

A19 Invoice Voucher Instructions

How to Complete the A19 for Payment

Contractors will receive an A19-Invoice Voucher and a budget reference spreadsheet with their emailed contract packages. The A19-Invoice Voucher summarizes the total amount of compensation for all services provided within a month. The budget reference spreadsheet shows the slot rate, monthly amount, and total budget for each site and funding model (part-day, school day, and working day). It also identifies the type of ECEAP layered services award (B-3 ECEAP, PreK ECEAP, ECLIPSE, CNF). The slot rate is determined by Legislation. The type of slots Contractors receive is based on contractor request and funding availability. A regional rate is also applied based on the Contractor's location. The months of July, August, and June receive an administrative rate base on classes, not in session.

The A19-Invoice Voucher will be used to invoice the Department of Children, Youth, and Family Services for monthly ECEAP services. The A19-Invoice Voucher identifies by payment point (month) the monthly amount which contractors may invoice. The A19-Invoice Voucher will need to be completed and submitted to ECEAP by the 15th of the month following the month of service completed, except for final invoices, which are due by July 10th. This means that an A19-Invoice Voucher for services that take place in September will need to be submitted to ECEAP by October 15th.

Original Date: December 11, 2023

Revised Date: XX

Early Childhood Education and Assistance Program (ECEAP)

Approved for distribution by DCYF ECEAP

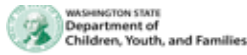
Karin K. Ganz, 0-3 & Pre-K ECEAP and ECLIPSE
Services Senior Administrator



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Filling out DCYF A19 Invoice Voucher

The arrows in red identify the areas of the form the Contractor is required to fill out to get paid for services completed.



A19-1A INVOICE VOUCHER

Attn: | PO Box 40970 | Olympia WA 98504-0970

Contractor Contract #:	
Agency Number:	Contract #:
Contract Service Period:	
ECEAP Services	
DCYF Contact:	

Instruction to Vendor or Claimant: Submit this form to claim payment for materials, merchandise, or services. Show complete detail for each item.

VENDOR'S CERTIFICATE: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise, or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination on the grounds of race, creed, color, national origin, sex, or age.

Vendor or Claimant

BY _____ (sign in ink)

_____ (Title) _____ (Date)

- 1.
- 2.

TO BE COMPLETED BY VENDOR

Invoice Service Period for Budget FY 2024:	Invoice Number:		This is a Final Billing:		
	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
1. July - Admin, Enrollment, Staff Dev (Working Day services, if applic		0.00	Monthly		\$0.00
2. August - Admin, Enrollment, Staff Dev (Working Day services, if ap		0.00	Monthly		\$0.00
3. September - Comprehensive Preschool Services		0.00	Monthly		\$0.00
4. October - Comprehensive Preschool Services		0.00	Monthly		\$0.00
5. November - Comprehensive Preschool Services		0.00	Monthly		\$0.00
6. December - Comprehensive Preschool Services		0.00	Monthly		\$0.00
7. January - Comprehensive Preschool Services		0.00	Monthly		\$0.00
8. February - Comprehensive Preschool Services		0.00	Monthly		\$0.00
9. March - Comprehensive Preschool Services		0.00	Monthly		\$0.00
10. April - Comprehensive Preschool Services		0.00	Monthly		\$0.00
11. May - Comprehensive Preschool Services		0.00	Monthly		\$0.00
12. June - Admin, Enrollment and Staff Dev (Working Day services, if		0.00	Monthly		\$0.00
Total			Total Payment Request		\$0.00

- 3.
- 4.

TO BE COMPLETED BY DCYF

Program Review										Date Reviewed		Agency Approval		Date Approved	
Doc Date		Current Doc No.			Ref Doc No.			Vendor Number		Vendor Message		Invoice Date			
Trn	Cd	Fnd	AI	PI	Sub	SSD	OI	Alloc	Pro	Sub	Proj	Ph	GL	Subsidiary	
														Debit	Credit
														Note	Amount
															Invoice #
Accounting Approval for Payment										Date Approved		Warrant Total:			

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1. The contractor signs the A19.

BY _____ ← 1.
(sign in ink)

2. The contractor identifies the job title of the person signing the A19 and the date when the document was signed.

(Title) (Date) ← 2.

3. In the “Invoice Service Period for Budget” type the month and year of service being billed.

TO BE COMPLETED
 Invoice Service Period for Budget FY 2024: _____ ← 3.

4. In the “This is a Final Bill” check yes or no. The “yes” is for the last voucher to be submitted by July 15th all other vouchers should have the “no” marked.

This is a Final Billing:
 Yes No ← 4.

