

Dear Provider Agency,

You will find Fiscal Year 2024 4th Quarter Invoice instructions and forms for the Mental Health (MH) and Single County Authority (SCA) on the DBHIDS website.

Invoice instructions and forms will also be available after July 29, 2024 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 9, 2024

SCA due Monday, August 2, 2024

Please refer to the 4th Quarter memorandum included with this communication.

All FY24 Invoices must be submitted electronically and via hard copy.

Please note: FY24 fourth quarter invoices submitted prior to receiving this email will be rejected and must be resubmitted. Invoice forms are not to be altered in any way. Changes to the official DBHIDS forms will result in the forms being rejected.

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 FY23- <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.

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

