



Checking for Invoice Issues



Invoices for Head Start Program services cannot be paid unless the invoice meets all requirements for correct submission. Each provider preparing the invoice signs the following statement:

By signing this form I certify that:

- I have examined this monthly attendance for payment reimbursement and information provided is true and correct.
- I understand that sign in/out sheets must be maintained for monitoring purposes.

Instructions for completing the invoice are found on the 4C website, [Head Start Parent & Provider Training](#). You will find the following pages helpful:

- [Provider Invoice Instructions](#) – this document provides instructions for submitting provider invoices for classroom services. Be sure to follow the instructions applicable to your contracted program; and,
- [ChildPlus 2305 Attendance Report Instructions](#) – for completing the 2305 Attendance Report in ChildPlus.

Items to check:

- Correct template – always start with a blank copy.
- Top section has the:
 - Provider name;
 - Address
 - Correct month and year of service is selected from the dropdown menu;
 - County is selected from the dropdown menu; and,
 - Classroom is selected from the dropdown menu.
- You have listed the teachers assigned to the classroom. Report changes as they occur, do not wait for invoice preparation.
- You have reported each child in attendance for any portion of the month. And you have correctly recorded the number of days each child was enrolled as matched to the 2305 Attendance Report in ChildPlus.
- You have selected:
 - Yes, if School Readiness enrolled for CCP;
 - Yes, if the child has an IFSP for other programs;
 - No, if neither of two apply to the child in your program;
 - N/A for any funded slot.
- You have completed the certification of the invoice with:
 - Printed Name of Authorized Personnel
 - Signature of Authorized Personnel
 - Date – this must be after completion of the last attendance day of the month.
- You have submitted by the contractually required date.