

**Language Academy of Sacramento
Supplemental Educational Services (SES)**

INVOICE PROCESS AND TIMELINE FOR SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDERS 2015-2016	
Date(s):	Action(s):
Immediately Providers should begin contacting parents of eligible students whose names Upon have been provided by LAS to schedule pre-assessments and design each Receiving student's Student Learning Plan (SLP) Official Student Names	
Important Information:	
Month 1	1. Pre-Assessments: Providers must complete a pre-assessment to identify and reflect the student's specific achievement goals for the Student Learning Plans (SLP's). Pre-Assessments must be documented in the Student Learning Plan, Electronic Attendance Report (EAR), and Progress/Attendance Reports. Please note pre and post Assessments are non-billable hours.
Month 1 & 2	2. Student Learning Plans (SLP): Approved SLP's signed by the parent/guardian and your staff must be submitted to the LAS Office of Student Assistance and <u>must obtain LEA approval prior to beginning tutoring.</u> NO EXCEPTIONS.
Ongoing	3. Parent Contact Logs: Parent Contact Logs must be completed before an unsigned SLP can be submitted, listing three contact (3) attempts (including a letter sent to the home) to obtain a parent/guardian signature.) If students are dropped due to withdrawal or dismissal, then refer to Master Contract Section III (H) and use Attachment 11 to document the contact.
Ongoing	4. Monthly activity rosters: (sign-in sheets) must have sign-in/out times and signatures (not initials) completed by the parent/guardian, teacher/tutor, or students old enough to sign themselves in/out for every date they attend. (It is the provider's responsibility to ensure accuracy and completion of sign-in/out times and signatures.) Keep original sign-in sheets on file and ready to provide copies if needed.
Submitted Monthly	5. Progress/Attendance Reports: Providers must complete a word processed Progress/Attendance Report monthly for each student and copies must be provided to parents and school site. Completed Progress/Attendance Reports must be submitted with invoice. Final Progress/Attendance Reports must have pre/post assessment data, goals achieved, and program attendance.

<p>Submitted Monthly</p>	<p>6. Invoices: <i>Invoices and all Progress/Attendance Reports must be submitted electronically to jmorales@lasac.info and originals submitted to the Judy Morales, Language Academy of Sacramento Office. Please review all documents for accuracy and completion before submitting.</i></p> <p><i>Please note: Pre and Post Assessments are non-billable hours.</i></p> <p><i>Invoice and Progress/Attendance Reports must be submitted monthly according to the timeline below.</i></p>												
	<table border="1"> <thead> <tr> <th data-bbox="342 548 820 598">Attendance Billing Period</th> <th data-bbox="820 548 1484 598">Date to Submit Invoice on or before:</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 598 820 640">January 2016</td> <td data-bbox="820 598 1484 640">March 1, 2016</td> </tr> <tr> <td data-bbox="342 640 820 682">February 2016</td> <td data-bbox="820 640 1484 682">April 1, 2016</td> </tr> <tr> <td data-bbox="342 682 820 724">March 2016</td> <td data-bbox="820 682 1484 724">May 1, 2016</td> </tr> <tr> <td data-bbox="342 724 820 766">April 2016</td> <td data-bbox="820 724 1484 766">June 3, 2016</td> </tr> <tr> <td data-bbox="342 766 820 808">May 2016</td> <td data-bbox="820 766 1484 808">June 20, 2016</td> </tr> </tbody> </table> <p>7. Approved/Denied Invoices: <i>Invoices will be either approved or denied. Explanations for denied invoices are provided at the end (in red) of the "LEA Reviewed" invoice or you will receive the explanation via email. An invoice Denied must be resubmitted using a "NEW INVOICE" with correction(s) completed to the required supporting documentation including <u>progress/attendance reports you may have already submitted within 30 days of the service.</u></i></p> <p>8. Invoices approved will be reimbursed within 45 days of the Language Academy of Sacramento receiving the invoice and all required supporting documentation.</p> <p>9. End of Tutoring Services: Providers must complete tutoring services to students who have not yet met their maximum funding allocation by June 12, 2015</p>	Attendance Billing Period	Date to Submit Invoice on or before:	January 2016	March 1, 2016	February 2016	April 1, 2016	March 2016	May 1, 2016	April 2016	June 3, 2016	May 2016	June 20, 2016
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	<p>10. Final day of the 2015-2016 SES contract period. Submit final invoice with required post-assessments, enter post-assessment including Progress/Attendance Reports completed and signed to the Language Academy of Sacramento.</p>												

I acknowledge that I have read and understand the process and timeline above:

SES Provider: _____

Provider's Signature _____ **Date:** _____