SSB Invoicing Process

*Effective July 1st, 2018, all Workforce Development Unit (WDU) client invoices and reports must be submitted to the Central Mailbox. Senior Services Unit (SSU) client invoices and reports will still be submitted to the appropriate SSU staff person.*

| Central Mailbox Type | Address |
| --- | --- |
| Central Mailbox Email | SSB.invoice@state.mn.us  |
| Central Mailbox Address | SSB Invoice 2200 University Ave West Suite 240 St. Paul, MN 55114 |
| Central Mailbox Fax | Attn: SSB Invoice(651) 649-5927 |

**Invoicing Procedure**

1. Submit all WDU client invoices and reports to the Central Mailbox. Invoices and reports sent elsewhere will be returned to you for resubmission.
	* Invoices must be submitted within 90 calendar days from the end date of the authorization or the last date of service, whichever occurs first. Failure to submit an invoice within 90 days will result in non-payment of that service.
	* Monthly reports are due within 10 business days of the end of each month.
	* Invoices sent without a report will be returned to you. You must submit the report either before or with an invoice.
2. You will receive a notification that the invoice and report have been received and are being reviewed for accuracy and further processing. If you do not receive this notification within two business days, please confirm receipt via email to the Central Mailbox.
3. Invoices will be reviewed for accuracy. If an invoice is inaccurate, it will be returned to you for correction and resubmission.
4. If the invoice is accurate and the services provided align with the services requested, the invoice will be processed for payment. Payments will be made within 30 calendar days from the receive date of an accurate invoice.

**Who to Contact**

* Authorization requests or client-specific questions: Assigned counselor or VR-Tech
* Vendor-specific questions/concerns: Jennifer Beilke at Jennifer.beilke@state.mn.us or 651-539-2273
* Questions regarding receipt of invoices or reports: Central Mailbox Manager at SSB.invoice@state.mn.us or 651-539-2356

Checklist: Is My Invoice Accurate?

Does my invoice have-

* Contractor name
* Contractor address
* Contractor contact information (e.g. telephone #, FAX #, email etc.)
* Remit to address
* Date of invoice
* Unique invoice number
* Bill To information (include counselor name)
* Authorization number
* Client initials (NOT full name) or client record number
* Actual dates of service (if hourly, list each date separately)
* Type of service being provided (e.g. O&M, Braille, JAWS etc.)
* Unit of measure (e.g. hour, week, miles)
* Unit price
* Subtotal of each services
* Total amount

AND-

* Report has been submitted or is being submitted with the invoice
* Invoice is less than 90 days after the last date of service/last date of authorization
* Services provided align with services requested
* Report describes in sufficient detail what occurred during the dates of service