

CONDITIONAL RELEASE / SUPERVISED RELEASE PROGRAM INVOICE – INSTRUCTIONS

Costs identified below should be calculated to that portion of services provided by your agency related to Supervised Release program or Conditional Release programs.

The form can be completed electronically, printed, signed and submitted to the appropriate Supervised Release program or Conditional Release program office.

Communication	Service costs for telephone, cellular phone and pager costs
Equipment	Permanent items such as desks, chairs, computers, cell phones, fax machines, etc. purchased with DHS funds, which then become the property of DHS and not the provider.
Insurance / Liability	Malpractice and other relevant insurance
Miscellaneous Costs	Other costs related to services, which are beyond the scope of the above categories. This category shall not exceed \$500 in any 12-month (one-year) period.
Postage	Stamps and postal service costs.
Rent / Occupancy	Cost of leasing office space.
Salaries / Benefits	Costs for employment of staff
Sub-Contract Costs	Sub contract costs for the provision of statutorily mandated or court ordered services
Supplies	Consumable items such as paper, pens, file folders, etc. and services such as printing
Support Services Salaries / Benefits	Clerical, receptionist, secretarial services.
Training / Professional Fees / Dues	Costs related to maintaining professional certification, standards of practice and membership in professional organizations related to provision of services.
Travel	Mileage and other travel costs.
Indirect Administrative Costs	Costs related to management and supervision.