



Billing for Education Services

Guide for Residential Providers with In-House Schools

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Billing for Education Services Overview

Provider agencies in the Department of Children's Services provider network are eligible to invoice DCS for education services for students in residential placement who are also receiving education services from the provider's approved in-house school located in Tennessee. This document outlines how DCS distributes the Tennessee Investment in Student Achievement (TISA) funding received from the Tennessee Department of Education (TDOE).

Guidance

Only students served through an agency's PBC and/or Detention contract are eligible for reimbursement. Placements funded through Unique Care Agreements (UCA's), are not eligible to bill for education services unless that UCA is in place specifically to provide funding for a service above and beyond the agency's regularly contracted services. Paid Temporary (Temp) Break days are eligible for payment.

The availability of funding for reimbursing education services is dependent upon the annual allocation received by DCS for distribution each year from TDOE. Funding remaining at the end of any year will be equally distributed based on children served. DCS may recoup any funding shortfall in the same manner.

DCS will establish an education reimbursement rate at the beginning of each fiscal year.

Invoices should be submitted to DCS no later than 30 days following the end of the month covered by the invoice (i.e., invoices for July should be submitted no later than August 30th).

Providers will invoice for all children eligible for payment as outlined above on a single invoice regardless of location in the provider's network or the DCS region the child is from.

Procedure

This section outlines the procedures by which providers will submit invoices to DCS for reimbursement of education services.

1. Providers will create a draft invoice in accordance with the instructions included in the invoice document located at [Placement Central for Providers \(tn.gov\)](https://www.dcs.tn.gov/Placement-Central-for-Providers).
2. Providers will submit the draft document to EI_DCS.ProviderInvoicing@tn.gov.
3. The Network Development Invoicing/Billing team will verify the date range(s) submitted for each child and reconcile any differences with the provider agency.
4. Once reconciled, the Network Development Invoicing/Billing team will submit the completed invoice to the provider agency approval via electronic signature.
5. Once approved, the invoice is forwarded to DCS education staff and to Payables to execute the payment.