

ALLEGHENY COUNTY
DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN, YOUTH AND FAMILIES



CONTRACT SPECIFICATIONS MANUAL ADDENDUM FOR
INVOICING AND PAYMENT FOR FIRST STEPS PROGRAM PROVIDERS
PROCEDURES FOR CONCRETE GOODS TRIP OR EQUIPMENT SERVICE

AUGUST, 2013

INVOICING AND PAYMENT FOR FIRST STEPS PROVIDERS

First Steps providers are to document services as they are provided to an expectant mother/father/family in their own case files.

The provider is to enter the documented units of service in KIDS for billing/payment only after they have a social security number for the target child.

If the pregnancy does not result in a live birth, thus no SSN will be available, those cases will be addressed on a case by case basis upon written notice to DHS from the Provider of the situation.

Providers are not to enter services using a false SSN.

If the target child is the unborn child and the family has another child in the identified age group, they are not to bill using the child's SSN; they are to wait for an SSN for the unborn/then born child.

Questions related to this provision should be submitted to the DHS Service Desk for the attention of the Provider Resolution Team. Contact can be made either by phone 412-350-HELP (412-350-4951) option 2, or by email at ServiceDesk@allegHENYcounty.us.

CONCRETE GOODS – TRIP AND/OR EQUIPMENT

Group and individual field trips and equipment purchases are allowable if determined to be program related, eligible activity and reasonable expense.

- DHS Program Staff will allocate at the start of a contract year a specific amount for each of the following services for providers who express an interest in or need for these items:
 - Concrete Goods|Trip
 - Concrete Goods|Equipment
- The amounts allocated for these items are part of the total program allocation, not in addition to the program allocation.
- Unit rate and claiming requirements will not change during the field trip.
- Providers shall include a plan for these items in their initial yearly budget.
- Not less than 60 days prior to the planned trip/equipment purchase the provider will submit to the DHS program office the details of the planned transaction (i.e. purpose, planned activity or use of equipment, costs of lodging, transportation, meals, events/tickets. In the case of equipment make, model, specifications, etc. and three (3) quotes are required)
- DHS shall approve or deny the request or recommend alternatives.
- After the trip or purchase is made, the Provider shall submit actual receipts for items to be reimbursed and will invoice DHS using the KIDS concrete goods module:
Concrete Goods / Trip or Concrete Goods / Equipment. Invoices and receipts must be submitted to Financial Manager Office of Children, Youth and Families.