



To:	BHS Contracted Service Providers
From:	Behavioral Health Services
Date:	April 21, 2026
Title	BHS Fiscal Year End 2025-2026 Instructions

For timely payment of your invoices as the current fiscal year ends, please submit the following year-end documents within the due dates provided below.

DEADLINE on or before:	ITEM	SUBMIT DOCUMENTS TO:
May 18, 2026	<p>Providers with <u>CalWORKs</u> funding/services – Submit preliminary invoices for May 2026 and June 2026 properly labeled as “Cash Basis” at the top of each invoice for easy identification.</p> <p><i>Note: Please do not include non-Cash Basis cost centers</i></p>	BHS.Claims@sdcounty.ca.gov
June 12, 2026	<p>All Contract Invoices – Submit June 2026 preliminary invoices for payment processing.</p> <p>The <u>preliminary invoices</u> submitted for June 2026 services should include claims actually accrued <u>plus</u> any <i>anticipated claims</i> for all of June 2026.</p> <p>If preliminary invoices are not available, <u>a list of estimated amounts</u> should be submitted for accrual. The list should include the following:</p> <ul style="list-style-type: none"> • Contract number • Program name • Estimated amounts for the unclaimed month <p>The estimated list <u>will not</u> be processed for payment but will only be used for County accrual purposes.</p> <p>Invoices submitted for payment after the cut-off date are expected to have a 2 to 3-week delay in processing due to system closure.</p>	<p>For preliminary invoices, send to: BHS.Claims@sdcounty.ca.gov</p> <p>For estimated amounts (not to be processed for payments but for accrual purposes only), send estimates to: junida.bersabe@sdcounty.ca.gov jing.hua@sdcounty.ca.gov kathleen.raagas@sdcounty.ca.gov</p> <p>For Narcotic Treatment Programs (NTP), send to: BHSSFBudget.HHSA@sdcounty.ca.gov</p>

For More Information:

- Contact your Contracting Officer’s Representative (COR) or
- Junida Bersabe, Principal Accountant: junida.bersabe@sdcounty.ca.gov, (619) 584-5060
- Dan Vasquez, Dept Budget Manager: dan.vasquez@sdcounty.ca.gov, (619) 341-9245 (For NTP Providers only)



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DEADLINE on or before:	ITEM	SUBMIT DOCUMENTS TO:
August 31, 2026	<p>SUD Providers: Certification of Expenditures and Funding (CEF).</p> <p>MHS Providers: Final June 2026 Cost Report.</p>	<p>BHS.Claims@sdcounty.ca.gov</p> <p>For Narcotic Treatment Program (NTP), send to: BHSSFBudget.HHSA@sdcounty.ca.gov</p>

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