



# June 2024 Provider Invoicing & Amendments



Office of  
**Children and Families**  
CITY OF PHILADELPHIA

June 2024



# AGENDA



- Welcome
- June Overview
- June Invoicing Scenarios
- Proposed Process
- Calculator
- Invoicing
- Expense Reporting
- Budget Revisions
- Contract Amendments
- Questions
- Next Steps / Key Dates





## Ways to Engage Today



- Please stay **muted** unless directly prompted to unmute yourself
- If you have **questions**, please submit them in the chat box “**Question: ...**” or use the **Raised Hand** function
- The session is being recorded. Recording link and slides will be posted at <https://philaocfost.phmc.org/provider-resources>



# June Overview

- 76 OST program sites will operate summer programs in the final week of June 2024
  - 49 Summer Achievers sites
  - 5 Summer Achiever + Newcomer sites
  - 14 High School sites
  - 8 other sites (4 MS sites, some Charter/Parochial Schools)
- PHMC and OCF have worked to streamline invoicing so that June Summer attendance can roll-up to a single June invoice
- 2 days of youth attendance in June – regardless of term– will count toward the invoice
- Providers will receive \$355 per child for youth who attend 2 days per month in June – up to 110% of school year slot allocation but within the capped School Year contract amount
- Approved sites will receive an additional \$106.50 for any youth with 2 days of attendance in June up to the Summer Slot allocation but within a total capped amended site award

# June Invoicing Scenarios

Challenge: ensure providers with slot increases or decreases in the Summer term are appropriately compensated

<p>39 Sites will operate with the same slot level as the school year</p>	<ul style="list-style-type: none"><li>• Will receive \$461.50 (\$355 + \$106.50) per child that attends 2 days per month in June up to 110% of the SY24 slot allocation &amp; capped at total amended contract</li><li>• Sites that have operated above capacity all year may have the invoice capped at total amended contract</li></ul>
<p>8 sites have a reduction in slots ranging from 12 to 36 slots</p>	<ul style="list-style-type: none"><li>• Will receive \$355 per child that attends 2 days per month in June up to 110% of SY24 slot allocation capped at total amended contract</li><li>• Will receive an additional \$106.50 up to the Summer Slot award based on invoice utilization child count</li><li>• Sites that have operated above capacity all year may have the invoice capped at total amended contract</li></ul>
<p>29 slots have an increase in their slot allocation</p>	<ul style="list-style-type: none"><li>• Will receive \$461.50 (\$355 + \$106.50) per child that attends 2 days per month in June up to 110% of the SY24 slot allocation</li><li>• Will receive an additional \$106.50 for youth included in the utilization child count above 110% of the SY24 slot allocation up to the Summer 2024 slot allocation</li><li>• Sites that have operated above capacity all year may have the invoice capped at total amended contract</li></ul>

# Scenarios

	SY24	SY24	SY24
Total current award	213,000	213,000	213,000
SY24 Amended w/ June addition	219,390	220,988	218,112
Total current slots	60	60	60
Summer Slots	60	75	48
Cityspan Remaining award amount (excluding current invoice)	34,790	34,790	34,790
Invoiced year to date (calculated)	178,210	178,210	178,210
Cityspan Slots Utilized	66	70	66
June Invoice calculated	23,430	23,430	23,430
Adjustment calculated	7,029	7,455	5,112
Final June Invoice Amount	30,459	30,885	28,542
Total Invoiced YTD	208,669	209,095	206,752



# Proposed Process

- Providers must submit daily attendance in Cityspan
  - Only exception is HS providers with youth at worksites – attendance for the week must be submitted on Friday
- Providers will review all attendance for accuracy by July 5 (make appropriate plans for holiday)
- PHMC will provide a calculator to assist providers in calculating the final Cityspan Invoice
- Most providers will not have a Cityspan Contract Set-up change
- Cityspan invoices will calculate an invoice amount based on all June attendance, the School Year contract, slot allocation, and \$355 per month payment
- Providers & PHMC will use the calculator to determine the final June invoice amount
- PHMC will make adjustments to the submitted invoice
- Provider Expense reports must use the PHMC calculator amount as the June Invoice amount to report expenses



# Calculator

- PHMC is developing an excel calculator to assist providers & PHMC to determine the final June invoice amount
- PHMC will distribute the Calculator by June 30<sup>th</sup>
- Reminder:
  - The majority of providers that are operating in June do not have changes to their slot allocation for the Summer term
  - These providers can easily calculate the final June invoice -- \$461.50 per child that attends 2 days per month in June up to 110% of the SY24 slot allocation capped at total amended contract

# Invoicing & Cityspan

The Cityspan Invoice includes data points that will support this process:

- **Funding Type** (aka Strategy/Invoicing Strategy): May/Should NOT match what's in the Summer Term Activity
- **Model**: MUST Match in the summer term activity set-up
- **Remaining Award Amount** = Contract amount less invoiced amount to date (excluding current invoice)
- **Slots Utilized** = Counts all youth in the month that have 2 days of attendance
- **Remaining Award Available** = Calculated based on the remaining invoice periods X 110% of the slot award, capped at the total contract

May 2024

## Invoice ID

052497027, [REDACTED] iESMS

## Submission Date

6/6/2024

## Submitted By

[REDACTED]

## Contract Information

### Invoice Payment Type

Fee-for-Service

### Funding Type

General DHS

### Model

Combined Elementary Middle

### Effective Rate

\$355.00

### Calculated Contract Award

\$238,560.00

### # remaining invoice periods

1

### Remaining award amount (excluding current invoice)

\$64,255.00

### Remaining award % (excluding current invoice)

26.93%

### Contracted Slots

72

### Contracted Slots + 10.0%

80

## Current Month

### Slots Utilized

56

### Slot Utilization Rate

77.8%

### Invoice Total

\$19,880.00

### Remaining award available

\$28,400.00





# Expense Reporting

- Providers will use the PHMC calculator to determine the final adjusted June Invoice amount
- The final adjusted June Invoice amount must be used in the June Year-end Expense Report for the site
- Providers Must show full spend down of all Revenue – providers cannot carry funds into FY25
- Providers will be allowed to show up to a **15% variance** in expenditures by category (Personnel, Consultants, Operating)
- Indirect can still not exceed 10% of total revenue/expenses



# Budget Revision

- Because of under-utilization, most providers should not need a budget revision to complete their year-end Expense Report
- Revised Parameters for Budget Revisions – only needed if:
  - If expenses for any given budget category (Personnel, Consultants, Operating, Indirect) will exceed the approved budgeted amount by **15% of the amount of that budget category**;
  - or
  - If expense will be reported in a line item that was not included in the approved budget.
- Budget Revisions may be submitted at the same time as the final expense report
- Providers should contact their contract specialist may request a final expense report template with the budget revision open
- PHMC is also reviewing invoiced year-to-date and un-expended revenue to anticipate budget revisions



# Contract Amendments

- Sites that received slot increases in FY24
- Sites that will operate Summer programs in June 2024
- Notification will go out by COB Monday 6/17 to agencies that have amendments detailing the changes
- Amendments will go out via DocuSign as soon as possible



**Questions?**



# Thank you



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