

20-21 Youth Development 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. Attendance must be entered daily and reimbursements will not be processed until attendance is entered for the month being invoiced. Provider will utilize current budget to invoice for 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.

Invoicing Guidance

Providers will utilize current budget to invoice for temporary modified services. For cases in which your budget does not include the corresponding line item, please reach out to your Program Manager.

CATEGORY	Youth Development
Direct Service Staff	<p>Full day in-person: Positions may exceed monthly budgeted amounts. Invoice based on actual time worked within the correct position.</p> <p>For providers needing additional staff that are not currently budgeted, please contact your Program Manager.</p> <p>In-person A/S: No changes. Bill based on actual.</p> <p>Virtual Services: Reimbursement request should be in alignment with the number of participants served and allowable hours of service.</p> <p>Please note, Certified Teachers will only be reimbursed during the afterschool time period.</p>
Administrative positions	No changes. Bill based on actual.
Technology	<p>Full day in-person: No changes. Bill based on budget.</p> <p>In-person A/S: No changes. Bill based on budget.</p> <p>Virtual Services: Laptop/tablet costs for staff are allowable. The Trust will not reimburse for equipment purchased for participants as MDCPS will be providing technology to students.</p> <p>Please <u>note</u> all costs need to be in alignment with the Budget Guidelines.</p> <p><i>Expense account:</i> Non-Capital Equipment</p>

<p>Conferencing Platforms</p>	<p>Full day in-person: Not applicable</p> <p>In-person A/S: Not applicable</p> <p>Virtual Services: Zoom or any other video conferencing platform costs are allowable</p> <p><i>Expense Account:</i> Other (other) or Other (Discretionary)</p>
<p>Transportation</p>	<p>Full day in-person: Transportation costs for participants, while practicing social distancing, is allowable if it was approved as part of your modified service plan. Mileage for staff is allowable, if budgeted.</p> <p>In-person A/S: Transportation costs for participants, while practicing social distancing is allowable if it was approved as part of your modified service plan. Mileage for staff is allowable if budgeted.</p> <p>Virtual Services: Mileage for staff is allowable based on actual miles incurred.</p> <p><i>Expense Account:</i> Travel (participants) or Travel (other than participants)</p>
<p>Postage</p>	<p>Full day in-person: No changes. Bill based on budget</p> <p>In-person A/S: No changes. Bill based on budget</p> <p>Virtual Services: Postage costs to mail supplies to participants is allowable. These will be reimbursed at a rate \$7.75 per 70 lbs.</p> <p><i>Expense Account:</i> Supplies (Office)</p>
<p>Social Distancing Equipment (e.g. Dividers), Sanitation & PPE</p>	<p>Full day in-person: Equipment associated with maintaining a safe social distance are allowable. Please note all costs need to be in alignment with the Budget Guidelines.</p> <p>In-person A/S: Equipment associated with maintaining safe social distance are allowable. Please note all costs need to be in alignment with the Budget Guidelines.</p> <p>Virtual Services: Not allowable</p> <p>Please note any individual item over \$1000 needs approval before cost is incurred.</p> <p><i>Expense Account:</i> Program Supplies and Non-Capital Equipment</p>

<p>Rent</p>	<p>Full day in-person: For providers normally based out of MDCPS, we will allow rental cost for new space(s) secured. Rental costs need to be reasonable and space should meet current CDC guidelines.</p> <p>In-person A/S: For providers normally based out of an MDCPS site, we will allow rental cost for new space(s) secured. Rental costs need to be reasonable and space should meet current CDC guidelines/local authorities. Rental agreements should be submitted to your Program Manager. Utilities associated with this new space are allowable and should be invoiced under the Utilities expense account.</p> <p>Virtual: Not allowable</p> <p><i>Expense Account:</i> Space</p>
<p>Meals</p>	<p>Full day in-person: MDCPS will be providing meals to provider sites providing in-person school day support. Please complete the required paperwork to access these meals.</p> <p>In-person A/S: No changes. Bill based on budget.</p> <p>Virtual: Not allowable</p> <p><i>Expense Account:</i> Meals (participants)</p>