

Communication Development Services Fees and Invoicing

Invoicing:

The service provider will provide monthly invoices to IHP within 10 days of the last day of each month.

Each invoice must contain services only for one month. (I.e. January 1st – January 31st) and can be accompanied by a monthly summary of service hours as created by the Service Provider.

Communication Development Services are compensated at a rate of 70 dollars per hour.

The invoice for each month will be sent to:

City of Toronto
Accounting Services Division
Corporate Accounts Payable
55 John Street
14th Floor, Metro Hall
Toronto, ON M5V 3C6
apinvoice@toronto.ca

With a copy to:
Toronto Public Health, Early Abilities
225 Duncan Mill Rd., Suite 201
Toronto, ON
M3B 3K9
Attention: Linda Yapoujian
earlyabilities@toronto.ca

The client tracking form must accompany the original copy of the invoice sent to Toronto Public Health, Early Abilities, at the address indicated above.



CLIENT TRACKING FORM (PSL/IHP Communication Development)

PSL Fax: 416-338-8511

IHP Fax: 416-696-4205

STAFF AVAILABILITY TO ACCEPT NEW REFERRALS

Upcoming Month: _____

of Available spots: _____

Staff Name: _____

Month: _____

Service Provider: _____

			IA	Re Ax	OM	Intervention	TR	Discharge			Notes
Last Name, First name & DOB (month/date/year)	Location Name & Type	Not Seen	Contact Date(s)	Contact Date(s)	Completed (Yes)	Intervention Type(s) & Contact Date(s)	Transfer Date & Agency Name	Date month/date/yea	Reason	Tran. Plan Com.	Include additional details as needed

Updated February 2021