



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Non Public Billing Frequently Asked Questions

- 1. What billing operations have transitioned from District of Columbia Public Schools (DCPS) to the Office of the State Superintendent of Educations (OSSE)?**
 - a. Processing and payment of invoices of nonpublic special education schools, day and residential.
 - b. Processing and payment of invoices of public schools in surrounding counties serving
 - c. District Wards with Individualized Education Programs (IEPs).
 - d. Processing and payment of invoices for related services (including compensatory education and evaluations) delivered to students in nonpublic special education schools (day and residential) and public schools in surrounding counties.

- 2. What billing operations remain with the DCPS?**

All invoices from private related service providers (including evaluation and compensatory education providers) serving students enrolled in schools within the DCPS Local Education Agency (whether or not delivered on school premises) must be sent to DCPS for payment. Providers who serve both students enrolled in nonpublic and DCPS public schools will be required to issue separate invoices to the OSSE and DCPS respectively.

- 3. If I am invoicing DCPS and OSSE, do I have to send the invoices to separate addresses?**

Yes.

All invoices to OSSE must be sent to:

US Mail/Hand Deliveries/Express Mail
OSSE Non Public Payment Program
Office of the Chief Financial Officer
1200 First St. NE, 11th Floor
ATTN: Business Center
Washington, DC 20002

All invoices for services to students enrolled in DCPS-LEA public schools must be submitted to DCPS:

US Mail/Hand Deliveries/Express Mail
DCPS Office of the Chief Financial Officer
1200 First St. NE, 11th Floor
ATTN: Special Education Payment Unit
Washington, DC 20002

4. Once I submit my invoice, how long until I receive payment?

The payment timeline has not changed. Pursuant to OSSE Certificate of Approval regulations, a provider may submit invoices for services rendered by the fifth or the 15th of the month following the month in which services were provided (or, when the fifth or the 15th is not a business day, the first business day thereafter). Payments will be made on or before the 30th day, i.e. by the fifth or 15th of the following month (or when the fifth or 15th is not a business day, the first business day thereafter). Invoices not received by the fifth or the 15th of the month will be processed as if received on the next invoice due date.

5. When I submit invoices to OSSE, do I have to use the new OSSE forms?

No. However, in assuming the billing function, OSSE's goal is to streamline and improve the procedure by which invoices are processed and expenditures are tracked. To this end, OSSE has published two forms, all of which are available on osse.dc.gov.

6. When I invoice the OSSE, what information must my bill contain?

Whether or not you elect to use the new OSSE forms, each invoice must contain the following Information:

- Student name, date of birth, and DC/DCPS ID#;
- Tuition rate and time period covered by rate (i.e. semester, month);
- Number of days billed for on invoice;
- Itemization of the related services provided, including the unit of service (e.g. per hour, day, week, month) and the frequency of service (e.g. number of hours);
- Dates of the student's attendance; and
- Related Service providers must include the name of the school the student attends.

7. If I sign-up for direct deposit payments with OSSE, will I have direct deposit for both DCPS and OSSE payments?

No. Direct deposit will be applicable to OSSE's payments only. To sign up for OSSE direct deposit, please fill out the "ACH Information" form, available online at osse.dc.gov.

8. Can I submit my invoice electronically?

Unfortunately, OSSE cannot accept electronic invoices. It is OSSE's goal to develop electronic billing capacity in collaboration with the provider community.

9. Who do I contact with questions?

For questions regarding the new OSSE forms, the separation of DCPS, and OSSE invoices or disputes, please contact:

Yvonne S. Smith

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For questions regarding receipt of invoices or payments, please contact:

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