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To: Attorneys and Due Process Providers
From: JAC Legal
Date: September 7, 2012
RE: New Invoice/Voucher covers and Audit Deficiency notices

JAC is implementing significant changes in the manner in which billings are submitted and processed. The changes include new JAC Invoice/Voucher covers and Audit Deficiency forms.

JAC has substantially revised its Invoice/Voucher covers to make them easier to use and to reduce the number of forms on JAC's website. Some of the changes are as follows:

- The new forms will automatically calculate the amount to be paid as the sections of the form are completed.
- The instructions are embedded in the forms themselves.
- The forms for court appointed, indigent for costs, and *pro se* cases have been consolidated.
- The information required on the forms is largely standardized among the forms.
- All of the forms are in pdf format.

Please be aware that many of the forms consolidate services rendered by due process providers. The titles of the forms indicate the services covered. It is strongly suggested that these forms be completed via computer in order to take full advantage of the benefits such as automatic calculation and embedded instructions.

Although JAC will continue to accept the former Invoice/Voucher covers for a brief transition period, the new Invoice/Voucher covers must be used for any billing submitted on or after October 1, 2012. **Failure to use the current forms after that date may result in JAC rejecting the billing.**

JAC has also initiated new Audit Deficiency notices. When a billing is received without essential documentation or other necessary information, it may be rejected for payment. In order for JAC to process the billing, the attorney or due process provider will need to provide the documentation/information requested and **request reinstatement of the billing**. When reinstatement is necessary, the Audit Deficiency notice will contain a signature line to allow the attorney or due process provider to request reinstatement.

Please be advised that, until JAC receives the signed request for reinstatement, the billing may not be processed for payment even if JAC receives the documentation or information necessary to resolve the deficiency.

Any questions regarding the new forms and procedures should be directed to the JAC Help Desk.