

**GENERAL INVOICING GUIDANCE TO LOCAL AREAS WHEN PAYMENTS ARE BEING MADE
CENTRALLY BY STATE AGENCIES**

1. Payments must be presented on a formal invoice. While each local area has the discretion to decide on a specific invoice format, each invoice must:
 - a. Identify the LWIA by name or number
 - b. Identify the period to which the costs included on the invoice apply
 - c. Identify the amount of reimbursement requested separately for:
 1. Infrastructure costs (in total)
 2. Shared delivery system costs (in total)
 - d. Include only net amounts to be paid after factoring in offsetting contributions
 - e. Reference the agreed upon MOU and its effective date
2. When possible, requests for payment from an entity of local government (e.g., county) are preferred but not required.
3. Requests for payment may be made only after expenses for the invoice period have been incurred and for which reimbursement is requested.
4. The frequency of invoicing is also at the discretion of the local area but quarterly or semi-annual invoicing is preferred in the interests of economy and efficiency.
5. Invoices requesting payment from IDES must be routed through the appropriate IDES Regional Manager.
6. Invoices requesting payment from DHS Division of Rehabilitation Services must be submitted by email to Ashli Stritzel (Ashli.Stritzel@illinois.gov) and cc: Cassie Laird (Cassie.Laird@illinois.gov). Invoices sent to local offices will be returned.
7. Invoices requesting payment from DHS TANF should be emailed to dhs.fcs.adminvouchering@illinois.gov. Invoices sent to local offices will be returned.