

Instructions:

Initial Person-Centered Plan (Service Code 024) and General Self-Directed Supports (Service Code 099) Invoicing Instructions

- For all invoicing for the 099 services and the 024 services, the “Initial Person-Centered Plan (024) and General Self-Directed Supports (099) Invoice” – (referred to as “*The Invoice*”) is the required document to be used when billing for the services.
 - This document and the Invoice will be posted to our www.sdrc.org/sdp
- Only list one service code (either 024 or 099) on an invoice.
- DDS requires specific information for each service or task. See below for acceptable and unacceptable examples.

Date	Specific Service/Task	Time by Task	Cost of Task
X/X/XXXX	Service/Task 1: Description of service/task performed	Amount of time spent on service/task	Amount of time x hourly billing rate
X/X/XXXX	Service/Task 1: Description of service/task performed	Amount of time spent on service/task	Amount of time x hourly billing rate

Acceptable Examples (Based on an hourly rate of \$50.00)

Date	Specific Service/Task	Time by Task	Cost of Task
7/14/2023	Met with individual to draft spending plan.	1.75 hours	\$87.50
7/25/2023	Contacted a potential provider to determine availability to provide services.	0.50 hours	\$25.00

Unacceptable Examples (Based on an hourly rate of \$50.00)

Date	Specific Service/Task	Time by Task	Cost of Task
7/2023	Provided pre-enrollment transition supports.	12.75 hours	\$637.50
7/2023	Monthly pre-enrollment services.	As Needed	\$500 Monthly Fee

- Maximum amount for services per the [DDS Directive](#):
 - Up to \$1,000.00 for Initial Person-Centered Plan (Service Code 024)
 - Up to \$50.48 (SDRC Rate) for General Self-Directed Supports (Service Code 099)
 - SDRC may authorize General SD Supports for up to 40 hours.
- When the invoice is ready for billing send the completed invoice to sdp@sdrc.org ONLY. Do not include any other email address to this billing request.
 - In the Subject Line put: **SDP Invoicing for 024 Services** or **SDP Invoicing for 099 Services**
 - Billing will be processed by our Participant Client Specialists and by our SDP Team.
 - Billing can only be issued after services are rendered.
- For Billing Questions regarding Self Determination Program only: sdppos@sdrc.org
- For Client Service Questions regarding Self Determination Program: sdp@sdrc.org