Instructions - FAIR/Lighthouse State Cost Share Invoice

This Invoice should be printed on your agency letterhead

1. Date the invoice in the area provided.
2. In the area provided put the service recipient's name and address.
3. Enter the month that services were provided.
4. Enter the number of hours of service provided.

IN THE BOX

1. Insert the service recipient's state cost share rate in the field indicated.
2. Enter the number of hours of service in the area provided.
3. This field will automatically pre-populate with the cost share rate from the first field in the box.
4. The field for the Current Amount Due is coded to multiply the hours of service and the service recipient's state cost share rate.
5. In the area indicated enter any past due amount.
6. The field for the Total Amount Due is coded to add Current and Past due amounts.

In the sentence at the bottom of the form you should provide indicated information for the most appropriate staff person for the service recipient to contact should he/she have questions about their invoice.