

School Invoicing Process for Repair/Replacement of Textbooks, Electronic Devices, School Library Resources & Musical Instruments

The following process has been developed to allow schools to Direct Bill the Department of Child Services for damage to textbooks, electronic devices, school library resources* & musical instruments, not considered “Property” of the school. For all “Property” damage imposed by DCS wards, outside of textbooks, electronic devices & musical instruments, reimbursement through biological parents should be sought by the school or, if deemed appropriate, the [Tort Claim process](#) must be followed in accordance with IC 34-13-3.

- A. The School will notify the Family Case Manager (FCM) and their local DCS Education Liaison (EL) of damage that has occurred.
- B. The EL will review the situation as to whether it involves “Non-Property” and is therefore appropriate for direct bill to DCS...OR...”Property” and therefore appropriate for pursuit of reimbursement through biological parents or the Tort Claim process. Once that determination has been made, the EL will make a recommendation to the FCM (and cc the Regional Finance Manager).
- C. If the agreed-upon decision is that the Tort Claim process is to be followed or reimbursement through biological parents should be sought, the EL will offer the school information of the Tort Claim process and the [form](#) needed to be sent or last known address for biological parents as listed in MaGik.
- D. If the decision is for direct bill to DCS, the EL will verify the school is listed as an active vendor through DCS data system. If it is determined the school is not an active vendor with DCS, the EL will:
 - 1) Send [W-9 & Direct Deposit forms](#) to the school for completion and return to the EL.
 - 2) Once received back, check returned forms for completeness, and then forward to the DCS Resource Unit.
- E. Once the school is determined to be an active vendor, the FCM will send a referral for repair or replacement, including a description of the repairs or replacement needed and the dollar amount to be covered to DCS Finance.
 - 1) Upon notification of the FCM Supervisor’s approval of the referral, the EL will send an e-mail to the school authorizing them to submit an invoice to DCS for the expense.
- F. The school must then submit an invoice -- either their own invoice or a [Claim for Support of Children \(State Form 28808\)](#). The receipt(s) related to repair or replacement costs must be attached, as well as a copy of the e-mail from the EL authorizing the expense.

Invoice, receipt(s) & EL authorization are then mailed to: DCS KidTraks Invoicing, 402 W. Washington Street, MS 54, Indianapolis, IN 46204

The school should expect to receive payment approximately 35-45 days from the date DCS KidTraks Invoicing receives the invoice.

Questions regarding invoicing or payments should be directed to DCS Payment Research Unit:
DCSPaymentResearchUnit@dcs.in.gov

Questions regarding school vendor status should be directed to DCS Resource Unit:
DCSResourceUnit@dcs.in.gov

*School library resource reimbursement does not include late fees; only the cost to repair or replace.