

TO: All Vendors Providing Services under the Court Costs for Indigents Act
FROM: William Shay, Esq., Director, Audit and Oversight
Gina Dembowski, Director, Vendor Payment Department
Denise Torracco, Supervisor, Vendor Payment Department
RE: Payment of Late bills
DATE: December 9, 2011

On August 9, 2011 a message was sent to all vendors performing services in CPCS cases. Our message advised that certain changes in the law require timely billing of services rendered. Please carefully review the five points presented herein as well as the August 9, 2011 message appearing below.

CPCS does not wish to deny payment to any vendor who provided services to our clients; however, s.116 establishes strict statutory billing deadlines which cannot be waived by CPCS. Late bills will be reduced or denied pursuant to statute. As such it is critical that you submit bills timely.

Please be aware of the following:

1. It is critical that you ensure that the attorney has secured an allowed motion for funds and has provided you with the NAC # of the assignment. Ideally you should obtain both prior to starting work.
2. If prior to completing the work you did not receive a copy of the allowed motion or if the allowed motion is exhausted you may nonetheless submit a Vbill timely for services rendered. Failure to submit the bill timely for either of these reasons will result in reduction or denial of payment pursuant to the statute.
3. If you are unaware of the NAC number you must contact the attorney. Please do not select "retained" rather than entering the NAC number on an assigned case. This may result in rejection of the bill. The "retained" field should only be used where the attorney has been privately retained and is being paid by the client but nonetheless the court has allowed funds under the Indigent Court Cost Act.
4. If a Vbill is submitted timely but later returned to your "Work In Progress" list and the re-submittal is late as a result thereof, the bill must reject pursuant to s. 116, however, simply follow the instructions on the Vbill notice you receive and indicate that this situation occurred. If verified, the bill will be processed
5. Your bill must include all dates and services worked. CPCS cannot amend or return to your work in progress list bills that reject pursuant to the statute nor can we correct input or typographical errors.