



# Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

## Instructions for Submitting Subrecipient Funding Reimbursement Requests to LAHSA thru FileShare

LAHSA has implemented an electronic (paperless) process for the submission of funding reimbursement requests for LAHSA contracted programs. Our goal is to ensure that reimbursement requests can be submitted by subrecipients easily and efficiently to LAHSA's Finance Department for payment.

At this time, no changes have been made to the funding reimbursement request form or the documentation that is required to be submitted with funding reimbursement requests. The template that is provided for each contract when executed should continue to be used. Only the method of submission of funding reimbursement requests has changed.

Reimbursement requests will now be submitted through LAHSA's FileShare system. The LAHSA FileShare system serves as a web-based document submission portal. It functions for LAHSA subrecipients to provide large files that may be difficult to send via mail or email. FileShare provides a place for LAHSA and subrecipients to electronically reduce duplicative processes and exchange information with LAHSA in a secure manner. And the added benefit is that it should save you time and paper.

As always, funding reimbursement requests must be **complete, accurate and signed** when submitted to LAHSA. Reimbursement request due dates have not changed. Please check your contract(s) for your required due date. Do NOT upload funding reimbursement requests if your contract has NOT been executed. Unless an exception has been made in writing, LAHSA will only accept reimbursement requests for executed contracts.

The following process is to be used for the submission of your next funding reimbursement request:

- In order to upload documents to LAHSA FileShare system you must have access to your organization's LAHSA FileShare account. Instructions for receiving a FileShare account or new user access can be found online at LAHSA's website at <http://www.lahsa.org/filesshare> or instructions have also been provided as a separate file.
- Once you are able to access FileShare, a copy of your signed, completed reimbursement request **in PDF format**, is to be uploaded and saved to the **Monthly Funding Request (Billing)** folder of your organization's FileShare Account in (See Picture 1). **If your funding reimbursement request is not in PDF format, it will not be accepted and processing and payment will be delayed.**
- The reimbursement request and all supporting documentation must be in **one (1)** PDF file only. Adobe Acrobat includes tools for extracting, adding and replacing pages or combining files. (See Pictures 2 and 3) If you need additional assistance with this function, please contact [fundingrequests@lahsa.org](mailto:fundingrequests@lahsa.org) for additional directions. If multiple files are submitted, it will delay processing.
- If you have questions regarding your documentation requirements, check your contract or contact [fundingrequests@lahsa.org](mailto:fundingrequests@lahsa.org) to request verification of your documentation requirements. LAHSA reserves the right to request additional documentation as necessary to support your reimbursement request. All original source documentation must be available if requested, be available during monitoring as required by your contract(s), and must be retained for the required retention period.
- When uploading the reimbursement request, please follow the **exact** naming structure as detailed in the instructions that follow on page 2 of this document (Picture 4).

- Reimbursement requests that are not uploaded to the correct folder or do not follow the established naming structure may be delayed in processing and payment by LAHSA.
- Reimbursement requests must be uploaded to LAHSA FileShare by the due date as detailed in your contract with LAHSA.
- Once you have uploaded the file to FileShare, if you want to document confirmation of the file upload, a screenshot can be taken of the file in the FileShare folder. You must ensure that your computer is set to show the details of your files for the date and time of upload to show. (Picture 4 is a sample of a screenshot with the upload details)
- Reimbursement requests that are not uploaded, but received by LAHSA by any other means may be delayed in processing and payment by LAHSA.
- Once your reimbursement request is uploaded, the processing of your reimbursement request will follow LAHSA's standard reimbursement timeline as detailed in your contract(s) with LAHSA.
- If any additional documentation is required, LAHSA staff will contact you during the request processing.
- After you have uploaded your file, **Do NOT send a hard copy of the reimbursement request to LAHSA.** Retain the documentation for your files. The reimbursement request file uploaded to LAHSA FileShare is all that is required for submission.

**Instructions for Naming LAHSA Reimbursement Requests for Upload into LAHSA FileShare**

All funding reimbursement requests must be saved using the following naming convention. Reimbursement requests that are not uploaded to the correct folder (Monthly Funding Request (Billing)) or do not follow this naming structure may be delayed in processing and payment by LAHSA.

