

## Human Trafficking Survivor's Fund Billing Addendum for MECASA Sub-recipients

**When centers pay directly** for expenses that are approved on the fund application (or approved by phone or email from someone at MECASA), they must report those expenses on their monthly DHHS report/invoice in the VOCA-HT column. Throughout the month, as applications are being filled out and expenditures are made, centers should send the applications and the receipts together to [htfund@mecasa.org](mailto:htfund@mecasa.org). If there are any questions or corrections to be made to the application, MECASA staff will reach out to the service provider whose name is on the application. MECASA will keep the applications from each center together. At the end of each month, the amount that centers expended directly, as reflected in their monthly DHHS report/invoice, and the amount requested on the applications should be the same. Centers' reimbursements will be included as part of their regular DHHS payment from MECASA. The expenditures listed on each center's monthly DHHS report/invoice will count as expenditure against their budgeted VOCA-HT funds.

**When centers are asking for MECASA to pay directly** for expenses, the funds should not be reflected on their monthly DHHS report/invoice and the funds spent do not count as expenditures against their VOCA-HT budget. These applications, like all others, should be sent to [htfund@mecasa.org](mailto:htfund@mecasa.org). When requesting a direct pay, these applications should be accompanied by some record of the need where appropriate. For instance, if money for rent is requested to be sent to a landlord, there should be some proof that the amount being requested is the same as the amount of the recipient's rent and that the person receiving the check is a landlord.

*Expenditures that centers are requesting MECASA to pay for directly should be submitted on a separate application from those for which the centers are requesting reimbursement.*

Processing survivor leadership support requests should follow the same process outlined above. After paying survivors for the time on pre-approved activities (or activities that MECASA has approved specifically), send the completed Survivor Leadership Request Form to [htfund@mecasa.org](mailto:htfund@mecasa.org). Include information about these expenses on your monthly DHHS report/invoice under VOCA-HT.