



Social Service Payment System: Invoice Express

The fast, easy way to submit your SSPS invoice for payment!

How does Invoice Express work?

- Invoice Express is a way to submit an invoice using your phone.
- Several days of processing time are saved when you use Invoice Express.
- For each line of your invoice, use your telephone number pad to report number of units served.
- You must mail in your invoice to lower your rate. Invoice Express does not allow rate changes using the telephone.
- The information you enter goes into the main computer in Olympia the day your call is completed.
- You can enter your invoice by telephone at any time.
- Once your claimed services have been put into SSPS by mail, on the SSPS Provider Portal or telephone, Invoice Express will not let you enter an invoice a second time.

What should I do with my paper invoice?

- Fill out your invoice before you call Invoice Express. Use it to help you report the units served.
- Do not mail in your invoice. Keep it for your records.

Provider/Payee Toll Free Number

1-888-461-8855

→ See back page for step-by-step instructions.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Use your invoice to report services by telephone.

1. Your first question to answer when calling Invoice Express is whether your invoice is Regular or Supplemental. The answer to that question is found here.
2. You will be asked to use the numbers on your telephone to enter the first 3 digits and then the 6 digits after the letter and dash of your Invoice Number.
3. To make sure no other person can get to your invoice by telephone, you will be asked to enter the payee number shown in this gray shaded box.
4. Invoice Express will read the last 4 digits of your reference number, so that you will know which line you are on.
5. The lines will be read to you starting with 0001, until you have entered the number of units you have served or a 0 on all service lines.

*** INVOICE REGULAR** **1** CALL 1-888-461-8855 OR MAIL INVOICE USING YOUR OWN STAMP

INVOICE NUMBER: **509R-000001** **2** PAGE: **001** OF: **001** PAYEE NUMBER: **000000** **3** PROVIDER NUMBER: **000000** FOR MONTH ENDING: **09-30-05**

TO SIGN UP FOR DEPENDABLE DIRECT DEPOSIT, SEE INSTRUCTIONS.
FOR PAYMENT ISSUES, INCLUDING TIMELINESS, SEE INSTRUCTIONS.
SOCIAL SERVICE PAYMENT SYSTEM (SSPS)

PAYEE: **SSPS TEST
MS 45812
OLYMPIA WA 98504-0001**

PROVIDER: **SSPS TEST
MS 45812
OLYMPIA, WA 98504**

1	SERVICE RECIPIENT	SERVICES PERIOD	AMOUNT AUTHORIZED	AUTHORIZED RATE	SERVICE UNIT	TOTAL UNIT	SCHOOL HOLIDAY CARE
	CALDWELL, RICHARD	09/01/05 TO 09/30/05	\$828.00	9.20	HR	90	
	MMIP IP HOURLY	09/30/05	REFERENCE: 001-01-0001 4		HR		
	CASE NUMBER: 0000000004 AUTHORIZATION: 5817901-01 WORKER I. D.: 1 01BA01 REPORTING UNIT: 118 SERVICE CODE: 05102						
2	SERVICE RECIPIENT	SERVICES PERIOD	AMOUNT AUTHORIZED	AUTHORIZED RATE	SERVICE UNIT	TOTAL UNIT	SCHOOL HOLIDAY CARE
	TEST, MARY LOU	09/01/05 TO 09/30/05	\$920.00	9.20	HR	100	
	MMIP FAMILY PROVIDER	09/30/05	REFERENCE: 001-02-0002 7		HR		
	CASE NUMBER: 0000000000 AUTHORIZATION: 5817901-01 WORKER I. D.: 1 01BA01 REPORTING UNIT: 118 SERVICE CODE: 05102						

* *These are the bolded boxes on your invoice.*

6. Invoice Express will read to you the type of service unit. In the case of months (MON), you will be able to report either a full month or a partial month by reporting the number of days served (DA).
7. When you are asked to enter the units, use the numbers on your telephone number pad.

* *These are the bolded boxes on your invoice.*

For information on Direct Deposit

Send a request to:

SSPS Direct Deposit Desk PO Box 45812
Olympia, WA 98504-5812

Or fax the request to:

(360) 902-8268

Please include your name, address, phone number and SSPS provider number.

If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov).