



DCF INFORMATIONAL GUIDE FY 2025-2026

REQUESTS FOR REIMBURSEMENT/INVOICES DUE DATES

All DCF funding invoices, status reports, rollup reports, HMIS APRs and supporting documentation are due no later than **5pm EST** on the 5th following the month of service to BBCoC, unless the 5th falls on a weekend or holiday. Below are the due dates for the 25-26 FY:

August 5th
September 5th
October 6th
November 5th
December 5th
January 5th
February 5th
March 5th
April 6th
May 5th
June 5th
July 6th

FORMAT FOR SUBMISSIONS

Each month you will upload your invoice and supporting documents to the [SharePoint](#) location provided to you. This location also includes your templates for your invoices, rollups, and monthly status reports.

Your **consolidated PDF** should be in the following order:

- **Page 1 – Invoice**
- **Page 2 - Status Report**
- **Page 3-4- Rollup Report (you will also submit this report in excel format)**
- **Page 5-24- HMIS APR and/or HMIS Client Served Report**
- **Page 25+ - Supporting Documentation (ensure supporting documents are labeled with the amount billed to the DCF funding activity and the HMIS # of the client who was served in the top right corner of each page)**

You will also upload **the Excel Rollup Report** as a separate attachment.

IT IS EXTREMELY IMPORTANT THAT YOU NAME YOUR FILES CORRECTLY. FILE NAMES MUST INCLUDE THE FOLLOWING ITEMS:

YEAR MONTH PROGRAM AGENCY NAME

Example: 2025 Aug DCF ESG BBCOC

If the CoC cannot determine which agency the file belongs to, that document will **NOT** be reviewed. The CoC has experienced an increase in the number of invoices that must be prepared on a monthly basis with a small window to meet submission deadlines. Please take extra steps to ensure that all backup is included in your submission and all guidelines for submission have been met. This not only makes the rollup process more efficient but also improves turnaround time for reimbursements.

Notifications for late or delayed submissions must be received prior to the due date for consideration. Please note that timely, error-free submissions will be an evaluation area when additional funding becomes available.

Please share with all involved in the invoice process.

MONTHLY RECONCILIATION

CoC staff will compile the consolidated invoices and report for DCF by the 15th of the month. Once requests for reimbursements are approved and payments received, all providers will receive an updated balance sheet. It is important that you **make sure the balance sheet each month reconciles with your records**, if it does not, please contact Lona right away.

COMMON MISTAKES AND REMINDERS

- **INCLUDE MATCH ON INVOICES.**
- **DELIVERABLES NOT COMPLETED ON INVOICE**
- Order supporting documentation in order of the expenditures listed on the Rollup Report
- Invoices must be signed by the person with signing authority that signed your contract – they are the person responsible for overseeing that invoices and reports are completed correctly.
- If you have questions about pulling your HMIS APR or services report, reach out to the HMIS team through the help desk available here <http://bigbendcoc.org/hmis/submit-ticket/>
- Remember to record your HMIS numbers on your roll-up report and provide the rollup in excel format as well as a part of the pdf submission.
- Remember to complete the status report and complete the housing retention section at the bottom for each quarter.
- Backup documentation should include the client HMIS number for client specific expenditures.
- Backup documentation should include all detailed invoices and proof of payment, pay stubs, time sheets, pages of leases that identify the cost of rent, deposits, etc.
- Remember to redact all client names, ss#, addresses, etc. based on redaction rules.



Please note the following:

ALL proof of payments should include but not limited to copies of bank statements and cancelled checks, payroll summary reports, registers. Anything billed to the respective grant should be provided.

PLEASE SIGN ACKNOWLEDGING YOUR RECEIPT AND UNDERSTANDING OF THIS INFORMATION.

Signature: _____ **Name:** _____

Title: _____ **Date:** _____



BBCoC requires all providers to submit the following documents for monitoring and compliance. These documents must be completed and submitted back to BBCOC no later than September 15, 2025.

