



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

| | | | |
|-------------|-------|---|-----------------|
| Manual: | CP&P | Child Protection and Permanency | Effective Date: |
| Volume: | X | Forms | |
| Chapter: | A | Forms | 4-14-2015 |
| Subchapter: | 1 | Forms | |
| Issuance: | K.100 | CP&P Form K-100, Billing Spreadsheet CP&P Form K-100, Client Service Invoice | |

Click here to view or print the [K-100, Billing Spreadsheet template](#) and the complete [instructions for the "Secure Billing" process](#).

Click here to view or print the CP&P Form [K-100, Client Service Invoice](#).

WHEN TO USE IT

- **CP&P Form [K-100, Billing Spreadsheet](#):**

The CP&P Form [K-100, Billing Spreadsheet](#), and [DataMotion](#) "Secure Billing" process replace the Support Service provider billing formerly submitted on the CP&P Form [K-100, Client Service Invoice](#). The CP&P Form [K-100, Billing Spreadsheet](#), is completed monthly by K-100 paid contracted service providers for support services rendered during each calendar month and submitted to the Local Offices via the "Secure Billing" process.

- **CP&P Form [K-100, Client Service Invoice](#):**

The CP&P Form [K-100, Client Service Invoice](#), is only used by a small population of contracted support service providers who have been designated as such in accordance with their contract. This population of service providers continues to submit the CP&P Form [K-100, Client Service Invoice](#) to bill Local Offices for services rendered.

HOW TO USE IT

- CP&P Form [K-100, Billing Spreadsheet template](#) - Providers follow the instructions located on the ["Secure Billing" website](#).
- CP&P Form [K-100, Client Service Invoice](#) - Follow the instructions located on page 2 of the form. The on-line copy is a **read only sample** in PDF

format and **not** an on-line template. **Use** the **carbonized** forms located in your Local Office. Carbonized copies of the form can be ordered by faxing the Forms Request Document to the Forms Unit. Every CP&P Form [K-100, Client Service Invoice](#) comes with a unique pre-printed invoice number in the two “CP&P Invoice Number” text boxes found on the top of the form. The Office of Accounting designates the sequence of the pre-printed numbers on the forms to avoid duplicate numbered invoices. See [completed sample](#). Do not alter, erase, or white-out the pre-printed numbers. Whether you provide one form or a batch of forms to a vendor make sure that each form has a unique pre-printed number on it and instruct vendors not to alter, erase, or white-out the pre-printed numbers.