

# Rates Inservice: A-19 & Billing

September 5th, 2024

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Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**



1. Capacity + Service
2. Filling out your A-19: July-October
3. PSRS Impacts for Billing
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# Objectives



# Rate = Capacity + Service

Your case rate is made up of:

**Capacity Rate**- the number of HVSA funded slots you have in your contract

**Service Rate**- the number of actively enrolled families who received either a home visit or an encounter within the month you are billing (must match monthly PSRS- October forward):

TO BE COMPLETED BY VENDOR					
Invoice Service Period for Budget FY 2025:	Invoice Number:		This is a Final Billing:		
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Payment Points (Note)	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
1. FY25 Capacity & Service Allocation	\$628,467.84		Sum	\$628,467.84	
1.1. Capacity - Summer- Seattle/King	\$0.00	0.00	Slots	\$609.78	\$0.00
1.12. Capacity - School Year Seattle/King	\$0.00	0.00	Slots	\$376.77	\$0.00
1.2. Service - Seattle/King	\$0.00	0.00	Slots	\$699.71	\$0.00
2. FY25 Direct Billing Allocation	\$15,711.70		Sum	\$15,711.70	
2.1. Model and Training Expenses	\$0.00		Cost	\$0.00	
2.11. Travel Expenses	\$0.00		Cost	\$0.00	
3. HVSA Performance Payment	\$7,008.00		Cost	\$7,008.00	

For PC+ Programs, there are two capacity payments; one for the school year (September-June) and one for summer (July + August).

# Filling Out your Outreach Doula & Family Spirit A-19: July - September

Remember, the first 3 months of rates, your program will receive 100% Capacity payment each month; your approach to completing the A-19 will be different for these months than starting in October. This means you would put in your total number of funded slots in the capacity and service lines.

First enter how many HVSA funded slots you currently have here:

1. FY25 Capacity & Service Allocation			Sum		
1.1. Capacity - Seattle/King	\$0.00	0.00	Slots	\$399.95	\$0.00

If you are a program with multiple regions, enter the number of funded slots in each region:

Payment Points (Note)	Budget	Quantity	Unit	Price	Amount
1. FY25 Capacity & Service Allocation			Sum		
1.1. Capacity - Seattle/King	\$0.00	0.00	Slots	\$399.95	\$0.00
1.11. Capacity - Pierce/Tacoma	\$0.00	0.00	Slots	\$359.11	\$0.00
1.12. Capacity - Snohomish	\$0.00	0.00	Slots	\$360.15	\$0.00

Because you will receive 100% of capacity and service **July, August, and September**, enter the same number – your funded slots – in the service line. If applicable, enter the slots by region:

1.12. Capacity - Snohomish	\$0.00	0.00	Slots	\$360.15	\$0.00
1.2. Service - Seattle/King	\$0.00	0.00	Slots	\$742.77	\$0.00
1.21. Service - Pierce/Tacoma	\$0.00	0.00	Slots	\$666.91	\$0.00
1.22. Service - Snohomish	\$0.00	0.00	Slots	\$668.86	\$0.00
2. FY25 CES Direct Billing Allocation			Sum		

# Filling Out your PC+ A-19: July - September

Remember, the first 3 months of rates, your program will receive 100% Capacity payment each month, but because of the Summer and School Year Rates, you complete your A-19 a bit differently.

PC+ programs will use the Summer capacity line for **July & August**. Section 1.1 will be the *only section* filled in as the 100% payment is factored into the case rate. During the summer months in July & August, the service sections will be left blank. This means you would put in your total number of funded slots in the capacity line.

1.1. Capacity - Summer- Seattle/King	\$0.00	0.00	Slots	\$609.78	\$0.00
1.12. Capacity - School Year Seattle/King	\$0.00	0.00	Slots	\$376.77	\$0.00
1.2. Service - Seattle/King	\$0.00	0.00	Slots	\$699.71	\$0.00

Because you will receive 100% of capacity and service in **September**, which now is using the School Year Rate, you will complete both the Capacity School Year cell with your funded slots and the Service cell with your funded slots (using the same number).

