

Schedule of Invoice Due Dates 2023-2024

SHHP Services Unit

Calendar Year 2023

Billing Month	Invoice Due Date
July	8/15/2023
August	9/15/2023
September	10/13/2023
October	11/15/2023
November	12/15/2023

Calendar Year 2024

Billing Month	Invoice Due Date
December	1/15/2023
January	2/15/2023
February	3/15/2023
March	4/15/2023
April	5/15/2023
May	6/14/2023
June	July 10, 2023 (or per Business Unit)

SHHP Service Unit Notes

- This schedule is based on contractual expectations which stipulate
- Invoices are due on the 15th of each month. If the 15th falls on a weekend, the due date moves to the business day prior to the 15th.

Communication Reminders

Topic	Point Person(s)
For Ryan White Part B/HOPWA Main & Travel Invoices	Send To: LaTonya M. Thomas, Christian Snowden, Support Services Monitors
	And cc: Qiju (Elenore) Wang, Program Monitor Brandi Bowen, Support Services Supervisor
	<i>For notice of invoice submission & related to Data Checks cc:</i>
	Rebekah Puebla, Services Data Mgmt Coordinator
For Facility-Based Housing Invoices and housing-related matters	Send To: Susan Garner, Housing Specialist
	And cc: Brandi
For service delivery-related questions (RWB and/or HOPWA)	LaTonya, Christian, Susan or Brandi <i>We will coordinate internally and reply</i>
For Fiscal/Business Unit matters	Qiju (Elenore)
For Quality Management matters	Darlene Anderson, HIV Service Quality Manager