

Invoice Submission Guidelines

Region 4

Hartford & Manchester

- Only **pre-approved services** will be reimbursed. You **must** receive an approved Wrap Service proposal prior to services commencing and services extending. If you do not receive the approved proposal do not initiate the service, this also applies to **reauthorizations** to continue services.
- All invoices must either be **emailed or mailed** to **Accounts Payable** to the serviced office:
 - DCF Hartford Office:** Hartfordinvoicemailbox@ct.gov
250 Hamilton Street, Hartford, CT 06106
 - DCF Manchester Office:** Manchesterinvoicemailbox@ct.gov
364 Middle Turnpike West, Manchester, CT 06040
- Do not send any invoices to social workers, they will not be processed.
- 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 Case ID number
 - Name and LINK ID number of child receiving service (if parent is receiving service, the child's name and ID should be listed)
 - Specific service provided
 - Specific dates of service
 - Attach required monthly progress/status reports
 - For Daycare Providers, if you are receiving any payments from Care 4 Kids, please note the amount on the invoice
 - Invoices should be billed by the 10th of the following month for services that were provided
 - ***Any incorrect invoice submitted will be returned for revision; we will not correct and pay. any invoice missing the above required information will be returned for revision***
 - Failure to adhere to our invoice submission requirements will delay payment processing

DCF Region 4 Grants & Contracts Specialist

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