

---

## Non Public Billing Frequently Asked Questions:

### 1. What billing operations have transitioned from DCPS to the OSSE?

- i. Processing and payment of invoices of non public special education schools, day and residential.
- ii. Processing and payment of invoices of public schools in surrounding counties serving District Wards with Individualized Education Programs (IEPs).
- iii. Processing and payment of invoices for related services (including compensatory education and evaluations) delivered to students in non public special education schools (day and residential) and public schools in surrounding counties.

### 2. What billing operations remain with the District of Columbia Public Schools (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 non public and DCPS public schools will be required to issue separate invoices to the OSSE and DCPS respectively.

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

Yes.

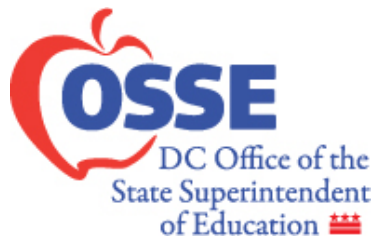
All invoices to the OSSE must be sent to:

***Postmarked Invoices (U.S. Mail)***

Non Public Payment Program  
P.O. Box 77167  
Washington D.C. 20013-8167

***Hand Deliveries/Express Mail***

Non Public Payment Program  
Office of the Chief Financial Officer  
Office of the State Superintendent of Education  
810 First Street NE, 9<sup>th</sup> Flr.  
Washington, DC 20002



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

***Postmarked Invoices (U.S. Mail)***

DCPS Office of the Chief Financial Officer  
P.O. Box 75047  
Washington, DC 20013  
Attn: Special Education Payment Unit

***Hand Deliveries/ Express Mail***

DCPS Office of the Chief Financial Officer  
1200 First Street NE, 9<sup>th</sup> Floor  
Washington, DC 20002  
Attn: Special Education Payment Unit

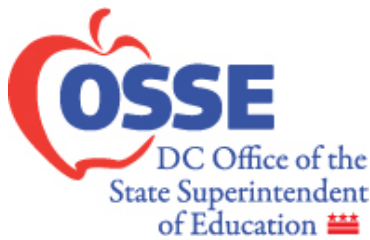
**4. Where do I send Medicaid documentation?**

Medicaid recovery has **not** transitioned to the OSSE. Medicaid recovery functions remain the responsibility of the DCPS Medicaid Recovery Unit. Full details of the documentation requirements and methods are contained in the provider letter of December 12, 2008, and May 6, 2009 both available online:

[http://www.osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/ltr\\_providernotice\\_signd.pdf](http://www.osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/ltr_providernotice_signd.pdf)

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

The payment timeline has not changed. Under the *Petties* Payment Order, a provider may submit invoices for services rendered by the 5<sup>th</sup> or the 15<sup>th</sup> of the month following the month in which services were provided (or, when the 5<sup>th</sup> or the 15<sup>th</sup> is not a business day, the first business day thereafter). Payments will be made on or before the 30<sup>th</sup> day, i.e., by the 5<sup>th</sup> or 15<sup>th</sup> of the following month (or, when the 5<sup>th</sup> or the 15<sup>th</sup> is not a business day, the first business day thereafter). Invoices not received by the 5<sup>th</sup> or the 15<sup>th</sup> of the month will be processed as if received on the next invoice due date, be it the 5<sup>th</sup> or 15<sup>th</sup>.



---

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

No. However, in assuming the billing function, the OSSE's goal is to streamline and improve the procedure by which invoices are processed and expenditures are tracked. To this end, the OSSE has published three new forms, all of which are available on [www.osse.dc.gov](http://www.osse.dc.gov). To locate, please select "Special Education" under the "Information" heading on the left of the screen and then scroll down to click on one of the following forms listed under "Non Public Billing Information."

- **Standard Monthly Billing Cover Sheet**
- **Change in Services Form** (To be submitted each time a child's IEP has changed. This form greatly assists the OSSE staff in processing invoices.)
- **Standard Detailed Invoicing Form** (model invoicing form)

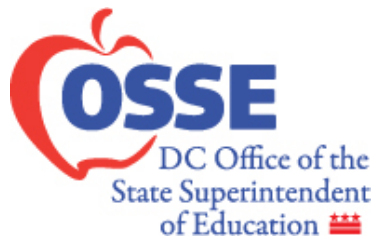
## 7. When I invoice the OSSE, what information must my bill contain?

Whether or not you elect to use the new OSSE forms, each invoice must contain the information required by the *Petties* Payment Order (available on the OSSE website: Division Of Special Education, General Information, Petties Order, <http://osse.dc.gov/publication/petties-court-order-revised>). No changes have been made to these requirements. All invoices must include:

- 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
- Related Service providers must include the name of the school the student attends

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

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



---

## 9. Can I submit my invoice electronically?

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

## 10. Whom 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**

Invoice Verification Coordinator  
Department of Special Education  
Office of the State Superintendent of Education (OSSE)  
Government of the District of Columbia  
810 First St. NE 5th Floor, Washington DC 20002  
OSSE Main Number 202-727-6436  
(O) 202 724-2294  
(F) 202 741-0227  
Email: [yvonneS.smith@dc.gov](mailto:yvonneS.smith@dc.gov)

For questions regarding receipt of invoices or payments please contact:

**Anetria Smart**

Financial Manager  
Office of the Chief Financial Officer (OCFO)  
Office of the State Superintendent for Education (OSSE)  
Government of the District of Columbia  
810 First St. NE 9th Floor, Washington DC 20002  
(O) (202) 481-3857  
Email: [anetria.smart@dc.gov](mailto:anetria.smart@dc.gov)