

## SSB WDU Invoicing Process

*All Workforce Development Unit (WDU) client invoices and reports must be submitted to the Central Mailbox.*

Central Mailbox Email: [SSB.invoice@state.mn.us](mailto:SSB.invoice@state.mn.us)

### Central Mailbox Address:

SSB Invoice  
2200 University Ave West  
Suite 240  
St. Paul, MN 55114

Central Mailbox Fax: ATTN: SSB Invoice  
(651) 649 - 5927

### Invoicing Procedure

1. Submit all WDU client invoices and reports to the Central Mailbox. Invoices and reports sent elsewhere will be returned to you for resubmission.
  - Invoices must be accurate and submitted within 45 calendar days from the end date of the authorization or the last date of service, whichever occurs first. Failure to submit an invoice within 45 days may be considered a material breach of contract.
  - Monthly reports are due within 10 business days of the end of each month.
  - An invoice cannot be paid without a report. Invoices sent without a report will be returned to you. You must submit the report either before or with an invoice.
2. You will receive a notification that the invoice and report have been received and are being reviewed for accuracy and further processing. If you do not receive this notification within two business days, please confirm receipt via email to the Central Mailbox.
3. Invoices will be reviewed for accuracy. If an invoice is inaccurate, it will be returned to you for correction and resubmission.
4. If the invoice is accurate and the services provided align with the services requested, the invoice will be processed for payment. Payments will be made within 30 calendar days from the receive date of an accurate invoice.

### Who to Contact

- Authorization requests or client-specific questions: Assigned counselor or VR-Tech
- Vendor-specific questions/concerns: Jennifer Beilke at [Jennifer.beilke@state.mn.us](mailto:Jennifer.beilke@state.mn.us) or 651-539-2273; and Susan Kusz at [Susan.Kusz@state.mn.us](mailto:Susan.Kusz@state.mn.us) or 651-539-2271.
- Questions regarding receipt of invoices or reports: Central Mailbox Manager at [SSB.invoice@state.mn.us](mailto:SSB.invoice@state.mn.us) or 651-539-2356

## SSB SSU Invoicing Process

*All Senior Services Unit (SSU) client invoices and reports must be submitted to the Central Mailbox.*

Central Mailbox Email: [SeniorServiceinvoices.DEED@state.mn.us](mailto:SeniorServiceinvoices.DEED@state.mn.us)

### Central Mailbox Address:

SSB Invoice  
2200 University Ave West  
Suite 240  
St. Paul, MN 55114

Central Mailbox Fax: ATTN: SSB Invoice  
(651) 649 - 5927

### Invoicing Procedure

1. Submit all SSU client invoices and reports to the Central Mailbox. Invoices and reports sent elsewhere will be returned to you for resubmission.
  - Invoices must be accurate and submitted within 45 calendar days from the end date of the authorization or the last date of service, whichever occurs first. Failure to submit an invoice within 45 days may be considered a material breach of contract.
  - Monthly reports are due within 10 business days of the end of each month.
  - An invoice cannot be paid without a report. Invoices sent without a report will be returned to you. You must submit the report either before or with an invoice.
2. You will receive a notification that the invoice and report have been received and are being reviewed for accuracy and further processing. If you do not receive this notification within two business days, please confirm receipt via email to the Central Mailbox.
3. Invoices will be reviewed for accuracy. If an invoice is inaccurate, it will be returned to you for correction and resubmission.
4. If the invoice is accurate and the services provided align with the services requested, the invoice will be processed for payment. Payments will be made within 30 calendar days from the receive date of an accurate invoice.

**Who to Contact**

- Authorization requests or client-specific questions: Assigned counselor or VR-Tech
- Vendor-specific questions/concerns: Jennifer Beilke at [Jennifer.beilke@state.mn.us](mailto:Jennifer.beilke@state.mn.us) or 651-539-2273; and Susan Kusz at [Susan.Kusz@state.mn.us](mailto:Susan.Kusz@state.mn.us) or 651-539-2271.
- Questions regarding receipt of invoices or reports: Central Mailbox Manager at [SeniorServiceinvoices.DEED@state.mn.us](mailto:SeniorServiceinvoices.DEED@state.mn.us) or 651-539-2276.