

# Area Administrator Policies

## THINKSMALLPAYMENTPOLICY

### FY23 and FY24 EARLY LEARNING SCHOLARSHIPS Effective July 2023

1. Invoice Forms will be provided at the end of every 4-week service period
2. Invoice Forms will be sent to you securely through LeapFile, a secure transfer website
3. Payments to providers will be made within 30 calendar days from the date the completed invoice is received by Think Small.
4. Invoice Forms will not be accepted after 90 days without MDE Approval.
5. The payment policy and schedule are subject to change.
6. If you are interested in billing monthly, please contact your Billing Specialist

Service Period	Invoice Form due to Think Small no later than 30 days of Service Period End Date
06/26/2023-07/23/2023	08/23/2023
07/24/2023-08/20/2023	09/2/2023

12/11/2023-01/07/2024	02/07/2024
01/08/2024-02/04/2024	03/05/2024
02/05/2024-03/03/2024	04/03/2024
03/04/2024-03/31/2024	04/30/2024
04/01/2024-04/28/2024	05/28/2024
04/29/2024-05/26/2024	06/26/2024
05/27/2024-06/23/2024	TBD

- Please contact your program's Billing Specialist if you have questions

## Data Privacy

- Area Administrators and Early Learning Programs must adhere to the state's data privacy practices
- When sharing private data via email, AA's and Programs must use a secure system of sending information





