



Canadian Mental Health Association
Waterloo Wellington

Association canadienne pour la santé mentale
Waterloo Wellington

SAMPLE #1
(paying for a 1 to 1 worker)

put in your child's name receiving SSAH

INVOICE FOR SERVICES PROVIDED – FAMILY SUPPORT OPTIONS

Instructions for completion and submission of forms on reverse side

put in your Coordinator's name

1. Jane Doe
Name of Client

2. Colleen Scott
Lisa Romeo OR Julie Bergwerff
Name of Coordinator

3. Laura Brown
Name of Independent Contractor (I.C.)

4. Reimbursement to be sent to:
 Parent/Guardian - **X** this if you paid worker already.
 Independent Contractor - **X** this if reimbursement going to worker.

name of 1 to 1 or respite worker

5. a) Dates Services Provided b) Number of Hours/Kilometres c) Hourly/Kilometre Rate **to worker from CMHA.**

July 18, 2020	2 hrs.	\$15/hr. = \$30
July 19, 2020	3 hrs.	x \$15/hr. = \$45

6. TOTAL B 5 hrs. x TOTAL C \$15/hr. = D TOTAL \$ 75.00
(Hours/Kilometres) (Rate) (Total to be reimbursed)

7. Funds to be taken from:

- SSAH
- MFTD (Medically Fragile Technologically Dependent - as authorized by Coordinator)
- Specialized Support (as authorized by Coordinator)

must be signed by parent/guardian

8. i) Confirmation of Services received by family as recorded ***Parent/Guardian Signature***

ii) Confirmation of payment received from Parent/Guardian ***I.C. Signature * Date * Amount ***

9. Reimbursement sent to: Name: _____ please check if this is a change of address

Address: _____ Postal Code: _____

put in your name/address if you paid OR worker's name/address if CMHA is paying worker directly.

DROP OFF: Mail slots have been provided for your convenience at the following CMHA WW offices. They are located on/near the main doors of: 80 Waterloo Avenue, Guelph; 234 St. Patrick Street East, Fergus, 392 Main Street, Suite 1, Mt. Forest.

FAX: (519) 821-9865. For individuals in Mt. Forest, use (519)-323-3771 to avoid long distance costs. Only the front of the page needs to be faxed

MAIL: Please send to: CMHA WW, ATTENTION Payroll Department, 80 Waterloo Avenue, Guelph, Ontario N1H 0A1.

**** If a worker does not sign - please attach a receipt that clearly indicates the service has been paid for. A signature on a receipt is preferred if possible.**