform costs are allowable. <i>Expense Account:</i> Other(other) or Other (Discretionary)
<b>Transportation</b>	Mileage for staff is allowable based on actual miles incurred. <i>Expense Account:</i> Travel (other than participants)
<b>Social Distancing Equipment (e.g. Dividers), Sanitation &amp; PPE</b>	Limited supplies will be allowable based on staff activity in office. A justification is needed for these costs. <i>Expense Account:</i> Program Supplies and Non-Capital Equipment
<b>Rent</b>	No changes. Bill based on budget.
<b>Meals</b>	Meals (groceries, meal kits, or prepared food) for associated family sessions/activities are an allowable expense. Gift cards are not an allowable expense.  For meals & groceries to support a family's long-term need, please refer families to Family & Neighborhood Supports Program (FNSP) providers. See Family Services Implementation Guide.  <i>Expense Account:</i> Meals (participant)