

Electronic submissions must be sent to the invoicing email box at BBHInvoice@wv.gov

ONLY USE ONE FORM OF SUBMISSION EITHER EMAIL OR MAIL NOT BOTH

The following steps must be followed to submit invoices and reconciliations electronically to the Bureau for Behavioral Health (BBH):

Invoice only:

- ☐ Grantee's Invoice with required information
- ☐ Invoice contains applicable grantee certification language as per Exhibit D
- ☐ Form 200, Exhibit D (both pages), Form 210 (if grant has a change order in place)
- ☐ Excel Funding Summary worksheet

Reconciliation & Invoice due:

- ☐ Invoice with required signature and printed name
- ☐ Invoice contains applicable grantee certification language as per Exhibit D
- ☐ Form 200, Exhibit D (both pages), Form 210 (if grant has a change order in place)
- ☐ Excel Funding Summary worksheet
- ☐ Reconciliation Report (all pages) with required signature and printed name
- ☐ Detailed financial report for all expenses included on reconciliation, by program

Please note:

Submissions including both invoice and reconciliation must be sent in the same email but must be attached as separate files. Any invoice submission with reconciliation due will be rejected if the reconciliation is not attached.

Grantees are responsible for submitting the correct information on invoice documents including business name and address.

Invoices rejected by BBH for corrections **MUST** be resent in their entirety. BBH will not accept submissions of partial information.

Programmatic report submissions due per Exhibit G must be submitted to the BBHReporting@wv.gov mailbox or via other program approved methods. Missing programmatic reports can delay invoice processing until received.