SFY 2011
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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