



**INVOICE PROCESS AND TIMELINE FOR SUPPLEMENTAL EDUCATIONAL SERVICES
PROVIDERS
2011-2012**

Date(s):	Action(s):														
Immediately Upon Receiving Official Student Names (Round 1: 2nd week of November; Round 2: 3rd week of January)	Providers should begin contacting parents of eligible students whose names have been provided by DJUSD to schedule pre-assessments and design each student's Student Learning Plan (SLP)														
Important Information:															
Ongoing	<p>1. Providers must submit pre-assessments and Student Learning Plans (SLP's) for District approval and <u>receive District approval prior to beginning tutoring.</u></p> <p>2. Approved SLP's signed by the parent/guardian and your staff must be submitted to Instructional Service-Categorical Programs prior to the submission of the first invoice. [Three documented attempts (including a letter sent to the home) to contact the parent/guardian to obtain a signature must be made before an SLP may be submitted unsigned.]</p> <p>3. Monthly activity rosters (sign-in sheets) must have sign-in/out times and signatures (not initials) completed by the parent/guardian, teacher/tutor, or students old enough to sign themselves in/out for every date they attend. (It is the provider's responsibility to ensure accuracy and completion of sign-in/out times and signatures.) Rosters are then signed by teacher/tutor, and submitted with the matching original, signed invoice.</p>														
	<p>Invoices and all supporting documentation must be submitted according the timeline below:</p> <table border="1"> <thead> <tr> <th><u>Attendance Billing Period</u></th> <th><u>Date to Submit Invoice on or before:</u></th> </tr> </thead> <tbody> <tr> <td>December 2011</td> <td>February 2, 2012</td> </tr> <tr> <td>January 2012</td> <td>March 2, 2012</td> </tr> <tr> <td>February 2012</td> <td>March 30, 2012</td> </tr> <tr> <td>March 2012</td> <td>April 30, 2012</td> </tr> <tr> <td>April 2012</td> <td>May 30, 2012</td> </tr> <tr> <td>May 2012</td> <td>June 25, 2012</td> </tr> </tbody> </table>	<u>Attendance Billing Period</u>	<u>Date to Submit Invoice on or before:</u>	December 2011	February 2, 2012	January 2012	March 2, 2012	February 2012	March 30, 2012	March 2012	April 30, 2012	April 2012	May 30, 2012	May 2012	June 25, 2012
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	Invoices will be either, approved, partially approved, or denied.														



DJUSD Instructional Service-Categorical Programs Supplemental Educational Services

Attachment 11

Ongoing Cont.	Explanations for partially approved and denied invoices are provided at the end of the "District Reviewed" invoice. If an invoice is denied for something other than specific student information, you will receive the explanation in the messages via email. For reimbursement to be issued, all attendance that has been denied must have corrections made and be submitted as a "NEW INVOICE" <u>with</u> required supporting documentation <u>including attendance rosters you may have already submitted</u> within 30 days of the service. Invoices approved will be reimbursed within <u>45 days of the District receiving the signed original invoice and all required supporting documentation</u> . For every student receiving tutoring, post-assessments and a Progress Report must be completed. One signed original of progress letter must be submitted to the District for every student upon completion of their tutoring program.
June 30, 2012	Final day of the 2011-2012 SES contract period. Tutoring of all students is complete and all required post-assessments and signed originals of progress letters have been submitted to DJUSD.