5. Type a “1” in the “Billed Quantity” section for the month in which services are being billed. The A19-Invoice Voucher will automatically populate the total amount of the invoice for the requested monthly payment.

Payment Points (Note)	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
1. July – Admin, Enrollment, Staff Dev (Working Day services, if applicable)		0.00 ← 5.	Monthly		\$0.00
2. August – Admin, Enrollment, Staff Dev (Working Day services, if applicable)		0.00	Monthly		\$0.00
3. September – Comprehensive Preschool Services		0.00	Monthly		\$0.00
4. October – Comprehensive Preschool Services		0.00	Monthly		\$0.00
5. November – Comprehensive Preschool Services		0.00	Monthly		\$0.00
6. December – Comprehensive Preschool Services		0.00	Monthly		\$0.00
7. January – Comprehensive Preschool Services		0.00	Monthly		\$0.00
8. February – Comprehensive Preschool Services		0.00	Monthly		\$0.00
9. March – Comprehensive Preschool Services		0.00	Monthly		\$0.00
10. April – Comprehensive Preschool Services		0.00	Monthly		\$0.00
11. May – Comprehensive Preschool Services		0.00	Monthly		\$0.00
12. June – Admin, Enrollment and Staff Dev (Working Day services, if applicable)		0.00	Monthly		\$0.00
Total			Total Payment Request		\$0.00

6. Submit the A19-Invoice Voucher to DCYF ECEAP Inbox by email. Name the A19 document the following **Contractor Name Month Year Name of the Form**. The

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email subject line should also say Contractor Name Service Month Year Name of the Form. Example: School Name July 2022 A19

Do not combine multiple A19-Invoice Vouchers into one PDF. Send separate individual emails for each month of services. Individual deliverables submissions should be emailed separately and not attached with a A19-Invoice Voucher. Sending individual emails helps DCYF not overlook Contractor submissions.

7. Email A19-Invoice Voucher to: dcyf.eceap@dcyf.wa.gov.

Other Considerations:

- Once the Contractor submits the A19-Invoice Voucher to the ECEAP Inbox it typically takes 15 business days for DCYF to process the payment. After DCYF processes the payment if the contractor has direct deposit, you will see your payment within 1 business day (except on holidays).
- It is important to know that A19s must be paid in sequential order. For example, if a contractor did not turn in the November A19-Invoice Voucher and they turned in the December Invoice Voucher DCYF ECEAP staff cannot pay December until November is turned in.
- If a Contractor has not received payment after submitting the A19-Invoice Voucher, it may be because the contractor has not completed ELMS monthly report and/or a contract deliverable might not be turned in. Check in with your CQI Specialist if you are unsure why payment has not been issued. To find out more about ELMS monthly report can be found here [ELMS Resources](#).

DCYF Contractor Site Class

Monthly Report » Contractor

Select Contractor: Monthly Report Demo Contractor

Select School Year: 2023-2024

Monthly Report Demo Contractor

Report Month: July

Due 11:59 PM, August 15

Comprehensive services payment approved

STEP 1: Check all activities that occurred in July

<input type="checkbox"/> Child recruitment and enrollment	<input type="checkbox"/> Preschool classes in session
<input type="checkbox"/> Health Advisory Committee met	<input type="checkbox"/> Early ECEAP classes in session
<input type="checkbox"/> Health coordination, safety, and nutrition	<input type="checkbox"/> Program planning and administration
<input type="checkbox"/> Family partnership and support services	<input type="checkbox"/> Staff hiring or training
<input type="checkbox"/> Parent Policy Council met	

STEP 3: Local Implementation Partner meeting attendance

ECEAP contractors must send a representative to Local Implementation Partner meetings sponsored by your local Child Care Aware, for each month the meetings occur. If you send a representative for this billing month, complete the following. If there was no meeting or if you did not attend, leave this blank.

Name of Representative: S...

Date of meeting: mm/dd/yyyy

Save Submit to DCYF This report locks once it is submitted < Previous Contractor Next Contractor >

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- The last A19-Invoice Voucher of the contract service period for June activities must be turned in on July 10th along with all missing A19s and contract deliverables. Contracts will need to be paid out and closed for the new fiscal year in July.
- Contractors A19-Invoice Voucher will have a contract number at the top of the form. The contract number must match the most active contract. For various reasons, a contract may go through an amendment which will change the contract number and A19. An example of why an amendment may occur is if the Contractor is getting more slots or returning slots to DCYF. If a contract went through an amendment, you should have received an updated A19 Invoice Voucher. If the Contractor submits an A19-Invoice Voucher that is out of date DCYF ECEAP may request the contractor to resubmit the correct A19-Invoice Voucher. You can request an updated A19 Invoice Voucher through the ECEAP inbox.