

Dear Provider Agency,

You will find Fiscal Year 2025 Quarterly Invoice instructions and forms for the 1st, 2nd and 3rd quarters for Mental Health (MH) and Single County Authority (SCA) on the DBHIDS website at:
<https://dbhids.org/providers-seeking-information/#oversight-and-monitoring>.

Quarterly Invoice submissions should **not** include expenses incurred for COVID -19 (SCA providers only). 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.

1st Quarter invoices due: October 31, 2024

2nd Quarter invoices due: January 31, 2025

3rd Quarter invoices due: April 30, 2025

Instructions and forms for the 4th Quarter Invoice will be included in a later communication from this office.

Invoices submitted late may delay the processing of monthly and quarterly payments.

Please note: FY25 MH Invoice forms include the Quarterly Progress Report which should be completed for all cost centers listed on a provider's Contract Work Statement (CWS).

All FY25 Invoices must be submitted electronically.

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 FY25- <Your Agency Name and Program>”. Program should reference:

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

Please be advised DBH has updated its financial database. Therefore, invoice forms are not to be altered in any way. Changes to the official DBH forms will result in the forms/invoices being rejected. Electronic signatures are acceptable on the Excel spreadsheets submitted to DBHIDS.

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
[DBHIDS.org](https://dbhids.org) | [@DBHIDS](https://twitter.com/DBHIDS)