Naming Structure:

Contract number (up to 16 Alpha/numeric).Agency code (3 digit Alpha\*)-YY.MM (2 digit Year.2 digit month of reimbursement request)FR

XXXXXXXXXXXXXXXXXX.XXX-YYMMFR

Example:                   2015CITYGF75.CFC-15.07FR

Contract number:	2015CITYGF75
Agency code:	CFC
Request Year:	15
Request Month:	07
Funding Request:	FR

\*If you do not know your 3 digit Agency Code, please contact [fundingrequests@lahsa.org](mailto:fundingrequests@lahsa.org).

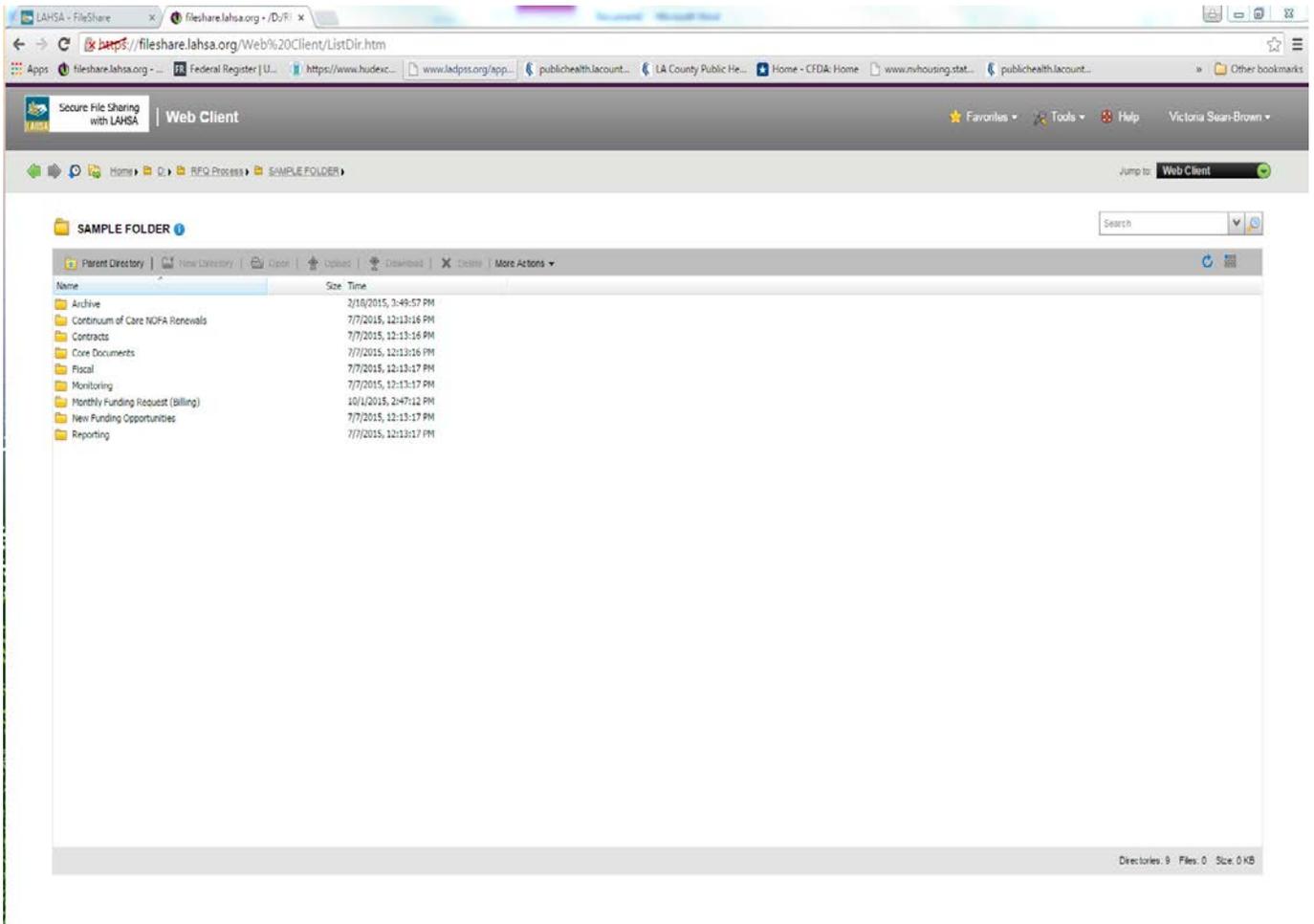
If the reimbursement request is for an advance or is a supplemental or revision, the following codes are to be added after the FR.

