WAFCC

FCC/LIDC Monthly Invoicing and Reporting Q&A

Below are answers to common questions about FCC/LIDC monthly invoicing, reimbursement, reporting requirements, and budget management. We hope this guidance helps clarify the process and support timely submissions.

Q: Can we submit invoices quarterly?
A: Yes. Participating clinics can provide monthly invoices on a quarterly basis. You will need to submit an invoice and progress report for each month you are requesting reimbursement.

Q: How often are Progress Reports required to be submitted?
A: Progress Reports should accompany each invoice submission and must be submitted at least quarterly, even when no invoice is submitted.

Q: Our clinic does not receive the previous month's numbers until after the 7th. Can we still submit our invoice after the 7th deadline?
A: Yes. Reimbursement will be processed with the next month's payment batch. For example, if Jones Clinic submits an invoice on September 10, payment would be received in November because the deadline to receive reimbursement in October was missed.

Q: Has the Invoice Template changed?
A: Not at this time. For quick access to the latest documents, bookmark the FCC/LIDC materials page in your internet browser: https://www.wafcclinics.org/fcclidc-materials.html

Q: Can we send invoices for July and August still?
A: Yes. Invoices may be submitted at any time during the grant period (July 2026–June 2027). Submit each month on a separate Invoice Template. Invoices received by the 7th of the month, with accurate totals and supporting documentation, will be reimbursed the following month.

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Q: Can we submit a lump sum for payment?
A: Yes. The amount must have been paid in the month you are requesting reimbursement, and supporting documentation must be provided.

Q: We are essentially doing an audit every month. Will we still have to do an audit at the end of the year?
A: Yes. Some of the participating clinics are required to provide supporting documentation. We will be checking each invoice and if we need clarification on an invoice we will request documentation.

Q: The cost of supplies has increased since we submitted our budget. What happens if my invoice report doesn't match our budget?
A: The Clinic will follow the same guidelines that have been used in the past with DHS. If the amount is more than 10% of the grant category then you will need to submit a Budget Amendment. If you have any questions, please reach out to Shelby Miller.

Q: We have budgeted for two new computers. Can we include all of the accessories that are needed like monitors and cables?
A: Yes. If the accessories increase the cost above 10% of the budgeted amount, a budget amendment is required.