



Delaware County Board of Developmental Disabilities

To inspire, empower, and support people to achieve their full potential.

NOTIFICATION OF YEAR-END PROCESS

Date: December 1, 2023

To: Vendors of DCBDD

RE: 2023 Invoices and Billing Portal Reminder

I want to take a moment to thank you and acknowledge the support you have provided to the people we serve this past year! We at DCBDD, appreciate all you do. We also appreciate your efforts to continue to submit billing in a timely manner. You are valued and appreciated!

YEAR-END BILLING

Below are instructions to assist you with the end of the year payment process.

1. As a Fiscal practice, Delaware County closes the Fiscal Year mid to late December.
2. Invoices must be received by DCBDD on or before **December 18, 2023** for you to receive payment before January 1, 2024. Please remember that Case Notes take an extra day to reach us.
3. Due to the Fiscal Year closing, invoices received after December 18, 2023 will be accepted, but payment may not be received until after January 1, 2024.
4. Beginning January 1, 2024, please invoice your 2023 services separately from 2024 services.
 - a. Example: If you are invoicing for services rendered on 12/28/23, 12/30/23 and 1/2/24; 1/2/24 should be submitted on a separate invoice, or sent through OhioDD.net separately.

As a reminder, invoices for service provided must be received by the Delaware County Board of Developmental Disabilities within **90 days** of the date of service.

BILLING PORTAL REMINDER

Please see the attached instructions to retrieve Payment Authorization reports through OhioDD.net. Should you have any questions, feel free to contact Fiscal Support at fiscal.support@dcbdd.org.

Thank you again for your support to those we serve.

Respectfully,

A handwritten signature in black ink that reads "Amy Funk".

Amy Funk
Sr. Director of Operations & Finance
Delaware County Board of Developmental Disabilities