A	=	Advance	Example: (2015CITYGF75.CFC-15.07FR <b>A</b> )
S	=	Supplemental	Example: (2015CITYGF75.CFC-15.07FR <b>S</b> )
R	=	Revision	Example: (2015CITYGF75.CFC-15.07FR <b>R</b> )

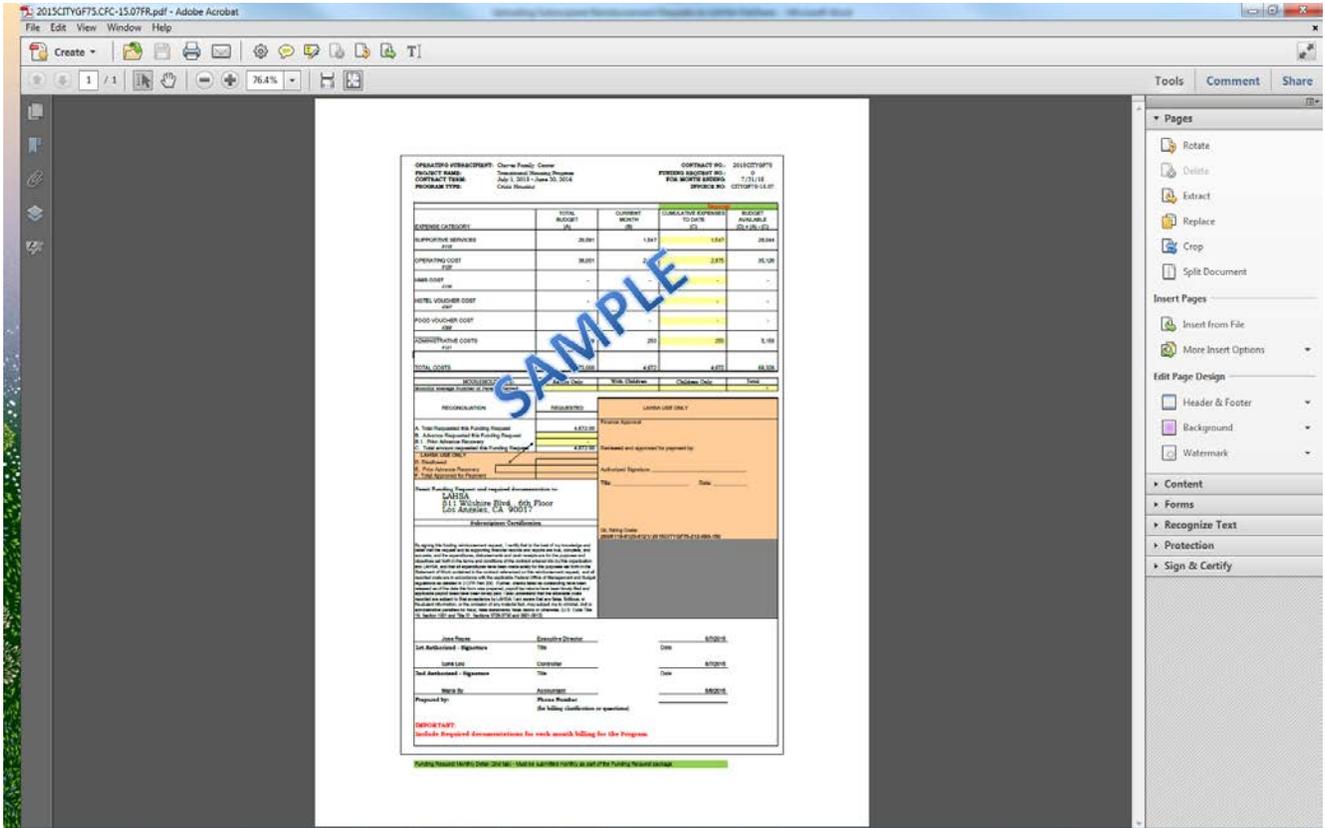
**Please ensure that the exact contract number is used and that the periods (.) and dash (-) are used in the proper placement as shown above in the examples above.**

