

# INVOICE SUBMISSION GUIDELINES

## REGION 1

### Bridgeport/Norwalk

The Region 1 WAF mailbox system designed to better manage the DCF billing and payment process. Invoices are forwarded directly to a dedicated mailbox at:

DCF REGION 1 WAF INVOICE [DCFREGION1.WAFINVOICE@ct.gov](mailto:DCFREGION1.WAFINVOICE@ct.gov).

It is important that you type **BRIDGEPORT** or **NORWALK** in the email subject line  
And identify the **SOCIAL WORKER** (by last & first name).

**Effective July 1, 2019:** Please do not email or fax the invoice directly to the Office Assistant, DCF Social Worker or Supervisor, or forward copies as this will contribute to duplication, leading to delays and errors in processing payments.

#### **Each invoice submitted must include the following information:**

- Provider name and Provider ID number
- Name of your employee who provided the service
- Unique invoice number
- DCF Social Worker name
- LINK ( Family Case) ID number
- Name and Personal ID number of child receiving service (if parent is receiving service, the child's name and ID should be listed)
- Specify service provided with specific dates of service
- Attach required monthly invoice and progress notes/documentation reports
- For Daycare Providers, if you are receiving any payments from Care 4 Kids, please indicate the amount on the invoice and subtract the amount from the total owed by DCF and show the final balance due.
- Invoices should be billed by the 10th of the following the month services were provided to ensure timely payment
- Any invoice missing the above required information will be returned for revision
- Failure to adhere to the invoice submission requirements will delay payment processing

If you do not have scanning capability, forward invoices through the Region 1 Right Fax number at 860-920-3119 which converts to an electronic attachment that is linked to the WAF MAILBOX.

#### **For Questions or Clarification Contact:**

Cynthia S. Maignan, Grants & Contracts Specialist, 203-384-5372 or by email at [Cynthia.Maignan@ct.gov](mailto:Cynthia.Maignan@ct.gov)  
or Julio Carmona, Financial Clerk, 203-384-5422 or by email at [Julio.Carmona@ct.gov](mailto:Julio.Carmona@ct.gov)