

20-21 Health & Early Childhood Invoicing Expectations

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	Health & Early Childhood
Direct Service Staff	No changes. Bill based on actual.
Administrative positions	No changes. Bill based on actual.
Technology	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
Conferencing Platforms	Zoom or any other video conferencing platform costs are allowable. <i>Expense Account:</i> Other (Other) or Other (Discretionary)
Transportation	Mileage for staff is allowable based on actual miles incurred. <i>Expense Account:</i> Travel (other than participants)
Social Distancing Equipment (e.g. Dividers), Sanitation & PPE	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