



DEPARTMENT OF TRANSITIONAL ASSISTANCE

## Employment Services Program Provider Alert – ALL Providers

**Alert #2**

**January 8, 2013**

### **Mid-Year ESP Spending & Performance Review**

*The following information should be communicated immediately to all service locations and appropriate staff members within your organization.*

This communication serves to advise you that the Department will be conducting its midyear review of YPP and CIES vendor spending and performance during the month of January, 2013. As you know, the Department assesses each provider's performance and ability to use all of its contracted funding every year.

Since the Department will be assessing your spending and performance during this month, **please submit by January 10 all outstanding payment invoices which your agency may have, for services rendered through December 31, 2012.** If an outstanding payment invoice has not been submitted by a vendor for a service rendered, the Department cannot factor such an activity into the vendor's performance rating.

**Provider procedure:** Submit invoices for all unbilled services delivered through December 31, 2012 that are within your vendor expenditure limit by Thursday, January 10, 2013.

Also, as we move forward toward the close of this fiscal year, please continue to submit all billing information for services rendered no later than the **10<sup>th</sup> of each month**. Timely submission of such information enables the Department to more accurately assess and maintain a vendor's performance rating.

Thank you for your anticipated cooperation. The Department looks forward to working with each of you on this matter.

If you should have any questions, please contact Thomas F. Santry, Director of Cash Assistance and Full Engagement, at (617) 348-5286.