

Early Learning Scholarships Program
Invoice Form – Pathway II – FY2025

Early childhood education programs serving Early Learning Scholarships – Pathway II award recipient children must submit this invoice for payment of eligible service expenses. Please read the INSTRUCTIONS sheet before completing this form.

Central Payment Administrator (Greater Twin Cities United Way) Contact Information

Contact Name:	Krystal Shatek		
Organization Name:	Greater Twin Cities United Way		
Mailing Address:	404 South 8th Street Minneapolis MN 55404		
Contact Phone Number:			
Email Address:	ELSAPaymentSupport@gtcuw.org		

I. Early Childhood Program Contact Information

Central (ELS) Invoicing ID			
Program Name:		Site Name:	
Program Address:		Program Billing Address:	
Program Contact Name:		Phone:	
Program Contact Role/Title:		Email:	

II. Invoice Information

Billing Schedule Type:			
Service Period:		to	
<i>System Service Period for Monthly ONLY:</i>		to	
Date of Invoice Submission:		Enter X if this is a corrected version of a previously submitted invoice for the same period: <input style="width: 20px; height: 15px;" type="checkbox"/>	
Authorized Individual's Position/Title:			
Authorized Signature*:		Signature Date:	

By signing this form, you are declaring: the information contained within is accurate, just and true; services were performed as represented; charges for services are official; charges are included only as allowable under Early Learning Scholarships Program policy.

By entering your name in the designated field above, you acknowledge and agree that such entry constitutes your electronic signature. This electronic signature has the same legal effect as a handwritten signature and is binding upon you as if it were executed in a physical format.

**Please see the Program Participation Agreement for signature and submission requirements.*

CENTRAL PAYMENT ADMINISTRATOR USE ONLY

Date Received:	
Invoice Tracking Number/Code:	

Invoicing Notes

Program Notes *to Central Payment Administrator*

Central Payment Administrator Use Only

GRAND TOTAL of all pages										
Program/Site:	A	B	C	D	E	F	G	H	I	J
Participating Child Information	Scheduled to Attend	Program Holidays	Closure Days	Absent Days	Absent 10 or more Consecutive Days?	Program Tuition	Additional Fees	Child Care Assistance Program (CCAP) Payment	Other Payment(s) Received	Scholarship Payment Amount Requested
	day count	day count	day count	day count	Y/N	amount charged before discounts or payments	Refer to INSTRUCTIONS for fee codes	not co-payment	non-CCAP payments and applied discounts	= (F+G)-(H+I)
First Name: _____ Last Name: _____ Birthdate: _____ MM / DD / YYYY Award Date: _____ MM / DD / YYYY Attendance Start: _____ MM / DD / YYYY Final Invoice: Check box if child has left program <input type="checkbox"/>						\$	\$	\$	\$	\$
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NOTE: The Payment Dates in may be delayed by 1-2 business days depending on how your bank processes payments.

A	B	C	D
SFY 2025 Bi-Weekly Service Periods <i>July 1, 2024 - June 30, 2025</i>	SFY 2025 Bi-Weekly Service Invoice Submission Date <i>by Midnight on Tuesdays</i>	SFY 2025 Bi-Weekly Service Invoice Payment Dates <i>On Fridays</i>	4-week Service Period Use
06/24/2024 - 07/07/2024	07/09/2024	07/19/2024	4-week service period
07/08/2024 - 07/21/2024	07/23/2024	08/2/2024	
07/22/2024 - 08/04/2024	08/06/2024	08/16/2024	4-week service period
08/05/2024 - 08/18/2024	08/20/2024	08/30/2024	
08/19/2024 - 09/01/2024	09/03/2024	09/13/2024	4-week service period
09/02/2024 - 09/15/2024	09/17/2024	09/27/2024	
09/16/2024 - 09/29/2024	10/01/2024	10/11/2024	4-week service period
09/30/2024 - 10/13/2024	10/15/2024	10/25/2024	
10/14/2024 - 10/27/2024	10/29/2024	11/08/2024	4-week service period
10/28/2024 - 11/10/2024	11/12/2024	11/22/2024	
11/11/2024 - 11/24/2024	11/26/2024	12/06/2024	4-week service period
11/25/2024 - 12/08/2024	12/10/2024	12/20/2024	
12/09/2024 - 12/22/2024	12/24/2024	1/3/2024	4-week service period
12/23/2024 - 01/05/2025	01/07/2025	01/17/2025	
01/06/2025 - 01/19/2025	01/21/2025	01/31/2025	4-week service period
01/20/2025 - 02/02/2025	02/04/2025	02/14/2025	
02/03/2025 - 02/16/2025	02/18/2025	02/28/2025	4-week service period
02/17/2025 - 03/02/2025	03/04/2025	03/14/2025	
03/03/2025 - 03/16/2025	03/18/2025	03/28/2025	4-week service period
03/17/2025 - 03/30/2025	04/01/2025	04/11/2025	
03/31/2025 - 04/13/2025	04/15/2025	04/25/2025	4-week service period
04/14/2025 - 04/27/2025	04/29/2025	05/09/2025	
04/28/2025 - 05/11/2025	05/13/2025	05/23/2025	4-week service period
05/12/2025 - 05/25/2025	05/27/2025	06/06/2025	
05/26/2025 - 06/08/2025	06/10/2025	06/20/2025	4-week service period
06/09/2025 - 06/22/2025	06/24/2025	07/04/2025	
06/23/2025 - 07/06/2025	07/08/2025	07/18/2025	

E	F	G
SFY 2025 Monthly Service Periods <i>July 1, 2024 - June 30, 2025</i>	SFY 2025 Monthly Invoice Submission Date <i>by Midnight on Tuesdays</i>	SFY 2025 Monthly Invoice Payment Dates <i>On Fridays</i>
07/01/2024 - 07/31/2024	08/06/2024	08/16/2024
08/01/2024 - 08/31/2024	09/03/2024	09/13/2024
09/01/2024 - 09/30/2024	10/01/2024	10/11/2024
10/01/2024 - 10/31/2024	11/05/2024	11/15/2024
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05/01/2025 - 05/31/2025	06/03/2025	06/13/2025
06/01/2025 - 06/30/2025	07/01/2025	07/11/2025

**Please note: The first and last service period listed contain service dates that cross state fiscal years. There is no impact on invoicing.*