

To:	BHS Contracted Service Providers
From:	Behavioral Health Services
Date:	April 30, 2024
Title	BHS Fiscal Year End 2023-2024 Instructions

For timely payment of your invoices as the current fiscal year ends, please submit the following year-end documents within the due dates provided below.

DUE ON OR BEFORE	ITEM	SUBMIT DOCUMENTS TO
May 20, 2024	<p>Providers with <u>CalWORKs</u> funding/services – Submit preliminary invoices for May 2024 and June 2024, properly label as “Cash Basis” on top of invoice for ease in identification.</p> <p><i>(Note: Please do not include Non-Cash Basis cost centers).</i></p>	BHS.Claims@sdcounty.ca.gov
June 17, 2024	<p>All Contract Invoices – Submit June 2024 preliminary invoices for payment processing.</p> <p>The <u>preliminary invoices</u> submitted for June 2024 services should include expenses actually accrued <u>plus</u> any anticipated costs for all of June 2024.</p> <p>If preliminary invoices are not available, a list of estimated amounts should be submitted for accrual. The list should include contract number, program name, and the estimated amounts for the unclaimed month. The estimated list <u>will not</u> be processed for payment but will only be used for County accrual purposes.</p> <p>Invoices submitted for payments after the cut-off date are expected to have a 2-3 week delay in processing due to system closure.</p>	<p>BHS.Claims@sdcounty.ca.gov</p> <p>Providers who opt to submit estimates (not processed for payments but for accrual purposes only), please submit estimates to:</p> <p>junida.bersabe@sdcounty.ca.gov jing.hua@sdcounty.ca.gov kathleen.raagas@sdcounty.ca.gov</p>
Sept 15, 2024	<p>SUD Providers: Certification of Expenditures and Funding (CEF)</p> <p>MHS Providers: Final June 2024 Cost Report</p>	BHS.Claims@sdcounty.ca.gov

For More Information:

- Contact your Contracting Officer’s Representative (COR) or
- Junida Bersabe, Principal Accountant, junida.bersabe@sdcounty.ca.gov, (619) 381-9560