



How to Invoice Lifespan/PAVE for a Lifespan Voucher

Please include on each invoice:

- Organization name
- Your mailing address
- Dates of service
- Charges per hour (or session, or camp week, or whichever time period your organization bills by)
- Name of person receiving services
- Invoice number or other identifier
- Administrative fee, if you are claiming that.

The administrative fee is an extra amount payable to the provider organization in compensation for time spent applying to the program, administering services, invoicing for services, etc. It's 10% of the cost of respite services, up to a total amount of \$100.00 per \$1,000.00 voucher, \$50.00 per \$500.00, etc. [Note, this is a clarification. Previous explanations no longer apply].

Submitting invoices:

- Send invoices in .pdf format to invoices@wapave.org.
- Send questions about an invoice (not yet paid, wrong amount, etc.) to Giverespite@wapave.org
- You can contact our Project Coordinator at 253-442-3214, but email is the best way to contact us.
- When you contact us with a question on an invoice, please provide as much info on the invoice as possible: invoice number, date of invoice, name of person receiving services.

We offer payment by check via US Postal Mail, or direct deposit. Link to the Direct Deposit Form, also on the sidebar on the For Service Providers page of the website.

Voucher amount and time limits

Note that a voucher is good for 'up to X dollars'. PAVE will pay for services up to that amount, plus an administrative fee, if charged. If charges exceed the amount of the voucher, PAVE will not pay, and the voucher awardee is responsible for any amounts due.

The same applies to the voucher period; awardees have the use of the money for 90 days. PAVE will not pay for services provided after the 90-day period unless PAVE or the awardee sends you a time extension notification. If there is no extension, and services are provided after the original voucher period, the awardee is responsible for any payments. It is up to the awardee to request a time extension, which is made on a case-by-case basis.

8/25/2023



Invoice timing

All vouchers are time-limited, and funding for the vouchers is time-limited as well. We would appreciate it if you can submit invoices as soon as possible after services have been completed.

If you invoice us more than 60 days after the end of the voucher period, you run the risk that you will not be paid, as a funding period may have ended, and funds have been returned to the funding source. We will always do our best to honor the voucher, but we do request timely invoicing to prevent issues, per the Interagency Agreement.

You may invoice us for whatever interval you usually use: weekly, monthly, after voucher has been used up, etc.