# SAMPLE PICTURES

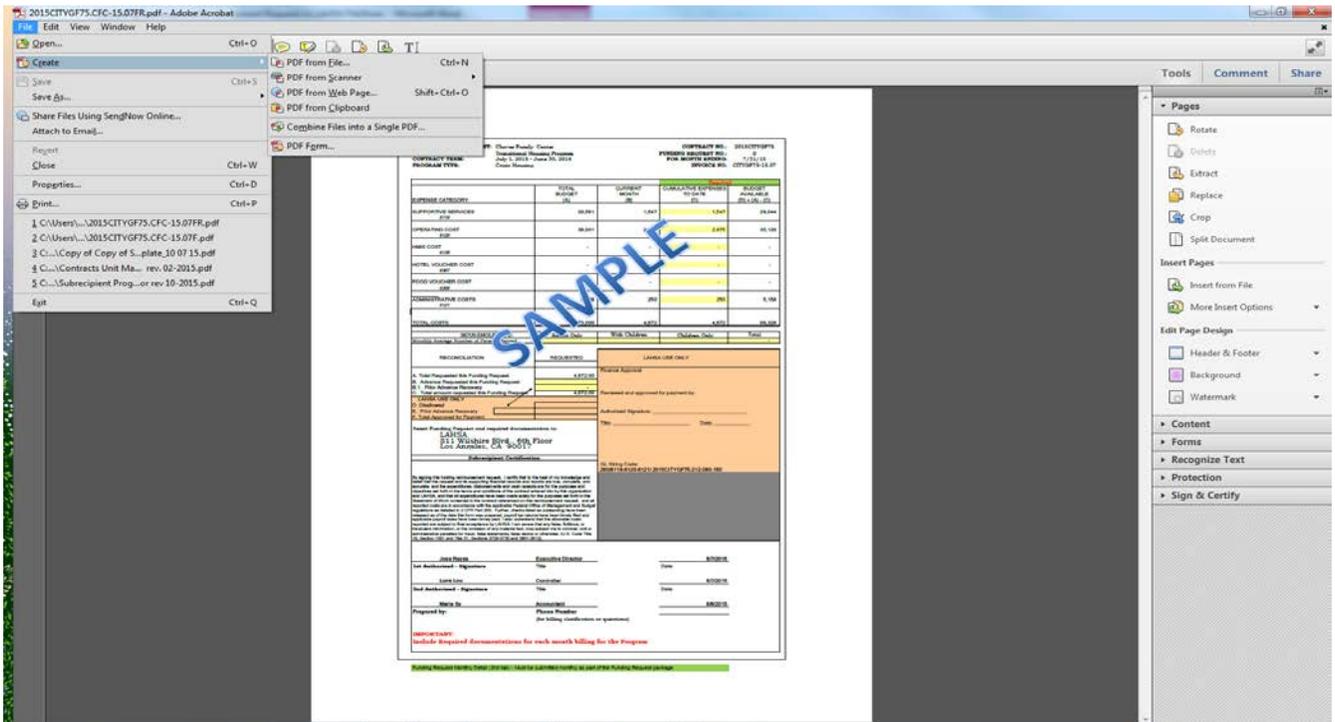
Picture 1: Sample FileShare Folder with Monthly Funding Request (Billing) Folder



Picture 2: Screenshot of Adobe Acrobat (PDF) program showing Tools menu for extracting, adding and replacing pages or combining files.



Picture 3: Adobe (PDF) files can also be combined by selecting File, Create and Combine Files into a Single PDF on the Adobe Acrobat menu bar.



Picture 4: Sample showing Naming convention for Uploaded Reimbursement Request pdf document (Picture also is an example of a screenshot for confirmation of the file upload, it details the date and time of upload)

