KEYSTONE WORKS
General Invoice Instructions

All invoices must be completed with the proper supporting documentation and mailed to:

12WRKFDEV
Non-PO Invoices
P.O. Box 69183
Harrisburg, PA 17106

Training Order # - Enter the Training Order number identified on your fully executed Keystone Works Business Contract

Payee –Enter the name and address where the Department should remit payment based upon SAP Vendor number registration information. It is recommended that Point of Contact information is entered (located at the bottom of the invoice).

Invoice # – Enter your invoice number starting with (001).

Date – Enter the date of the invoice.

FEIN # – Enter your Federal Employer Identification Number.

SAP Vendor # – Enter your SAP Vendor ID number. If you do not have a SAP Vendor ID number, you must apply for one at the following website: www.vendorregistration.state.pa.us or call the Central Vendor Management Unit at 717-214-2868 or 1-866-775-2868. All payees are required to obtain a SAP Vendor ID number in order to receive prompt payment.

Date of Transaction – Enter the dates in which costs were incurred. For example, 10/01/12 – 01/31/2013.

Item and Description – Enter a short description of costs incurred. For incentive payments, clearly identify the CWDS Participant ID, Participant Name and Social Security Number. For reimbursement of an increased workers' compensation premium due to the addition of an approved claimant to an existing policy, provide the policy number and coverage period for individuals approved for training under a Keystone Works Business Contract.

Amount – Enter the amount of reimbursement or payment being sought for each item and description. If an individual is hired out of an approved training program, the payee may submit an invoice for a $375 incentive payment for every period of four consecutive work weeks the individual remains employed with the business for a minimum of 35 hours per week. Incentive payments are capped at $1,500 for each individual hired. Incentive payments may be invoiced together at the end of the eligible incentive period For example, if the participant is hired and remains employed for sixteen consecutive work weeks (i.e. four periods of four consecutive weeks), the payee can invoice for the entire $1,500 [= $375 x 4] in incentive payments. If the participant only remains employed for eight consecutive weeks (i.e. two periods of four consecutive weeks), then the payee can invoice for $750 [= $375 x 2] in incentive payments. Multiple participants can be entered on a single invoice. Reimbursement of an increased workers' compensation premium will be based upon actual costs.

Total – Enter the total amount to be reimbursed.

Signature – The invoice must be signed by an individual authorized by the payee.

Supporting Documentation – When submitting an invoice for an incentive payment, the payee must submit source documents such as wage records and paystubs to substantiate the participant's consecutive work weeks, and a copy of the final Keystone Works Claimant Progress Report. When submitting an invoice for an increased workers' compensation premium, the payee must submit a copy of the workers' compensation policy and an affidavit from their workers' compensation insurance carrier setting forth the amount and calculation of any increase in such premium. Payees should keep all documentation for the required record retention period as outlined in your Keystone Works Business Contract for monitoring and auditing purposes. The Department may require additional supporting documentation before remitting payment for any invoice.

Submission – The payee must submit a Final invoice within 30 days after the completion of final qualifying incentive period. All invoices must be submitted on the Commonwealth invoice form and shall contain the necessary information for processing.

The Payee agrees and understands that incomplete or late invoice(s) will be returned without payment.

Inquiries – For questions, comments, and/or concerns, please email the Keystone Works Resource Account at RA-LI-BWDP-KeysWrks@pa.gov