



BILLING & PAYMENT INFORMATION

Billing/Invoices

Invoices are generated on the 28th of each month. Residential and day program provider invoices must be submitted by the 5th of the month to be paid on the 15th; all other provider invoices must be submitted by the 15th of the month to be paid on the 30th.

Invoices received after the due date will be processed on the next scheduled payment date for the applicable service or as time allows. Incomplete/incorrect invoices will delay payment.

Example: February invoices are generated on February 28th. Residential and day program invoices are due by March 5th to be paid on March 15th. All other provider invoices are due on March 15th to be paid on March 30th.

February invoices submitted after the above cut-off dates, and invoices submitted for prior months, will be processed as time allows within 90 days.

If the invoice due date (the 5th or the 15th) falls on a holiday, a Saturday or a Sunday, invoices are due the following business day i.e., the 5th falls on a Saturday, invoices are due Monday the 7th.

Payment

Payments for residential and day program services are issued on the 15th of the month. Payments for all other services are issued on the 30th of the month.

If the payment date (the 15th or the 30th) falls on a holiday, a Saturday or a Sunday, payment will be issued the previous business day i.e., the 30th falls on Saturday, payment will be issued on Friday the 29th.

Vendors on electronic billing/direct deposit will have access to funds the following business day.

RCOC will make every effort to issue payment as shown above, however, payment dates are subject to change if RCOC experiences power failures, computer problems or other events beyond its control.

If you have any questions, please contact your assigned payables staff or send an email to accounting@rcocdd.com.