A19 Invoice Instructions

Submitting an A-19 for Payment

An A-19-Invoice needs to be submitted for payment to the Department of Children, Youth, and Families for ECEAP services. The A-19 Invoice template and a Budget Reference Document will be sent to the Contractor with their contract package.

The A19-Invoice identifies the payment point (specific month) and the monthly slot rate that contractors may invoice. The A-19 Invoice will need to be completed and submitted to ECEAP by the 15th of the month following the month of service completed, with the exception of the final invoice, which is due by July 10th. For example, an A19 invoice for services that take place in September will need to be submitted to ECEAP by October 15th. Contractors can submit their A-19 Invoice as early as the 1st of the month along with the required contract deliverables. This help provide additional time for processing and corrections if they are needed. DCYF has 30 days to issue payment from the time the contractor submits a properly filled out A-19 Invoice with all required contract deliverables.

The number and type of slots are based on the Contractor's request and funding availability. The slot rate is determined by Legislation. The regional rate is then applied and can be referenced here. The contractor must obtain prior written approval from DCYF before changing the number of slots assigned to a specific site. Part day and school day slots in the months of July, August, and June receive an administrative rate based on the assumption that there is a reduction in enrollment during the summer months

In summary, the A-19 Invoice lists the total amount of compensation that can be submitted for services provided within the month.

The Budget Reference Document can be used as a resource as it identifies:

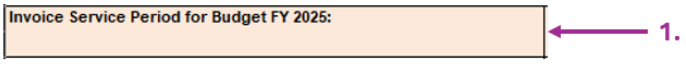
- Slot rate - specified by month
- Regional rate
- Funding model (part-day, school day, and working day)
- ECEAP layered services awards (ECEAP, ECLIPSE, and CNF).

How to Complete the A-19 for Payment

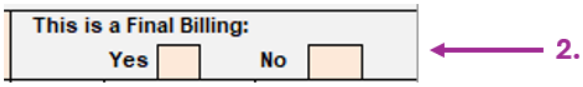
The arrows in purple identify the areas of the form that the Contractor is required to fill out to get paid

for services completed.

1. In the “Invoice Service Period for Budget” type the month and year of service being billed.



2. In the “This is a Final Bill” check yes or no. The “yes” is for the last voucher to be submitted by July 10th; all other vouchers should have the “no” marked.

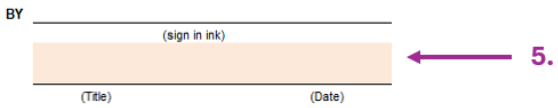


3. Type the billed quantity. Enter the number of slots contracted for the regional location of the slot. Contracted slots can be found in the contract's statement of work titled DCYF ECEAP Part Day, School Day, Working Day, ECEAP Models, and ECLIPSE. It is also identified in the Budget Reference Document. If contractors need to change slot locations, they need to first contact their CQI Specialist to obtain prior approval before making changes to slots.

- July will be labeled **slot type July – Admin, enrolment, staff development – Region #.**
- June and August will be labeled **slot type June and August – Admin, enrolment, staff development – Region #.**
- All other months (October-May) will be labeled **ECEAP Slot type Region #.**
- ECLIPSE will be identified as **ECLIPSE Slots – Region #.**
- Working Day slots will be labeled **ECEAP Working Day Slots – Region #.**
- Part-day slots have an administrate rate and will be labeled similarly to the school day slots but identified as PD slots.

4. Complex Needs award-billed based on reimbursement located at the bottom of the A-19 invoice. You would add the funds spent to the complex needs line in the A-19. Contractors will need to submit a spending report via Smartsheet when requesting reimbursement for Complex Needs Fund expenses with the A-19 submission. If no reimbursement is being requested at the time of the A19 submission you do not need to complete a spending report. Please ensure that the total requested for reimbursement in the A-19 is equal to the amount reported in the Complex Needs Fund monthly spending report.

5. The contractor reviews and signs the A-19. The contractor identifies the job title of the person signing the A-19 and the date when the document was signed.



6. Submit the A-19-Invoice to DCYF ECEAP Inbox by email. Name the A-19 document the following Contractor Name Month Year Name of the Form Contract number. The email subject line should read exactly as the document is saved, again, this ensures the invoice is routed appropriately by DCYF ECEAP staff. Example: School Name 7.25 A19 26-1234.

Do not combine multiple A-19 Invoice into one PDF. Send separate individual emails for each month of services. Individual deliverables submissions should be emailed separately and not attached with an A19 Invoice. Sending individual emails helps DCYF not overlook Contractor submissions.

