

FAMILY PRESERVATION SERVICES VENDOR INVOICE (FPS-1)

PURPOSE:

The Vendor Invoice (FPS-1) is used in sites that have contractual Family Preservation Services (FPS) specialists. The provider uses the FPS-1 to request that the FPS Project Coordinator authorize payment for hired, trained and available FPS contracted specialists.

NUMBER OF COPIES AND DISTRIBUTION:

Two copies of the FPS-1 are to be completed monthly; the original forwarded to the local FPS Project Coordinator (or local designee) along with the FPS-1A, and the second copy retained by the contracted provider agency. Many FPS project sites serve multiple counties, however, only one FPS vendor invoice will be submitted monthly for each project site.

INSTRUCTIONS FOR COMPLETION:

The FPS-1 begins on the twentieth of each month and ends on the nineteenth. Information relating to FPS specialists who are available for services during these dates should be recorded on the FPS-1. By the twenty-fifth of each month the contracted agency is required to submit the FPS-1 to the FPS Project Coordinator, indicating each FPS specialist and the days each specialist were available for service.

Information on the FPS-1 should be typed or legibly written so that the information can be easily read.

FIELD INSTRUCTIONS:

Mail To: The name of the FPS Project Coordinator should be placed here.

Invoice Date: This is the date that the invoice is completed.

Vendor Name: This is the name of the contracted provider's agency.

Departmental Vendor Number (DVN): The contracted provider's assigned departmental vendor number should be entered here.

Contract Number: The FPS contract number should be placed here to indicate the contract from which this invoice is billed.

FPS Specialist's Name: Full-time FPS specialists who have been hired, trained or are in training (including on-the-job training), and available as FPS specialists 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 a FPS specialist is not available for longer than seven days.

Part-Time FPS Specialist's Name: Part-time FPS specialists who have been hired, trained or are in training (including on-the-job training), and are available as FPS specialists 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 FPS specialists, it is not necessary to list the names of substitutes unless a FPS specialist is not available for longer than seven days.

Dates of Availability: The horizontal numbers reflect the dates of the month, starting with the 20th which is the beginning date each month for recording on the FPS-1. Horizontally with each specialist's name, a code should be inserted (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 FPS 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 FPS families.
(S)	A substitute (replacing the specialist), who is equally qualified as stipulated in the contract, and is available to work with the FPS specialist's family, or to receive referrals.

FPS-1
(Rv: 9/94)

() 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 "FPS 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 services.

The first day that a specialist is hired, trained or is in training (OJT) and available to serve FPS 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 FPS families on the 5th of the month, an "X" should be placed on the line corresponding to the specialist's name, starting with the 5th.

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

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

Total: On each specialist's line, the units should be multiplied by the rate to arrive at a total cost for the particular specialist. Both subtotal's (see below) are added together to get the final total for the invoice period. This final total represents the amount of money that the vendor is requesting for payment of the FPS service.

Sub Total: In both the full-time and part-time specialists' sections the "Unit" and "Total" column's should be added and entered as a subtotal.

DFS Payment Designee: This is signed, including title and date, by the FPS Project Coordinator or local payment designee, at the time that the CS-65 is completed to request payment of the services indicated on the FPS-1.

FPS-1
(Rv: 9/94)

Vendor Signature: This is signed, by the contracted provider's designated personnel, along with title and date, prior to sending the form to the FPS Project Coordinator.

INSTRUCTIONS FOR RETENTION:

The original Vendor Invoice (FPS-1) must be maintained in the county office of the FPS project coordinator for a period of five (5) years. The provider should also maintain a copy of their invoice for a period of five years.

MEMORANDA HISTORY: CS94-57

FPS-1
(Rv: 9/94)