Community Coordinated Care for Children, Inc. (4C)
Head Start Program

Before You Submit an Invoice, Be Sure it's Clean

Don't use your two technical assistances on unnecessary errors

- ☐ **Never** start with a previously filled out invoice copy, as that's a sure way to create an error. Start each class with a clean invoice template and select the choices applicable to that class.
- ☐ Confirm that you've selected the correct information in the pull-down menu:
  - Program
  - Month and year
  - Class identifier, we can't accept it as blank.
- ☐ The number of days claimed must match the approved program calendar, unless you have written approval of a schedule change or make-up day(s).
- ☐ Teacher start and end dates should be formatted as MM/DD/YYYY, cover the full month, and required number of teachers.
- ☐ Dates given should accurately reflect the coverage dates for each individual teacher.
- ☐ Do not use the words "present" or "current", please give dates.
  - ***Contract requirement:*** *Place and maintain two (2) paid and properly credentialed personnel with each group of HS/EHS children.*
- ☐ Teachers reported for the class should match the ChildPlus information known to 4C HR. This is how ChildPlus and Learning Genie access is aligned. Changes can be made, but please notify HR.
  - ***Contract requirement:*** *Notify 4C HS/EHS in writing, immediately, within twenty-four (24) hours, of any/all personnel changes of individuals working with the HS/EHS children during the course of this CONTRACT).*
- ☐ Teacher employment status and company-owned email address must match information known to 4C HR as reflected in ChildPlus.
  - ***Contract requirement:*** *PROVIDER is responsible for disabling a company owned email within one business day of an employee leaving employment.*
  - ***Contract requirement:*** *PROVIDER is responsible for notifying **4C** to disable ChildPlus and Learning Genie access within one day of an employee leaving employment.*
- ☐ Your signature date on the invoice must be **after** the last instructional day of the month being claimed and by the third business day of the following month when invoices are due.
- ☐ Upload to the correct ShareFile folder. We don't receive the ShareFile notification if it's placed in the wrong folder.
- ☐ If asked to make a correction, please double check that you are sending the correct file when it's returned.
- ☐ Need a new, clean template? Please let us know.
- ☐ Don't store invoices or any other confidential information in ShareFile. It should be used only to transfer information.

Invoice Technical Assistance is available:

- ☐ Monthly 1st to 10th – short questions of 5 minutes or less during invoice processing.
- ☐ Monthly 11th to end of month – full training, refresher, in-depth questions, or more time is needed.
- ☐ Call (407) 532-4151 to schedule if more than five minutes is needed.

Refer to the published invoice training materials at https://4cflorida.org/families/early-head-start-and-head-start-ehs-hs/head-start-parent-provider-training/