



2021 Invoicing and Reimbursement Schedule

Two buckets of funding are available to markets:

- State Funding July 1, 2020 - June 30, 2021. State funds for incentives *cannot rollover* and will not be available beyond June 30, 2021. Department of Health (DOH) will reimburse your market with State funding FIRST. Once State funds are exhausted then DOH will reimburse your market with Federal Grant Funding.
- Federal GusNIP Grant Funding: January 1, 2021 – December 31, 2021

Markets are responsible to tracking the total amount of funding they have available to them regardless of the funding source. Department of Health is responsible for tracking which bucket of funding your reimbursements are charged to.

Invoice schedule

Each market is responsible for sending monthly invoices to the Department of Health (DOH) for reimbursement. It is important that you submit invoices by the due date each month to receive payment. If you are having any problems submitting your invoice please email SNAP.MarketMatch@doh.wa.gov and cc your Technical Assistance Provider if one is assigned to your market.

Email SNAP Market Match reimbursement invoice to Department of Health by the 15th of each month.

- Use DOH provided invoice template
- Invoice should include SNAP Market Match reimbursements only for the previous month
Example: May 15 Invoice = April 1 – 30 incentive reimbursements

Reimbursement schedule

Unless otherwise arranged with the Department of Health, markets will be reimbursed within 30 days of DOH receiving the invoice and Device Magic redemption information. Failure to submit reporting requirements by the set deadlines will result in delayed reimbursement.

To receive reimbursement your market must

- Submit SNAP Market Match reimbursement invoice **by the 15th of each month.**
 - Fill out the highlighted yellow items on the A19 Invoice Voucher, and sign electronically or print to sign in ink.
 - New 2021 administrative funding is automatically calculated on your invoice template.
 - Submit invoices via email to the email address below. Mailed invoices are not currently being accepted as we are not at the office to receive mail.

- Attach digital file or scan the original A19 Invoice Voucher (PDF) or take a picture (jpg) of the A19 Invoice Voucher. Email the PDF or jpg to Department of Health.
- All invoices must be clear and legible or they will be returned for correction.

EMAIL INVOICE TO:

SNAP.MarketMatch.Invoices@doh.wa.gov

Copy your TA provider if one is assigned to your market

- Submit the totals below in Formstack **by the 15th of each month:**
 1. **Total SNAP reimbursements:** the amount of SNAP/EBT dollars you paid vendors
 2. **Total SNAP Market Match reimbursements:** the amount of SNAP Market Match dollars you paid vendors (this should equal what is on your monthly invoice)
 3. **For SNAP Market Match only – billed to DOH:** Any SNAP Market Match reimbursements made that **you are invoicing** DOH for.
 4. **For SNAP Market Match only – other funding:** Any SNAP Market Match reimbursements made that **you did not invoice** DOH for (any outside fundraising you did to support the program).
 5. **Complete GusNIP Grant Reporting questions** at the bottom of the reimbursement form.
- Markets will receive reimbursement within 30 days of submitting the invoice and accurate Formstack redemption information.