

MEMORANDUM

TO: DCS Contracted Providers with In-House Education Programs

FROM: Frank H. Mix, Executive Director of Network Development

DATE: July 18, 2023

RE: Education Billing for In House Schools

Contract 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 in-house school. For state fiscal year 2024, those services may be invoiced at a rate of \$30/day for each day the agency was receiving reimbursement under their PBC and/or Detention contract. 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. If you are uncertain of a child's eligibility funded through a UCA, please reach out for clarification at the time of placement.

Invoicing Process/Notes:

1. Invoicing for education services will be handled outside of TFACTS, utilizing a standard invoice document provided by DCS.
2. Invoices should be submitted to DCS no later than 30 days following the end of the month covered by the invoice (i.e., invoice for July should be submitted no later than August 30th).
3. Providers may invoice for all children eligible for payment as outlined in the paragraph above on a single invoice, regardless of location in the provider's network or the DCS region the child is from.
4. Paid temporary break days are eligible for payment.
5. Invoices must be completed in accordance with the instructions included in the invoice document.
6. All invoices for education services shall be submitted to DCS via email to the following [EI DCS.ProviderInvoicing@tn.gov](mailto:EI.DCS.ProviderInvoicing@tn.gov).
7. The Network Development fiscal support team (located at [EI DCS.ProviderInvoicing@tn.gov](mailto:EI.DCS.ProviderInvoicing@tn.gov)) will verify the date range(s) submitted for each child and reconcile any differences with the provider agency.
8. Once approved the invoice is forwarded to the DCS education staff and then to Payables to execute the payment.