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CDS Administrative Letter: Number 37

TO: CDS Contract Providers, CDS Regional Sites
FROM: Roy Fowler, CDS State Director
DATE: December 27, 2017
UPDATED: January 22, 2018
RE: Fee Assessment on Late Invoicing

As stated in Child Development Services Administrative Letter #36, dated November 16, 2017, CDS will be enforcing the requirement that CINC service logs be entered and claims submitted no more than 45 days after the date of service delivery.

Beginning March 16, 2018, any service log claim which is submitted greater than 45 days after the date of service delivery will be assessed a 20% administrative fee which will be deducted from reimbursement to the provider.

Invoices for authorized non-child specific activities, not otherwise documented in CINC, must be received by CDS no later than 45 days after the last day of the month in which those services were provided. Invoices received more than 45 days after the last day of the month in which those services were provided will be assessed a 20% administrative fee which will be deducted from reimbursement to the provider.

CDS appreciates your cooperation on this matter.