

## **INTENSIVE FAMILY REUNIFICATION SERVICES VENDOR INVOICE (IFRS-1)**

### **Purpose:**

The Vendor Invoice (IFRS-1) is used for payment for contracted Intensive Family Reunification Services Specialists. The contractor uses the IFRS-1 to request the IFRS Site Coordinator to authorize payment for hired, trained and available IFRS contracted specialists.

### **NUMBER OF COPIES AND DISTRIBUTION:**

Two copies of the IFRS-1 are to be completed monthly; the original forwarded to local IFRS site coordinator or designee and the second copy retained by the contracted provider agency. Many IFRS sites serve multiple counties; however, only one IFRS vendor invoice will be submitted monthly for each site.

### **INSTRUCTIONS FOR COMPLETION:**

The IFRS-1 begins on the first of each month and ends on the last day of the month. Information relating to IFRS specialists who are available for services during these dates should be recorded on the IFRS-1. The contractor is required to submit the completed IFRS-1 by the fifth working day of each month following service to the IFRS site coordinator/designee, indicating each IFRS specialist and the days each specialist were available for service.

Information on the IFRS-1 should be typed electronically and signed by the Contractor.

### **FIELD INSTRUCTIONS:**

*Bill To / Mail To:* Enter "Children's Division" for Bill to; specify the county office and Site Coordinator/Designee.

*Invoice #:* This is a unique invoice # developed by the contractor.

*Invoice Date:* Enter the date the invoice is complete.

*Vendor Name, City, State and Zip Code:* Enter the contractor's agency name and mailing address.

*Vendor #:* Enter the contractor's SAM II vendor #.

*Contract Number:* Enter the IFRS contract number to indicate the contract from which the invoice is billed.

*IFRS Specialist Name:* Full-time IFRS specialists who have been hired, trained or are in training (including on-the-job training), and are available as an IFRS specialist whose function is to serve families according to the scope of work

outlined in the RFP, should be listed in this column, by first and last name. It is not necessary to list the names of substitutes unless an IFRS specialist is not available longer than seven days.

*Part-time IFRS Specialist Name:* Part-time IFRS specialists who have been hired, trained or are in training (including on-the-job training), and are available as an IFRS specialist whose function is to serve families according to the scope of work outlined in the RFP, should be listed in this column, by first and last name. As with full-time IFRS specialists, it is not necessary to list the names of substitutes unless an IFRS specialist is not available for longer than seven days.

*Month:* Enter the month the service was provided.

*Year:* Enter the year the service was provided.

*Dates of availability:* The horizontal numbers reflect the dates of the month, starting with the 1<sup>st</sup> through the 31<sup>st</sup> in which each specialist is available. Horizontally with each specialist's name, a code should be entered (or left blank) for each day of the month. This code indicates whether the specialist was hired, trained, or in training (including on-the-job training), and available to serve IFRS families. Three codes will be used to indicate this status:

<u>Key</u>	<u>Definition</u>
(X)	Specialist is hired, trained or in training (including on-the-job training), and available to serve IFRS families.
(S)	A substitute (replacing the specialist), who is equally qualified as stipulated in the contract, and is available to work with the IFRS specialist's family, or to receive referrals.
( )	A blank should be left when the specialist or an equally qualified substitute is not available.

If a substitute fills in for a specialist for seven days or less an "S" should be placed on the original specialist's line, indicating that a substitute filled in for him/her. However, after seven consecutive days, the substitute's name should be placed in the "IFRS Specialist's Name" column and an "S" should be marked in the dates of availability boxes. In this case, the original specialist's "dates of availability" boxes would be left blank showing that he/she was not available for service.

The first day that a specialist is hired, trained or is in training (OJT) and available to serve IFRS families should be marked at the appropriate date. For example, if the new specialist is hired, trained or they are in training (including on-the-job training), and available to serve IFRS families on the 5<sup>th</sup> of the month, an "X"

should be placed on the line corresponding to the specialist's name, starting with the 5<sup>th</sup>.

*Units:* Each day on the horizontal line that is marked "X" or "S" should be counted as one unit and totaled in the "unit" column.

*Rate:* The rate, as specified in the contract, should be placed in this column. For part-time IFRS specialist, the rate should be halved.

*Total:* This will automatically auto calculate and populate.

*Sub-total:* This will automatically auto calculate and populate.

*CD Payment Designee:* This is signed, including title and date by the IFRS Site Coordinator/Designee, after the CD Coordinator/Designee has reviewed and agreed with completed invoice.

*Vendor Signature:* This is signed, by the contracted provider's designated personnel, along with title and date, prior to sending the completed form to the IFRS Site Coordinator/Designee.

#### **INSTRUCTIONS FOR RETENTION:**

The original Vendor Invoice (IFRS-1) must be maintained in the county office of the IFRS Site Coordinator/Designee for a period of five (5) years. The contracted provider should also maintain a copy of their invoice for a period of five years.