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**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA
PROBATION AND PRETRIAL SERVICES OFFICE**

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Invoice Frequently Asked Questions

Where do I send the invoice packets?

The Excel spreadsheet and supporting documentation should be submitted to **Dawn Heiber** at the following email address:

mnpdb_treatmentservices@mnp.uscourts.gov

How should I submit my invoices?

Please email the following information:

(1) Invoice(s) in Excel spreadsheet format

- Part A –Must have the Authorized Administrator’s signature
- Part B –Must have the-
 - Dates of service
 - List of clients with first and last names
 - Client ID numbers (PACTS # from the Probation Form 45)
 - Project codes and units of service
 - Each month of service should be invoiced separately

(2) Provide .pdf(s) of any supporting documentation required by the Statement of Work (which may include Daily Treatment Logs and Monthly Treatment Reports)

What is the due date to submit invoices?

Per the Statement of Work, invoice packets should be submitted on a monthly basis no later than the tenth (10th) day of each month for services provided during the preceding month (i.e. October 2019 invoices are due by November 10th.)

In the event your invoice will be delayed, please contact Dawn Heiber at 612-664-5448 or mnpdb_treatmentservices@mnp.uscourts.gov

What are Project Codes?

Project codes identify the specific services which have been authorized for the person under supervision. The list of authorized project codes, code descriptions, and approved number of service units are detailed on the Probation Form 45 which is sent to the vendor when the person is referred.

The vendor shall provide services strictly in accordance with the Probation Form 45. The Judiciary shall not be liable for any services provided by the vendor which are not listed on the Probation Form 45.

What may cause a delay in payment disbursements?

A delay in payment may arise if documentation is missing from the invoice and/or follow up is required. (Examples include missing documentation, dates of service, project codes which do not coincide with the client's daily logs or their Probation Form 45, or there is a missing authorized signature on Part A of the invoice). Invoices cannot be processed until all required items are provided.

Why do my payments differ from the original invoiced amount?

Invoices may be adjusted if the person under supervision is billed under the incorrect service type (pretrial vs. probation) or supporting documentation is not provided for services on the invoice. Each invoice is reviewed on an individual basis.

Who do I contact for invoice questions?

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