7. Email A19-Invoice to: dcyf.eceap@dcyf.wa.gov.

Example of how to fill out an A19 Invoice

The July payment will be due on August 15th. Review slot distribution in ELMS and compare it to the contract's statement of work and the budget reference document to verify that the regional locations still match. If they do not match, contact your CQI Specialist. If they match, enter the total number of slots contracted in the appropriate region, model type (WD, SD, PD, ECLIPSE), into the month being billed. For part day slots and school day slots July, will be labeled on the A-19 as July admin, enrollment, and staff development. The slots entered will automatically populate the total amount of the invoice for the requested payment. Complex Needs award-billed based on reimbursement located at the bottom of the A-19 invoice. You would add the funds spent to the complex needs line in the A-19.

Example of the Statement of Work titled DCYF ECEAP Part Day, School Day, Working Day, ECEAP Models and ECLIPSE.

14. DCYF ECEAP PART DAY, SCHOOL DAY, WORKING DAY, ECEAP MODELS AND ECLIPSE

a. The Contractor must be authorized by DCYF prior to providing services through Part Day, School Day or Working Day ECEAP slots. Authorized slots and services associated with this contract are:

(1) 5.00 Part Day
  (a) 5 Region 1

(2) 105.00 School Day
  (a) 20 Region 1
  (b) 25 Region 2
  (c) 30 Region 6
  (d) 35 Region Spokane

(3) 10.00 Working Day
  (a) 10 Region 1

(4) 15.00 ECLIPSE Tiered Support Services
  (a) 15 Region 1

Example of a contract Budget Reference Document:

Contractor Budget Reference Document

Contractor:	Example	Contract #:	26-xxxx	FY:	2026	Contract Max:	$ 2,315,036.05
Total Contracted Slots Funded by DCYF ECEAP Services:	140	ECEAP Slots:	125	ECLIPSE Slots:	15	Complex Needs Fund:	$ 100,000.00

ECEAP

Slot Model & Region	Annual Rate	Month	Slots	Monthly Max	Billable Max
Part Day - All	$ 9,836.00	Initial Slots:	5		
Region 1		July	5	$ 494.75	$ 2,473.75
		August	5	$ 496.72	$ 2,483.59
		September	5	$ 927.53	$ 4,637.67
		October	5	$ 927.53	$ 4,637.67
		November	5	$ 927.53	$ 4,637.67
		December	5	$ 927.53	$ 4,637.67
		January	5	$ 927.53	$ 4,637.67
		February	5	$ 927.53	$ 4,637.67
		March	5	$ 927.53	$ 4,637.67
		April	5	$ 927.53	$ 4,637.67
		May	5	$ 927.53	$ 4,637.67
		June	5	$ 496.72	$ 2,483.59
		Slot Model Annual Total:		$ 9,836.00	$ 49,180.00

Slot Model & Region	Annual Rate	Month	Slots	Monthly Max	Billable Max
School Day - R1	$ 15,703.77	Initial Slots:	20		
		July	20	$ 789.90	$ 15,797.99
		August	20	$ 793.04	$ 15,860.81
		September	20	$ 1,480.87	$ 29,617.31
		October	20	$ 1,480.87	$ 29,617.31
		November	20	$ 1,480.87	$ 29,617.31
		December	20	$ 1,480.87	$ 29,617.31
		January	20	$ 1,480.87	$ 29,617.31
		February	20	$ 1,480.87	$ 29,617.31
		March	20	$ 1,480.87	$ 29,617.31
		April	20	$ 1,480.87	$ 29,617.31
		May	20	$ 1,480.87	$ 29,617.31
		June	20	$ 793.04	$ 15,860.81
		Slot Model Annual Total:		$ 15,703.77	$ 314,075.40

Slot Model & Region	Annual Rate	Month	Slots	Monthly Max	Billable Max
School Day - R2	$ 15,643.92	Initial Slots:	25		
		July	25	$ 786.89	$ 19,672.23

ECLIPSE

Slot Model & Region	Rate	Month	Slots	Monthly Max	Billable Max
All - Region 1	$ 14,415.00	Initial Slots:	15		
		July	15	$ 1,201.25	$ 18,018.75
		August	15	$ 1,201.25	$ 18,018.75
		September	15	$ 1,201.25	$ 18,018.75
		October	15	$ 1,201.25	$ 18,018.75
		November	15	$ 1,201.25	$ 18,018.75
		December	15	$ 1,201.25	$ 18,018.75
		January	15	$ 1,201.25	$ 18,018.75
		February	15	$ 1,201.25	$ 18,018.75
		March	15	$ 1,201.25	$ 18,018.75
		April	15	$ 1,201.25	$ 18,018.75
		May	15	$ 1,201.25	$ 18,018.75
		June	15	$ 1,201.25	$ 18,018.75
		Total ECLIPSE Slot Funding in Contract:		$ 14,415.00	$ 216,225.00

