

## **6.14 Payment To The Local Agency**

---

### **POLICY:**

The Local Agency must submit a monthly Invoice to the State Agency.

### **PROCEDURE:**

#### **A. Invoice**

The Local Agency must submit a monthly Invoice to the State Agency, within twenty (20) calendar days after the end of the month. The monthly Invoice must be accompanied by an Expenditure Report.

1. The Local Agency must use the State Agency format for the Local Agency Monthly Expenditure Report (**see Attachment #1 6.14**) and follow the Local Agency Invoice Instructions (**see Attachment #2 of 6.14**).
2. The amount of reimbursement may not exceed the amount detailed by the Expenditure Report.

#### **B. Request for Additional Expenditure Information**

The State Agency may request additional information about any expenditure detailed on the Report.

#### **C. Improper Expenditure**

Should an expenditure be deemed improper per the terms of the agreement, the Local Agency will be informed and the improper expenditure will be refunded by means of a check from the Parent Agency made out to the West Virginia Department of Health and Human Resources.

### **ATTACHMENTS:**

1. Local Agency Monthly Expenditure Report, Attachment #1
2. Local Agency Invoice Instructions, Attachment #2