**Aging and Disability Services**

**In-Home Services Contractors Billing Checklist and Information**

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| Essential documents necessary to process payment: |
| * In-home Payment Request & Resource Summary (IH Exhibit 8/Invoice, please note:   separate invoices are needed for OPI, OPI pilot, MPI and Family Caregiver) |
| * In-home Services Utilized by Client (IH-10) |
| * Program Income by District Center (IH-15) * Program Income Received by Client (IH-16) |
| All documents are due to ADS by 10th working day of month following service month.  All documents including Exhibit 8/invoice should be sent via encrypted email to:  [ads.contracts@multco.us](mailto:ads.contracts@multco.us)  If questions contact:  Contract Liaison, Jackie Tate, [jackie.tate@multco.us](mailto:jackie.tate@multco.us), 503-988-3765 |
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