FY27 Support Service Coordinator Invoicing Instructions

Dates To Keep in Mind:

PHMC is continuing its cost-based invoicing procedure that supports program activities and provides timely reimbursement to providers for costs incurred relating to the Support Service Coordinator (SSC) program. Providers will submit invoices on the following schedule:

- **October 9, 2026**- providers will invoice for expenses incurred from July 1st, 2026 through August 31st, 2026.
- **January 8, 2027**- providers will invoice for expenses incurred from September 1st, 2026 through December 31st, 2026.
- **April 9, 2027** – providers will invoice for expenses incurred from January 1st, 2027 through March 31st, 2027.
- **July 15, 2027** – providers will invoice for expenses incurred from April 1st, 2027 through June 30th, 2027, inclusive of any prior month adjustments or corrections.

**** SSC expense reports and invoices should now be submitted online via Cognito. Please access the submission form via this Cognito link in order to submit****

Key Guidelines and Expense Report Instructions:

The attached Invoicing template includes both an invoice cover sheet and expense report which will allow providers to report expenditures. In all months, the Expense Report will detail the application of OCF OST revenue to expenses based on this scope of work. Expense reports must utilize the OCF approved expense reporting template and should only reflect use of OCF OST funding. Note that expenditures that are part of the operation of the OST program and approved budgets should not be included in the support service coordination expenditures.

The fiscal year expense reports must meet the following to be in compliance and approved:

- **Expenditures include the salary and benefit costs for at least one (1) full-time Support Service Coordinator position before the report is submitted**. **** An agency must have at least one (1) SSC hired to be able to access funds/ be reimbursed. ** The site(s) that the SSC support should also be listed in parentheses next to the SSCs name or in the narrative section**.
- Salary and expenses for a person working as an SSC cannot be charged to a site's regular OST 12-month budget, concurrently.
- Expense reports are complete and accurate.
- There have been no changes to prior period's expense reporting.
- Expenditures are only reported in allowable line-items.
- **Expenditures that are part of the operation of the OST program and approved OST program budget are not included in the support service coordination expenditures**. **Additionally, the salary for a person(s) working as an SSC cannot be charged to a site's regular OST 12-month budget, concurrently.**
- The expense reports do not include expenditures of other funding sources.

Tips and Other Need to Know Information:

For FY27 funds: by the conclusion of school-year programming, with the April- June Expense Report, providers must report all expenditures under the grant agreement. **Providers may not exceed the amount awarded to the agency for this project and Providers are not permitted to carry funding over beyond June 30th, 2027.** Any unexpended portion of the award amount will be forfeited.

To complete the form:

- Fill in organizational information in Cells C1 – C7 & G3—G7.
- Enter the number of SCC positions your organization has been approved to hire (per the Grant Agreement) into cell D10. This will populate D11 and provide your agency's "Total Grant Amount". **<u>The Total Grant Amount in D11 is the maximum amount of money your agency can submit for cost-reimbursement</u>**.
- Fill in expenditures related to the program in the relevant month columns. **Please note that all line items that are pre-populated in the expense report are allowable if accompanied with a proper narrative**.
- **A <u>proper narrative</u> should clearly tie the expenses listed to how it directly supports or was used by a person in the SSC role. Additional calculations can be used as well to further explain the drawn down amount(s).** ***Example: $1,557(2 x $778.5= $1,557) went towards new laptops for the SSCs.***
- Transportation expenditures (row 46) that are used for coordinator's intra-agency travel across OST sites are applicable, but all other travel expenses for this position should be minimal, as this position is not designed as a home-visiting position.
- Items that you anticipate including in the "Other" line items (rows 47 & 48) of the template will need to be approved before listing. **Please notify Greg Davis or Corey DiEmedio at PHMC if you intend to list items in these "Other" lines.**
- ****Column E "Budget Narrative & Calculations" should be used as budgeting cells to better explain the narrative and any expenses. This will not impact any other calculations in the report. ****
- All invoice amounts should align with the invoicing schedule listed in the beginning of this instructions document, and only include the months listed for the invoicing period. The amount should be the sum of the calculated amount listed in **<u>row 56</u>** for the determined months. *Example: The invoice due January 8th, 2027 should be the sum of expenses from Sep-Dec 2026. The invoice amount will be the calculated sum of cells F56 thru Q56.*
- When entering expenditures keep track of your "Remaining Balance" (row 57) amounts. **Please note that the amount in Cell R56 CANNOT be greater than amount in Cell R57**.

Please also note that the 21-business day processing time for payment does not begin until PHMC receives an approvable invoice and expense report from the provider. PHMC reserves the right to modify the invoicing and expense reporting process in order to support providers and the financial oversight of the OST program.