INVOICE SUBMISSION GUIDELINES

REGION 5

Danbury/Torrington/Waterbury

Upon entering into a contract with the Department, the Social Workers will provide you with the approved proposal and send to you. A proposal must always be completed and approved BEFORE services begin. Services provided prior to approval will not be funded by the Department.

Please email your invoices directly to Dcfregion5.wafinvoice@ct.gov.
When emailing please ***do not*** cc: the DCF social worker or supervisor to the email in order to avoid duplication and delays in processing.

The RightFax will be used in the cases where paper invoices are presented or where a provider may not have email capabilities. RightFAX: 860 920-3123

For ease of use/sorting please add the office location and social worker's name in the subject line of your email. For example: A. Smith, Waterbury office.

DCF AREA OFFICE GRANTS & CONTRACTS SPECIALIST

Holly DeFloria
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