

# Family Support Services Billing

## Family Support Services Grantee Billing Process

Family Support Services grantees must submit monthly billing invoices for the program to review grant invoices against the grant budget and ensure expenses are reasonable, necessary and allowable.

Monthly billing also helps Family Support Services and grantees effectively track monthly expenditures and projected costs, which may identify the need for adjusting budget line items or categories.

## Cost Reimbursement Grants

Most program grants are cost reimbursement grants. Under these grants, the Health and Human Services Commission will reimburse grantees for their actual incurred costs within their allowable budget amount. HHSC is not obligated to pay unauthorized costs.

Federally funded grants follow the [Uniform Grant Guidance](#), and state-funded contracts follow the [Texas Grant Management Standards](#).

At the beginning of each fiscal year, Family Support Service staff review and approve each grantee's proposed budget. The grantee must distribute their funding amount across approved line items organized under the following budget categories:

- Salaries
- Fringe benefits
- Travel
- Supplies
- Capital equipment
- Other expenses
- Sub-awardee costs

Grantees must include an approved indirect cost rate in their budget. Grantees may also choose not to charge indirect costs to their grant.

Family Support Services grantees submit a monthly billing invoice for reimbursable expenses for the month in which those expenses post to the grantee's general ledger. This methodology reduces the need to submit supplemental invoices and allows fiscal monitoring staff to reconcile the costs from the relevant month's general ledger to the corresponding monthly invoice.

When identifying a need for a specific budget adjustment, the grantee will explain the reason for the adjustment and request approval for the budget transfer from their Family Support Services contract specialist before submitting their billing. This helps avoid delays in their invoice processing.

### Fee-for-Service Grants

Some program grants are fee-for-service, which has HHSC reimburse grantees based on an agreed upon fee per unit of delivered service. The monthly billed amount is determined by the number of services delivered that month.

### More Information

Family Support Services grantees should contact their designated contract specialist and contract technician with any questions about the billing process.

The billing process allows HHSC and the grantee to maximize their contract budget and be good stewards of public funds.