

Social Services Invoice / Receipt Packet Cover

This form is used by the case worker to submit final invoice(s) and/or receipts to the Hub Imaging Unit (HIU) for imaging. Final invoices and receipts submitted after an authorized service is complete must be included in the client's electronic case record (ECR).

Complete all fields, selecting the RAC / funding source associated with the final invoice or receipt(s) you are submitting. Note: The **quote** and the **delivery verification** are not the final invoice. Follow your local office's policy regarding quote, delivery verification, internal request documents, fax cover sheets, etc.

Include with the final invoice or receipt(s), all supporting documents including, but not limited to, the following:

- Recommendation from the client's healthcare provider for authorized medical equipment and supplies or from a professional evaluation for assistive technology.
- The Therapy Evaluation for Bed Transfer / Positioning Device Form used for bed rails.
- Denial from insurance of covered medical equipment or supplies, if required, and the denial is not available in ProviderOne.
- A signed Housing Modification and Property Release form and drawings or other documentation for an authorized environmental modification.

Client's Name		ACES ID		Authorizing Case Manager's Name	
Check	RAC / Funding Source	Check	RAC / Funding Source	Check	RAC / Funding Source
<input type="checkbox"/>	Community First Choice (CFC)	<input type="checkbox"/>	Washington Roads	<input type="checkbox"/>	Washington Roads
<input type="checkbox"/>	CFC Ancillary Services (used for Residential Support Waiver (RSW) Recipients)	<input type="checkbox"/>	Community Transition and Sustainability Services	<input type="checkbox"/>	Community Transition and Sustainability Services
<input type="checkbox"/>	COPEs Waiver	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Roads to Community Living (RCL)	<input type="checkbox"/>		<input type="checkbox"/>	

Definitions

- **Delivery verification:** A document from a delivery company showing a delivery was completed to a specific address. It does not include a description of the contents of the box or the rate of the item.
- **Invoice:** A document verifying the item or service was delivered or performed as agreed. It must include the final, actual price of the item or service. The authorization is finalized and the status changed to "approved" based on the final invoice. The invoice amount may or may not be identical to the quote (see additional information below regarding purchases using a third-party purchaser).
- **Receipt:** A document acknowledging that an entity has received money in payment following a sale of goods or provision of a service. All receipts must include the date of purchase and the final sales price.
- **Purchases made by a third-party purchaser (e.g., Community Choice Guide):** The authorization is created based on the anticipated total amount of the purchase. The purchaser does not submit a quote. The receipt is used to finalize the authorization, including changing the status to Approved and it becomes part of the client's ECR. The rate the authorization is created in Reviewing status will likely vary from the final, actual rate of the authorization in Approved status.
- **Quote:** The vendor's agreement to provide the item or service and the anticipated price prior to the delivery of the item or service. An authorization is created in Reviewing status based on the quote (see additional information regarding purchases from a third-party purchaser).