

## STEP Paperwork and Billing (Updated 11/2019)

School-funded: Amherst, Amelia, Campbell, CVCC <i>during the school year</i>		
	Type of note:	Billing Allowed:
Weekly:	STEP Case Note Billable	Hours of your specific program (You may NOT bill for more than the number of hours for your program. For example, if your program is 4 hours, you MUST bill 4 hours. If you arrive early to prepare for the day or if you have to stay late waiting for the bus, bill STEP NB for that time.)
	STEP NB (travel time)	AMHERST ONLY: .50 TT (only if site is IN Amherst rather than in Lynchburg) Other sites: You can bill for TT after your 20th mile OR if you are coming from another work-related stop as is lined out in the mileage policy (To review this policy, go to the employee portal -> Employee Training -> Mileage Cheat Sheet)
	STEP NB (Email your pen pal, copy Lauren on email)	0.1
Only on weeks you have a class day:	STEP NB (Class time prep)	0.5
Monthly:	STEP NB (Paperwork)	1.5
Quarterly:	STEP Report	Billing included in monthly paperwork
	STEP Monthly Case Note (Use calendar to choose dates... you should choose the start date as the first day of the quarter - it should be the day AFTER the boxed square indicating the last day of the previous quarter. You should choose the last day to be the date boxed in to signify the last day of the current quarter)	Billing included in monthly paperwork

DARS-funded: Amherst, Amelia, Campbell, Lynchburg <i>during the summer</i> Prince Edward, Tazewell, Washington County		
	Type of note:	Billing Allowed:
Weekly:	STEP Case Note Billable	Number of hours you are on site (This includes if you arrive early to prepare or if you have to stay late to wait for the bus).
	STEP NB (travel time)	You can bill for TT after your 20th mile OR if you are coming from another work-related stop, as is lined out in the mileage policy (To review this policy, go to the employee portal -> Employee Training -> Mileage Cheat Sheet)
	STEP NB (Paperwork)	0.5
	STEP NB (Email your pen pal, copy Lauren on email)	0.1
Only on weeks you have a class day:	STEP NB (Class time prep)	0.5
Monthly:	STEP Report	Billing included in weekly paperwork
	STEP Monthly Case Note (First day = first day of the month; last day = last day of the month)	Billing included in weekly paperwork