

Title I Coordinators,

Greetings! This is our bi-monthly email regarding the Title I requirements for private schools. As we have mentioned, our office is striving to provide additional technical assistance to Florida's local educational agencies (LEAs) regarding Title I programs in participating private schools on a regular basis. The topic for this month is Third Party Invoicing. Although this topic was discussed in the Bureau of Federal Educational Programs conference call on July 17, 2012, the information in this correspondence is in greater depth.

Third Party Contract's Invoices

It is the responsibility of the LEA to ensure that the invoices submitted by the third-party contractor are accurate and clearly indicate the services provided to eligible participating private schools. Payment of invoices is a reimbursement process and payment cannot be rendered until the actual services have been provided. The following information must be included in the supporting documentation:

- Name and address of the third-party contractor;
- Name and grade level of students served during the billing cycle;
- Name of the individual providing services;
- Complete description of professional development and/or parental involvement activities provided during the billing cycle and number of participants;
- Source documentation for all charges incurred during the billing cycles (including but not limited to: verification of student attendance; sign-in sheets, agendas, and handouts for professional development and/or parental involvement activities provided during the billing cycle); and
- Description of and supporting documentation for administrative costs incurred during the billing cycle.

Before payment of invoices, LEAs should:

- Complete the process for verifying attendance records;
- Verify delivery of professional development and parental involvement activities, if applicable; and
- Identify any duplicate or incomplete invoices and invoices that will be approved for payment only when they reflect services provided, pursuant to a signed contract.

Local educational agencies are encouraged to provide training for third-party contractors regarding invoicing practices established by the district to avoid delay in payment for services rendered. Sample templates have been developed and attached for your convenience and quick reference.

We hope that you have found this information helpful. Please look for the next bi-monthly communication coming in August, 2012. The next private school conference call will be held on August 21, 2012. If you would like technical assistance on any given Title I private school topic, please contact me. We appreciate your input and thoughts!

If you have any questions about the Title I private school program, please contact sally.hugo@fldoe.org.

(Attached will be the sample invoice, guidelines, and third party contract checklist.)