

**441—151.4(232) Billing and payment.** The chief juvenile court officer shall ensure that billing and payment are in compliance with department requirements and the requirements of the accounting policies and procedures manual of the department of administrative services, state accounting enterprise. A claim that meets the requirements of this chapter becomes a state liability on the date of a claim's accrual. The date of a claim's accrual is the date the service was provided, the end of the agreed-upon billing interval specified in the contract, or the date of a determination of liability for the claim.

**151.4(1) Claim forms and instructions.** The instructions and forms used for billing shall be available to the provider from each chief's juvenile court services office. Electronic versions of all forms are available.

*a. Court-ordered services.*

(1) The provider shall prepare a claim for court-ordered services on Form GAX, General Accounting Expenditure, and Form 470-1691, Claim for Juvenile Court Services Programs, or a facsimile thereof. An original, itemized invoice may be substituted for Form 470-1691.

(2) The provider shall attach a copy of the applicable court order with each initial claim for court-ordered services. Each subsequent claim shall include the first page of the applicable court order, or the case number of the applicable court order shall be entered on Form GAX or Form 470-1691.

*b. Life skills, supervised community treatment, and tracking, monitoring, and outreach.*

(1) The provider shall prepare a claim for life skills, supervised community treatment, and tracking, monitoring, and outreach on Form GAX, General Accounting Expenditure.

(2) The provider shall also submit Form 470-1691, Claim for Juvenile Court Services Programs, a facsimile thereof, an original, itemized invoice, or a copy of the provider's list of the children for whom the claim is made. The document submitted shall include the name of each child and the number of units of service provided to that child each month.

*c. School-based supervision.* The provider shall prepare a claim for school-based supervision on Form GAX, General Accounting Expenditure.

**151.4(2) Preparation of claim.** Form GAX, General Accounting Expenditure, shall be submitted with all claims. The Form GAX submitted shall not include claims for more than one fiscal year. The provider, as vendor, must enter on Form GAX:

*a.* The vendor code,

*b.* The vendor's name and mailing address,

*c.* The vendor's invoice date and number,

*d.* A short description of the item or service that was purchased,

*e.* Either the provider's social security number, federal identification number, or tax identification number, and

*f.* An original signature of the provider unless an original invoice is submitted.

**151.4(3) Support of claim.** The provider bears ultimate responsibility for the completeness and accuracy of each claim submitted. The provider must maintain a record of the days and times during which each service was provided for each child. The provider's record must correspond to the units billed.

**151.4(4) Submittal of claims to juvenile court services.** Providers shall submit claims to the chief juvenile court officer in the judicial district in which the service was provided. The provider shall submit the original Form GAX and any required supporting documents to the chief juvenile court officer for each claim.

*a.* Claims shall be submitted timely to allow the chief juvenile court officer to submit the claim to the department within 90 calendar days of the date of the claim's accrual.

*b.* To ensure payment from funds appropriated for the fiscal year, claims shall be submitted timely to allow the chief juvenile court officer to submit the claim to the department within 45 calendar days of fiscal year end, June 30.

**151.4(5) Review and approval of claims.** The chief juvenile court officer is responsible for accuracy and disposition of claims. The chief juvenile court officer shall verify the accuracy of the provider's billings and approve the claims.

*a.* Juvenile court services may complete Form GAX when the provider submits an original invoice or may enter the following information on Form GAX when the provider has omitted it from the form:

- (1) The name and mailing address of the agency or individual providing the services.
- (2) A short description identifying the specific services or item purchased. The description will be entered on the warrant sent to the provider.

*b.* To approve the claim, the chief juvenile court officer or designee shall sign Form GAX in the space titled, “order approved by.” The signature shall be deemed as certification that the billed expenses were incurred, that the amounts are correct, and that payment should be made by the department.

**151.4(6)** *Juvenile court services submittal of claims to department.* The chief juvenile court officer shall prepare and submit claims to the department. Juvenile court services shall make the required number of copies for submittal and shall submit the required documents to the Department of Human Services, Division of Fiscal Management, Bureau of Purchasing, Payments and Receipts, 1305 East Walnut Street, Des Moines, Iowa 50319-0114. The documents required to be submitted are as follows:

*a. New contract.* For the first claim submitted for a new contract, juvenile court services must submit:

- (1) Two copies of the signed contract.
- (2) Three copies of Form 470-0022, Pre-Contract Questionnaire.
- (3) The original and two copies of Form GAX, showing the contract number.

*b. Ongoing contract.* For subsequent claims for contract payment, juvenile court services shall submit the original and two copies of Form GAX, which shall include the following information:

- (1) The contract number.
- (2) The warrant number.
- (3) The paid date, which is the date the first claim was processed through the I-3 system and is stamped on the first warrant the provider receives through the contract.
- (4) The reference document number of the initial voucher of the series to which the contract is attached (the reference document number is the 11-digit number listed under “Departmental Reference Numbers” on the warrant, starting with “413-”).
- (5) The payment number of the total contracted sequence, if known, such as “payment 7 of 12 payments.”

*c. Contract amendment.* For each contract amendment, juvenile court services must submit:

- (1) The original and two copies of Form GAX;
- (2) Two copies of the signed amendment; and
- (3) Three copies of Form 470-0022, Pre-Contract Questionnaire.

**151.4(7)** *Claim records.* The chief juvenile court officer shall have responsibility for retention of records, maintenance of records, and authorized access to records.

*a.* Juvenile court services shall retain one copy of the claim and supporting documentation as submitted to the department as well as any additional required supporting documentation submitted to juvenile court services by the provider. The copy of Form GAX and supporting documentation, as submitted to the department, as well as any additional required supporting documentation submitted to juvenile court services by the provider, are subject to audit.

*b.* Each chief juvenile court officer shall establish a system for retention of the records in an organized, audit-friendly manner. During the required retention period, the records and knowledgeable personnel must be accessible and available for the audit. All documents related to each other must be appropriately attached and organized in a manner that provides easy access.

**151.4(8)** *Claim payment.* The department shall reimburse providers for contract costs when claims are submitted according to the required procedures.

*a.* The bureau of purchasing, payments and receipts of the division of fiscal management shall process a claim through the state appeal board’s administrative process for approving outdated invoices when the department receives the claim:

- (1) More than 90 calendar days after the date of its accrual; or
- (2) More than 45 calendar days after the date of its accrual at fiscal year end, June 30.

*b.* If the claim cannot be processed through the state appeal board's administrative process for approving outdated invoices, the claim must be submitted to the state appeal board for approval.