

Dear Provider Agency,

You will find Fiscal Year 2022 4th Quarter Invoice instructions and forms for the Mental Health (MH) and Single County Authority (SCA) on the DBHIDS with this email.

Quarterly invoice submissions should not include expenses incurred for COVID -19. Reimbursement for COVID expenses is not guaranteed. However, providers are encouraged to retain expenses for possible future reimbursement. Expenses are only to be submitted when and if the department approves expenses.

Invoice instructions and forms will also be available after July 22, 2022 on the DBHIDS website at: <https://dbhids.org/providers-seeking-information/#oversight-and-monitoring>.

4th Quarter Invoices are due on the following dates:

MH due Monday, August 15, 2022

SCA due Monday, August 8, 2022

MH Providers, please refer to the 4th Quarter memorandum included with the 4th Quarter Instructions.

All FY22 Invoices must be submitted electronically and via hard copy.

1. Electronic files should be submitted in Microsoft Excel format to:
DBHIDS.BudgetSubmit@phila.gov

Invoices submitted in PDF format will be rejected. All worksheets should be included in a single Excel workbook. The subject line for the email submission should be titled:

“Invoice Submission FY22- <Your Agency Name and Program>”. Program should reference:

- “MH” (for Mental Health);
- “SCA” (for Single County Authority).

Electronic signatures are acceptable on the Excel spreadsheets submitted to DBHIDS. Hard copy submissions should include handwritten signatures.

2. Original invoice should be submitted to:

Theresa Williams
Department of Behavioral Health & Intellectual disAbility Services
1101 Market Street, 7th Floor
Philadelphia, PA 19107

No Hand Deliveries

Any questions pertaining to these instructions and/or documents should be directed to your Provider & Program Management (PPM) analyst.

[Department of Behavioral Health and
Intellectual disAbility Services
Office of Behavioral Health
DBHIDS.BudgetSubmit@phila.gov](#)

