



| | | |
|---|----------------------------|---|
| Department: Fiscal – Management Systems | Effective Date: 08/01/2019 | Procedure Number: 11010 |
| Regulation Number: 45 CFR 75 Procedures | | Procedure Title: Tier 1 and 2 Invoice Procedure |
| Version: 1 | | Version Date: 08/01/2020 |

Tier 1 and 2 Procedures for Completing the monthly invoice of services provided and training funds spent

Where to find the monthly invoice form:

- Each program has an individualized invoice template located in a MARC SharePoint file.
- MARC Head Start Fiscal Coordinator will provide programs a link to access this folder.

Information required to complete the invoice form:

- Program’s funded enrollment
- Program’s actual enrollment
- Number of slots vacant past 30 days

Documentation required, in addition to the invoice - proof of services provided or funds spent:

- Monthly ChildPlus Enrollment Reports #2001 and #2210 (see ChildPlus Manual for instructions on running these reports) upload to the MARC SharePoint designated file.
- Monthly Child and Adult Care Food Program (CACFP) or USDA spreadsheet. This is included in an excel workbook located in the MARC SharePoint file folder for each program. Instructions for completing this form are included in the workbook.

When to submit the monthly invoice:

- Tier 1 – on or before the 10th of every month
- Tier 2 - on or before the 15th of every month

How to submit the monthly invoice:

- Complete the invoice on SharePoint and upload all documentation
- If technical difficulties are experienced with SharePoint, contact the MARC Head Start Fiscal Coordinator for support at 701-8302.