WAFCC

FCC/LIDC Monthly Invoicing and Reporting Guide

Use this guide to help ensure timely processing and accurate reporting for the WAFCC FCC/LIDC grant. Clinics must complete the first two steps: monthly invoice document and progress report.

Step 1: Complete and submit monthly invoice by the 7th of the month.

1. Download the invoice template: Invoice Template FCC/LIDC.
   a. Follow instruction guide on first tab of template to complete document.
   b. Review calculations to ensure columns sum correctly, total is accurate and within grant award amount.
   c. Save invoice using format below dependent on grant type. (e.g., JonesClinic_FCC_July2026)
      FCC: CLINICNAME_FCC_Month&Year
      LIDC: CLINICNAME_LIDC_Month&Year
      HNRC: HNRC_Month&Year
2. Email invoice and supporting documentation (i.e., receipts) to appropriate email address:
   a. FCC: FCC-AP@wafcclinics.org
   b. LIDC: LIDC-AP@wafcclinics.org
   c. HNRC: HNRC-AP@wafcclinics.org

   NOTE: If supporting documentation does not match the request, include a brief description explaining the discrepancy.

Step 2: Submit a Progress Report with any invoice submission or must be submitted at a minimum on a quarterly basis regardless of whether an invoice is submitted.

1. Go to https://wafcc.my.site.com/progressreport.
2. Complete all required fields.
3. Submit. An email confirmation will be sent. Retain email as receipt of successful submission.

Step 3: <u>Completed by WAFCC.</u> Submit invoice summary.

1. Go to https://wafcc.my.site.com/grantinvoice.
2. Complete all required fields.
3. Enter dollar amounts. This information is found at the top of the Invoicing Worksheet tab in the invoice template.
4. Submit. An email confirmation will be sent. Retain email as receipt of successful submission.

Visit WAFCC grant website for the most up to date resources: FCC/LIDC Materials - Wisconsin Association of Free & Charitable Clinics