Required Document	Submission Date
Affidavit of Good Moral Character per staff	Upon execution/renewal of contract
Employee Screening Affidavit (CEO, ED, President)	Upon execution/renewal of contract
Access Confidentiality and Nondisclosure Agreement – CF 0112	Upon execution/renewal of contract
DFS Security Awareness training (Link provided) per staff	Within 30 days of hire date
Liability Insurance	Upon execution/renewal of contract
Unauthorized Alien Affidavit	Upon execution/renewal of contract
Certification Regarding Debarment and Suspension Form CF 1125	Upon execution/renewal of contract
Certification Regarding Lobbying Form CF 1123	Upon execution/renewal of contract

EMPLOYMENT BACKGROUND CHECKS AND SCREENINGS

Please be advised that all employees paid through DCF funds are required to adhere to the following screening procedures (per DCF Contract Agreements):

4.14 Employment Screening

4.14.1 The Provider shall ensure that all staff utilized by the Provider and its subcontractors (hereinafter, "Contracted Staff") that are required by Florida law and by CFOP 60-25, Chapter 2, which is hereby incorporated by reference to be screened in accordance with chapter 435, F.S., are of good moral character and meet the Level 2 Employment Screening standards specified by sections 435.04, 110.1127, and subsection 39.001(2), F.S., as a condition of initial and continued employment that shall include but not be limited to:

4.14.1.1 Employment history checks;

4.14.1.2 Fingerprinting for all criminal record checks;

4.14.1.3 Statewide criminal and juvenile delinquency records checks through the Florida Department of Law Enforcement (FDLE);

4.14.1.4 Federal criminal records checks from the Federal Bureau of Investigation via the Florida Department of Law Enforcement; and

4.14.1.5 Security background investigation, which may include local criminal record checks through local law enforcement agencies.

4.14.1.6 Attestation by each employee, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to chapter 435 and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.

4.14.2 The Provider shall sign the Florida Department of Children and Families Employment Screening Affidavit each State fiscal year (no two such affidavits shall be signed more than 13 months apart) for the term of the Contract stating that all required staff have been screened or the Provider is awaiting the results of screening.

4.14.3 The Department requires, as applicable, the use of the Officer of Inspector General's Request for Reference Check form (CF 774), which states: "As part of the screening of an applicant being considered for appointment to a career service, selected

exempt service, senior management, or OPS position with the Department of Children and Families or a Contract or sub-contract provider, a check with the Office of Inspector General (IG) is required to determine if the individual is or has been a subject of an investigation with the IG's Office. The request will only be made on the individual that is being recommended to be hired for the position if that individual has previously worked for the Contract or sub-contract provider, or if that individual is being promoted, transferred or demoted within the Contract or sub-contract provider."

The Employment Screening Affidavit is included in this information packet. Please provide copies of the Level 2 Employee Screening clearance **within 30 days of execution of contract or prior to employee's start date. This is a newly revised form.**



Affidavit of Good
Moral Character Rev



Employee Screening
Affidavit.pdf

Access and Confidentiality

Each staff being invoiced under your current DCF funding will need to complete the DCF Security Agreement Form for EXTERNAL Partners (CF-112) - This Access Confidentiality and Nondisclosure Agreement is for all non-DCF employees the Department partners with to conduct business with, including CBCs and vendors. It is used to permit access to sensitive data using computer-related media (e.g., printed reports, system data, etc.).

Please provide updated evidence of completion within 30 days.



CF 112-Access
Confidentiality and

Required Training

The Security Awareness training is required to be completed by anyone who has access to Client Data. Please share with your staff to have this training completed by those who have access to Client Data. **This training must be completed within 30 days of hire.**

Here is the link to complete the DFS Security Awareness training

<https://www.myflfamilies.com/about/additional-services-offices/office-civil-rights/individual-disability/information-dcf-service>

NOTE: THE FOLLOWING DOCUMENTS SHOULD BE UPDATED ANNUALLY.

Unauthorized Aliens

Unauthorized aliens shall not be employed. Employment of unauthorized aliens shall be cause for unilateral cancellation of this Contract by the Department for violation of section 274A of the Immigration and Nationality Act (8 U.S.C. § 1324a) and section 101 of the Immigration Reform and Control Act of 1986. The Provider and its subcontractors will enroll in and use the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of its employees and its subcontractors' employees performing under this Contract. Employees assigned to the contract means all persons employed or assigned (including subcontractors) by the Provider or a subcontractor during the contract term to perform work pursuant to this contract within the United States and its territories.



Unauthorized Alien
Affidavit.pdf

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts



CF 1125 -
Certification Regard

Insurance

The Provider shall maintain continuous adequate liability insurance coverage during the existence of this Contract and any renewal(s) and extension(s) thereof. With the exception of a State agency or subdivision as defined by subsection 768.28(2), F .S., by execution of this Contract, the Provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the Provider and the clients to be served under this Contract.

Upon the execution of this Contract, the Provider shall furnish the Department written verification supporting both the determination and existence of such insurance coverage and shall furnish verification of renewal or replacement thereof prior to the expiration or cancellation.

Certification Regarding Lobbying

The provider certifies that they have not used federal funds for lobbying activities and may also commit to disclosing lobbying activities if non-federal funds are used



Certification
Regarding Lobbying.r