1.1. Capacity - Summer- Seattle/King	\$0.00	0.00	Slots	\$609.78	\$0.00
1.12. Capacity - School Year Seattle/King	\$0.00	0.00	Slots	\$376.77	\$0.00
1.2. Service - Seattle/King	\$0.00	0.00	Slots	\$699.71	\$0.00

# Filling Out your A-19: October and Onward

Changes in October apply to *all* rates programs. At this time, there will no longer be a 100% capacity, and the service delivery will impact the payment. Capacity is a guaranteed payment of 35% of the rate and Service payment will depend on how many actively enrolled families (received at least 1 home visit or encounter during the month).

You complete the Capacity line (or more if you serve multiple regions), *ParentChild+ ignores the Summer line:*

1. FY25 Capacity & Service Allocation	\$435,093.24		Sum	\$435,093.24	
1.1. Capacity - Summer- Seattle/King	\$0.00	0.00	Slots	\$609.78	\$0.00
1.12. Capacity - School Year Seattle/King	\$0.00	0.00	Slots	\$376.77	\$0.00
1.2. Service - Seattle/King	\$0.00	0.00	Slots	\$699.71	\$0.00

Again, taking into consideration service in each regions and complete the cells with the # actively enrolled families in the billing month for each region (this must match PSRS monthly report):

1.2. Service - Seattle/King	\$0.00	0.00	Slots	\$742.77	\$0.00
1.21. Service - Pierce/Tacoma	\$0.00	0.00	Slots	\$666.91	\$0.00
1.22. Service - Snohomish	\$0.00	0.00	Slots	\$668.86	\$0.00

Numbers in your service line must match your PSRS report

# Filling Out your A-19: Direct Billables

The next step is to enter direct billables. This process will not change month-to-month:

2. FY25 Direct Billing Allocation			Sum		
2.1. Model and Training Expenses	\$0.00		Cost	\$0.00	
2.11. Travel Expenses	\$0.00		Cost	\$0.00	
3. HVSA Performance Payment			Cost		

Much like FY24 billing, in the orange cells, you tell us how much was spent in each category during the month and provide backup (receipts, ledgers, etc.) for these charges to ensure allowability.

If you are a program with multiple funding streams, please be mindful of each:

2. FY25 GFS Direct Billing Allocation			Sum		
2.1. GFS Model and Training Expenses	\$0.00		Cost	\$0.00	
2.11. GFS Travel Expenses	\$0.00		Cost	\$0.00	
3. FY25 DCA Direct Billing Allocation			Sum		
3.01. DCA Model and Training Expenses	\$0.00		Cost	\$0.00	
3.11. DCA Travel Expenses	\$0.00		Cost	\$0.00	

*You may only bill for the items listed on the invoice; other expenses are assumed to be factored into the rate.*

# PSRS Impacts for Billing

When we begin processing October invoices, we will not be able to do so without the submission of your PSRS monthly enrollment report to verify service. To verify the capacity and service on the A-19, you will be submitting your PSRS monthly report in tandem with your A-19 (invoice must match PSRS).

Any PSRS issues should be reported to your program specialist immediately as the processing of your invoice can no longer occur without your monthly report.

Backup for direct billables will continue to be receipts, general ledgers. Those should be sent with your A-19 using the same process as in the past.



# Example:

## Family Spirit July to Sept

TO BE COMPLETED BY VENDOR					
Invoice Service Period for Budget FY 2025: July Aug Sept 2024	Invoice Number:		This is a Final Billing: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Payment Points (Note)	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
1. FY25 Capacity & Service Allocation	\$176,560.00		Sum	\$176,560.00	
1.11. Capacity - Snohomish	\$0.00	10.00	Slots	\$321.85	\$3,218.50
1.21. Service - Snohomish	\$0.00	10.00	Slots	\$597.73	\$5,977.30
2. FY25 Direct Billing Allocation	\$29,132.40		Sum	\$29,132.40	
2.1. Model and Training Expenses	\$0.00		Cost	\$0.00	
2.2. Travel Expenses	\$0.00		Cost	\$0.00	
2.3. Data System Expenses	\$0.00		Cost	\$0.00	
3. HVSA Performance Payment	\$5,730.00		Cost	\$5,730.00	
Total	\$211,422.40		Total Payment Request		\$9,195.80

Program is funded for 10 slots.

