

SHINES Invoice Payment Process

To avoid any delays in the payment of invoices received in accounting, specifically, foster care and relative care, accounting will be implementing the following procedures effective January 1, 2008.

1. Check SHINES daily for pre-bill invoices against the actual foster care invoices received daily in Accounting from the individual counties. If the pre-bill invoice agrees to the actual invoice, the invoice will be validated in SHINES, if not then send an email to the appropriate caseworkers and log the problems on your SHINES/Invoice Discrepancy Log. Keep problems and unmatched invoices in a separate tickler file for easy access.
2. On January 8th, all foster care invoices received to Accounting without SHINES pre-bills will be processed directly in SMILE for payment to be sent by the 10th.
3. On January 8th, a list of relative care children that were paid in December without any SHINES pre-bills will be sent to the appropriate Relative Care Caseworker for approval to pay.
4. On January 8th, the list of problem foster and relative care SHINES pre-bill invoices that have not been resolved will be sent to the appropriate Foster or Relative Care Caseworkers for approval to pay.
5. Foster care invoices received after January 8th will be checked against the SHINES system daily for pre-bills. Invoices without any pre-bill in SHINES will be processed immediately and paid directly in SMILE within the 5 day turnaround time. Invoices that matched SHINES pre-bills without any discrepancy will be validated and approved in SHINES. Invoices and SHINES pre-bills with discrepancies will be logged and the list sent to the appropriate Foster Care Caseworker for approval.