



## Montana Department of Public Health and Human Services The Community Services Block Grant Program

### CSBG 800-1 Fiscal Procedures

#### CSBG Payment Process

Once the contract is signed and sent back to Intergovernmental Human Services Bureau (IHSB) at 1400 Carter Drive, Helena, MT then a Provider Invoice is sent to the Human Resource Development Council (HRDC), which will allow the HRDC to request an advance of funds and/or reimbursement of funds.

#### **An explanation of the Provider Invoice is as follows:**

Line 1 is equal to the contract amount of the contract. No reimbursement over the contract amount is allowed.

Line 2 is the amount of cash that the HRDC has received to date. This will include both the outstanding advance and expenditure amounts that have been requested.

Line 3 is the amount of cash that the HRDC has available to request.

Line 4 is the amount of expenditures that have been asked for on the contract.

Line 5 is equal to the amount that the HRDC is currently requesting for the specific time period.

Line 5a is the amount of the current expenditures that will be expensed towards the outstanding advance. The amount in 5a should not be greater than the amount in line 5. For example if there is an outstanding advance of \$100,000, but only \$80,000 in expenditures then only put the \$80,000 in Line 5a.

Line 5b is the amount in line 5 minus the amount if any in line 5a.

Line 6 is the total YTD expenditures, which will be line 4 plus line 5.

Line 7 is the Cash Balance that is available which may be positive or negative depending on the amount of advance that is still outstanding. This amount is figured by taking line 2 and subtracting line 6.

Line 8 is the amount of new advance that is being requested. This is the amount of upfront cash that you need to operate for the month. This amount will not be greater than the Current Contract Balance.

Line 9 is the total payment amount which is equal to line 5b plus line 8.

Line 10 is the new Contract Balance, line 3 minus line 9.



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In the Provider/Contractor Approval box is where an authorized person from the HRDC will sign to receive payment.

When the HRDC wishes to submit an invoice for payment, they will fill out the Provider invoice and have the appropriate person sign it. The HRDC then will fax, scan and email or mail the invoice to the HRDC's field monitor, IHSB Fiscal Officer and the department's contract person.

Once the invoice is received, the monitor will review the invoice for completeness and allow ability. It will then be given to the department's contract person to input the invoice into the agency contract system AWACs. Finally the invoice is given to the department's Fiscal Officer to authorize.

Once the invoice is authorized in AWACs, the payment will process and be sent out to the agency either by direct deposit or check in the mail.

A new Provider Invoice will be emailed to the agency with the new balances remaining on the contract.

If there are ever any questions on the process of payments or any other questions, please contact the Fiscal Officer at 406-447-4267.