

## **Instructions for completing and submitting Aging, Disability, and Veterans Services Contractor (ADVSD) Payment Request and Resource Summary**

The **Payment Request and Resource Summary** serves as the monthly invoice for ADVSD contractors. This form also includes information on additional services and resources provided by the contractor. The invoice and back-up documents are due by the date listed in your contract. Back-up service data and invoice must match for payment to be processed in a timely manner by ADVSD.

### **INSTRUCTIONS**

1. Fill in Agency Name, Address, and Contract Number.
2. Fill in Invoice Number and Invoice Date – be sure to create a unique identifier for each invoice (example, SE\_DC\_OCT17)
3. For each service contracted with ADVS please list the following.

#### **On the left side of the invoice: A: PAYMENT REQUEST/ADS FUNDS**

- Month and year of service
- Number of Billed Units - total services provided during report month – see document *“Deliverables and Naming Conventions”* for descriptions about unit back up reports and naming conventions
- Unit Rate for service - current contracted rate for each service
- Total Amount - multiply the number of billed units times the unit rate.
- Program Income collected during report month (if applicable)
- Payment Request - the Total Amount minus the Program Income

#### **On the right side of the invoice: B. AGENCY RESOURCE SUMMARY**

- Agency Unit Cost Subsidy Cash - the amount of agency cash resources which subsidized the actual unit cost of service
- Agency Unit Cost Subsidy In-Kind - the amount of agency in-kind contributions which subsidized the actual unit cost of service
- Agency Program Subsidy Cash - the amount of cash resources expended to provide additional services
- Agency Program Subsidy In-Kind - the value of in-kind incurred providing additional services
- Program Subsidy Units - the number of units provided with additional agency resources as reported in Agency Program Subsidy In-Kind column.

*Please Note: Both Agency and Program Cost Subsidy are further explained in the document “Additional Resources”.*

4. Sum and verify totals on TOTALS line for:
  - Total Amount
  - Program Income
  - Payment Request
  - Agency and Program Subsidies
5. Verify the information submitted by signing and dating the invoice. Include the title and phone of the person submitting the form to ADVS.
6. *Refer to “Invoice Process Summary” document for instructions regarding submitting invoice and deliverables electronically to ADVS.*