



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #2

June 3, 2010

EIM Billing

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

Maximize Enrollments and Resources

There has been some confusion as to the latest date that a CIES provider may bill the Department for Job Placements or Initial Supports using your FY'10 funding allocation.

The information below will help program and billing staff in calculating how many extra enrollments, if any, a provider organization will need to achieve in order to reach its maximum obligation.

Provider Procedure: In order to bill for a Job Development and Placement-Completion (JC) in FY'10, the client must have entered the job by May 30, 2010. This would allow them to have 30 days on the job by June 30, 2010 (the close of Fiscal Year 2010), and thus be billed for using FY'10 funds.

For clients who enter a job in June, you can bill for Job Development and Placement-Initial (JI) out of FY'10 funds, but their 30-day completion will not occur until July. Any billing associated with a completion that occurs in July or later will be billed out of FY'11 funds.

Similarly, all clients placed in employment after March 31, 2010 will be charged (Initial Supports-Completion/(IC)) to your FY'11 allocation as they will reach 90 days of employment on July 1st or later and would occur on an FY'11 Service Delivery Report (SDR).

Please consider the information above in determining whether you are likely to reach your CIES estimated expenditure limit (maximum obligation).

It is imperative that CIES providers bear in mind which component benchmarks will be achieved by June 30th, and thus be billed for under FY'10 funds, in order to determine whether you will spend your FY'10 CIES estimated expenditure limit (maximum obligation).

If you have any questions, please contact your Contract Manager or Employment Services Manager Roger Neild at (617) 348-5957.