

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

(Version 1.4)

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, the Tort Claim process must be followed, as identified by IC 34-13-3. (See attached **Exhibit A1 & A2**).

- A. The School will notify the Family Case Manager (FCM) and the Education Liaison (EL) of any damage that has occurred.
- B. The FCM will submit a referral to the EL, citing the code: “School Damage Report.”
- C. 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).
- D. 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 advise the school of the Tort Claim process or last known address for biological parents as listed in MaGik.
- E. If the decision is for direct bill to DCS, the EL will work with the school to ensure they are a current DCS Vendor.
 - a. Once the school is determined to be an active vendor, the FCM will create a referral for the repair or replacement that will need supervisor approval. Upon notification of the FCMS approval, the EL will email the school representative to advise of the approval and to submit an itemized invoice to DCS for the repair/replacement.
 - b. The school must then submit an invoice -- either their own invoice or a **Claim for Support of Children**. 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.
- F. 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 local DCS Education Liaison.

*School library resources do not include fees; only the cost to replace or repair damaged materials.