

SFY 2012

Instructions for Form DMH-TXX-013

Social Services Block Grant (SSBG – Title XX) Invoice

Updates for form DMH-TXX-013

- ◆ Easier to complete
- ◆ Enter whole dollars only. No cents.

Lines A

Quarterly allocation

Enter the amount allocated for the quarter. For multiple allocations (designated by ODMH as funds for one (1) quarter), combine amounts and enter total.

Lines B

Amount invoiced to-date from 1st, 2nd, 3rd, 4th Quarter Allocation (if any)

Enter on Lines B the total of any drawdowns previously invoiced from the quarter.

If "\$0.00" funds were invoiced from the allocation of the quarter, enter "\$0".

Example:

On a prior invoice you requested \$10,000 of your \$10,000 allocation; so now enter \$10,000 on Line B.

OR,

Over two prior invoices you requested \$8,000 and \$1,500 of a \$10,000 allocation; so now enter \$9,500 on Line B.

Note: Each invoice submission to ODMH must reflect all drawdown activity for the previous quarter(s). This will be a cumulative report of your Title XX drawdowns.

Lines C

Net (A – B)

This is a calculated field. No entry necessary.

Lines D

Amount of Allocation for Board Administration

Enter the amount being requested (by means of your current invoice) for Board Administration costs for the associated quarter. If none, enter "\$0".

Lines E

Amount of Allocation for Agency Invoices

Enter the amount being requested (by means of your current invoice) for Agency Invoices for the associated quarter. If none, enter "\$0".

IMPORTANT:

Lines D and Lines E may be "\$0" if either of the following applies:

- If the full amount of your allocation for the quarter was already requested on previous invoices. (See Lines B.)
- OR
- If "\$0.00" is being requested with the current invoice, even though there is a balance of unused funds.

Lines E1, E2, E3, E4

Total Request (D + E)



Line E is the total drawdown from each quarter to be paid out from your allocation(s) by means of your current invoice.

This is a calculated field. No entry is necessary.

IMPORTANT:

This line may be "\$0" if either of the following applies:

- If the full amount of your allocation for the quarter was already requested on previous invoices. (See Lines B.)
- OR
- If "\$0.00" is being requested with the current invoice, even though there is a balance of unused funds.

Lines F

Balance of Available Funds for 1st, 2nd, 3rd, 4th Quarter

This should be the balance available (if any) for the quarter.

This is a calculated field. No entry is necessary.

Total Drawdown for This Invoice

This is the combined total of one or more quarter's drawdown to be paid to the board.

This is a calculated field. No entry is necessary.

Double check...



- ◆ Request amounts in whole dollars up to the total allocation for the quarter.
- ◆ Make sure drawdown amount for current invoice (Lines E1, E2, E3 and E4) was not already invoiced on a previous document.
- ◆ Make sure the amount in "Total Drawdown For This Invoice" is correct.
- ◆ Make sure each invoice submitted to ODMH reflects all prior drawdown totals and updated balances, as this is the collective account of your Title XX fund activity with ODMH.
- ◆ Sign and date invoice.

If you have any questions please contact:

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