Put 10 in both Capacity and Service lines only July to Sept

# Example:

## Family Spirit October and Onward

TO BE COMPLETED BY VENDOR					
<b>Invoice Service Period for Budget FY 2025:</b> Oct-24	<b>Invoice Number:</b>		<b>This is a Final Billing:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Payment Points (Note)	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
1. FY25 Capacity & Service Allocation	\$176,560.00		Sum	\$176,560.00	
1.11. Capacity - Snohomish	\$0.00	10.00	Slots	\$321.85	\$3,218.50
1.21. Service - Snohomish	\$0.00	7.00	Slots	\$597.73	\$4,184.11
2. FY25 Direct Billing Allocation	\$29,132.40		Sum	\$29,132.40	
2.1. Model and Training Expenses	\$0.00		Cost	\$0.00	
2.2. Travel Expenses	\$0.00		Cost	\$0.00	
2.3. Data System Expenses	\$0.00		Cost	\$0.00	
3. HVSA Performance Payment	\$5,730.00		Cost	\$5,730.00	
Total	\$211,422.40		Total Payment Request		\$7,402.61

Program is funded for 10 slots and had 7 actively engaged families.

Put 10 in Capacity line  
Put 7 in Service line







# Example: Outreach Doula July-September

TO BE COMPLETED BY VENDOR					
Invoice Service Period for Budget FY 2025:	Invoice Number:		This is a Final Billing:		
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Payment Points (Note)	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
1. FY25 Capacity & Service Allocation			Sum		
1.1. Capacity - Seattle/King	\$0.00	77.00	Slots	\$399.95	\$30,796.15
1.11. Capacity - Pierce/Tacoma	\$0.00	13.00	Slots	\$359.11	\$4,668.43
1.12. Capacity - Snohomish	\$0.00	1.00	Slots	\$360.15	\$360.15
1.2. Service - Seattle/King	\$0.00	77.00	Slots	\$742.77	\$57,193.29
1.21. Service - Pierce/Tacoma	\$0.00	13.00	Slots	\$666.91	\$8,669.83
1.22. Service - Snohomish	\$0.00	1.00	Slots	\$668.86	\$668.86

Program is funded for 91 slots:  
77 in King, 13 in Pierce, and 1 in  
Snohomish

Put 77 in Capacity-King line  
Put 13 in Capacity-Pierce line  
Put 1 in Capacity Snohomish line

Put 77 in Service-King line  
Put 13 in Service-Pierce line  
Put 1 in Service-Snohomish line



# Example: Outreach Doula October and onward

Program is funded for 91 slots:  
77 in King, 13 in Pierce, and 1 in  
Snohomish and had 65 actively  
engaged families in King, 11 in Pierce,  
and 1 in Snohomish

TO BE COMPLETED BY VENDOR					
Invoice Service Period for Budget FY 2025:	Invoice Number:		This is a Final Billing:		
	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
Payment Points (Note)					
1. FY25 Capacity & Service Allocation			Sum		
1.1. Capacity - Seattle/King	\$0.00	77.00	Slots	\$399.95	\$30,796.15
1.11. Capacity - Pierce/Tacoma	\$0.00	13.00	Slots	\$359.11	\$4,668.43
1.12. Capacity - Snohomish	\$0.00	1.00	Slots	\$360.15	\$360.15
1.2. Service - Seattle/King	\$0.00	65.00	Slots	\$742.77	\$48,280.05
1.21. Service - Pierce/Tacoma	\$0.00	11.00	Slots	\$666.91	\$7,336.01
1.22. Service - Snohomish	\$0.00	1.00	Slots	\$668.86	\$668.86

Put 77 in Capacity-King line  
Put 13 in Capacity-Pierce line  
Put 1 in Capacity Snohomish line

Put 65 in Service-King line  
Put 11 in Service-Pierce line  
Put 1 in Service-Snohomish line



THANK YOU!!