TOTAL ECEAP Services Funding Model Breakdown

Month	Pre-K ECEAP Slots	ECLIPSE Slots	Maximum Contract Funding
July	$ 107,611.70	$ 18,018.75	$ 125,630.45
August	$ 107,968.65	$ 18,018.75	$ 125,987.40
September	$ 186,140.23	$ 18,018.75	$ 204,158.98
October	$ 186,140.23	$ 18,018.75	$ 204,158.98
November	$ 186,140.23	$ 18,018.75	$ 204,158.98
December	$ 186,140.23	$ 18,018.75	$ 204,158.98
January	$ 186,140.23	$ 18,018.75	$ 204,158.98
February	$ 186,140.23	$ 18,018.75	$ 204,158.98
March	$ 186,140.23	$ 18,018.75	$ 204,158.98
April	$ 186,140.23	$ 18,018.75	$ 204,158.98
May	$ 186,140.23	$ 18,018.75	$ 204,158.98
June	$ 107,968.65	$ 18,018.75	$ 125,987.40
Totals:	**$ 1,998,811.05**	**$ 216,225.00**	**$ 2,215,036.05**

Example of an A-19 Invoice for July payment:

Invoice Service Period for Budget FY 2025: July	Invoice Number:		This is a Final Billing: Yes [ ] No [X]		
Payment Points (Note)	Contract Budget	Billed Quantity	Unit	Unit Price	This Invoice Amount
1. Slot Allocation Budget	$ 2,315,036.05		Sum	$ 500,000.00	
1.01. ECEAP Part Day Slots			Each	$ 819.67	$ -
1.02. PD Slots - June & August - Admin, enrollment, staff development			Each	$ 496.72	$ -
1.03. PD Slots - July - Admin, enrollment, staff development - Region 1		5	Each	$ 494.75	$ -
1.04. ECEAP Working Day Slots - Region 1		10	Each	$ 1,783.93	$ 17,839.30
1.05. ECEAP School Day Slots - Region 1			Each	$ 1,308.65	$ -
1.06. ECLIPSE Slots - Region 1		15	Each	$ 1,201.25	$ 18,018.75
1.07. SD Slots - June & August - Admin, enrollment, staff development - Region 1			Each	$ 793.04	$ -
1.08. SD Slots - July - Admin, enrollment, staff development - Region 1		20	Each	$ 789.90	$ 7,899.00
1.10. ECEAP School Day Slots - Region 2			Each	$ 1,303.66	$ -
1.12. SD Slots - June & August - Admin, enrollment, staff development - Region 2			Each	$ 790.02	$ -
1.13. SD Slots - July - Admin, enrollment, staff development - Region 2		25	Each	$ 786.89	$ 15,737.89
1.30. ECEAP School Day Slots - Region 6			Each	$ 1,326.95	$ -
1.32. SD Slots - June & August - Admin, enrollment, staff development - Region 6			Each	$ 804.13	$ -
1.33. SD Slots - July - Admin, enrollment, staff development - Region 6		30	Each	$ 800.95	$ 24,028.50
1.35. ECEAP School Day Slots - Region Spokane			Each	$ 1,315.91	$ -
1.37. SD Slots - June & August - Admin, enrollment, staff development - Reg Spo.			Each	$ 797.44	$ -
1.38 SD Slots - July - Admin, enrollment, staff development - Region Spokane		35	Each	$ 794.28	$ 31,771.20
2. Complex Needs Fund	$ 100,000.00		Cost		$ 100.00
Total	$ 1,679,256.50		Total Payment Request		$ 115,394.64

Other Considerations:

- If a Contractor has not received payment after submitting the A19-Invoice, it may be because

the contractor has not completed the following:

  - The ELMS Monthly Report
  - ECLIPSE Service Delivery Report
  - Complex Needs Fund Spending Report if requesting reimbursement on the A19
  - Or other late contract deliverables

- It is important to know that A-19s must be paid in sequential order. For example, if a contractor did not turn in the November A19-Invoice and they turned in the December Invoice, DCYF ECEAP staff cannot pay December until November is turned in.
- The last A19-Invoice of the contract service period for June activities must be turned in on July 10th, along with all missing A-19s and contract deliverables. Contracts will need to be paid out and closed for the new fiscal year in July.
- Contractors A-19 Invoice will have a contact number at the top of the form. The contract number must match the most active contract. For various reasons, a contract may go through an amendment, which will change the contract number and A-19 Invoice. An example of why an amendment may occur is if the Contractor is getting more slots or returning slots to DCYF. If a contract went through an amendment, you should have received an updated A-19 Invoice. If the Contractor submits an A19-Invoice that is out of date, DCYF ECEAP may request the contractor to resubmit the correct A19-Invoice. You can request an updated A-19 Invoice through the ECEAP inbox.
- Check in with your CQI Specialist if you are unsure why payment has not been issued. To find out more about the ELMS monthly report, you can visit ELMS Resources.