



## Process After a Disaster - Flood April 2023 Provider Agency Invoicing Guidelines

The Children's Services Council of Broward ("CSC") allows flexibility for the Provider Agency ("Agency") invoicing process after a disaster. This flexibility is allowed to facilitate an Agency's uninterrupted cash flow within the current contractual amount so that the Providers may pay their CSC funded staff and other programmatic expenses.

CSC Staff reviewed the unique circumstances of the Flood of April 2023 and after conversations with the provider agencies, developed guidelines to help each Agency prepare their April 30, 2023, invoice/reimbursement request.

The following guidelines are applicable:

### A. Invoicing Options

1. For Cost Reimbursement contracts - CSC program-related costs may be invoiced on a cost reimbursement basis for incurred expenditures due to the Flood. Agencies must provide all related back-up documentation in accordance with the approved line-item budget. Proper back-up is required as in the normal course of business.
2. For those Agencies that were closed on April 13, 2023, and April 14, 2023 and are unit-based contracts, the Agency will be reimbursed based on the average number of daily units (by unit type) typically invoiced in March 2023. CSC staff will calculate the average daily number of units for you using the units billed in March 2023 to determine the average.

When completing the April 2023 invoice, the Agency will bill the actual units of service that were provided in the normal course of business for the days in which the program was operating (i.e. non-Flood related) per standard operating procedures. To bill for the Flood units (i.e. average units as calculated by CSC), the Agency will add an additional line per unit type and include the total of units based on the agreed upon average number of units. Additionally, it should be noted in the narrative that these are Flood units.

#### **Examples:**

Based on March Invoice for a program:

588 Case Management Units/23 work days in March = **26** units per day

103 Youth Development Units/9 service days in March = **11** units per day

The Units Per Day will be the "Flood Units" that will be included on a separate line on the April Invoice.