

**West Virginia Department of Health and Human Resources
Bureau for Family Assistance
Schedule of Payments (SOP)
Invoicing and Reconciling Procedures**

These procedures are only applicable to BFA grants utilizing Schedule of Payments (Exhibit D)

I. INTRODUCTION

For all grants awarded on a Schedule of Payments (SOP) basis, the grantee must submit invoices in accordance with the schedule contained in Exhibit D of their grant agreement. This schedule, when negotiated with the BFA, should allow for a steady flow of funding to be issued to the grantee prior to service delivery and when properly invoiced should serve to meet a grantee’s imminent needs.

Schedule of Payments are unique in that they are processed on an advance payment basis. As such, grantees are required to submit periodic reconciliations of funding in accordance with the requirements contained in Exhibit G of the grant agreement document. The reconciliation workbook template is an unlocked excel file that is provided to grantee by BFA staff when the grant is finalized.

For instances/timeframes where Exhibit G requires a reconciling report, that document must be submitted with the applicable invoice as BFA will not process an invoice without an accompanying reconciliation report. Example: For grant agreements with a monthly schedule of payments, the grantee would be able to invoice monthly for the first three months; however, if there is a quarterly reconciling report required by Exhibit G it must be submitted to the BFA before the Bureau will process payment of the 4th monthly invoice.

The following procedures in this document serve to supplement and not supplant the terms and conditions contained in the approved grant agreement. The applicable requirements for payment are found in the general terms and conditions of the grant agreement along with additional provisions contained in Exhibit D Payment Methodology.

II. INVOICING DOCUMENTATION

The documents grantees will need to prepare their invoice(s) are:

- A. Grantee Invoice** – Grantee generated invoice required to drawdown the scheduled payments.
- B. Grant Reference Worksheet** – Emailed template from BFA that includes the funding breakdown of each invoice.
- C. Grant agreement** – Specifically Exhibit D and Form 200 (Cover page of grant).
- D. Change Order Documents** – For grants that have a change order to increase/decrease funding or to

extend the service dates, a copy of the Form 210 (Cover page of change order) must be submitted.

III. INVOICE CREATION

- A. Schedule of Payment: Formal invoice documents must be developed and prepared by the grantee. The formal invoice document must contain the following information for processing:
 - 1. Grantee Name and Address – Grantee may submit their invoice on their organization’s letterhead; however, if the letterhead does not **EXACTLY** match their WVOASIS vendor

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profile the invoice must contain the correct WVOASIS vendor name and address in a “remit to” section.

2. Date of Invoice – Submission Date
3. Invoice Number – Grantees unique identifying invoice number
4. Grant Number – The grant number applicable to the invoice.
5. Commitment Number - GRTAWD Number (in top right-hand corner of Form 200)
6. Service period of the invoice. Fill in the dates being invoiced in accordance with Exhibit D of the grant agreement. Depending on the grant agreement the Schedule of Payments could provide for funding to be invoiced monthly or quarterly.
**Please note that some federal grant funding has unique service periods (9/30 – 9/29) and as a result, grantees will need to ensure that all applicable reconciliation and invoice documents reflect the correct service dates.*
7. Amount – This will be the total amount currently being invoiced. This amount should match the total from Exhibit D of the grant agreement.
8. Certification Statement – Statement by grantee certifying that payment is due in accordance with the schedule of payments.
9. Signature - Invoice must be signed in blue ink and must include the printed name of the person signing the invoice.

- B. Grant Reference Worksheet – In order to assist grantees with BFA grants that contain several programs and/or multiple funding sources, we have created a system generated worksheet template for use in the billing process. This template will be prepared by the BFA and emailed to your organizations once the applicable grant agreement is finalized. Each excel worksheet will contain either monthly or quarterly tabs. The sheets do not require any direct data entry by the grantee.

IV. INVOICE FINALIZATION

The grantee’s submitted invoice must be signed and dated in **BLUE ink** with printed name of signors and include a copy of the Grant Reference Worksheet, Form 200 and Exhibit D. Grantees should ensure that when applicable invoice documents are submitted along with any required reconciliation documents (generally due quarterly). Failure to submit reconciliation documents will cause delays in payment of invoices.

The Grantee can submit a color scanned copy of the invoice documents to the BFA staff listed in Exhibit H of their grant agreement for processing. Grantees must ensure that submissions include both the current invoice and reconciliation (when applicable) in the same email but attached as separate files.

Grantees may submit invoices prior to the due date on Exhibit D; however, the payment will not be released prior to the due date.