

**Kentucky Traumatic Brain Injury Program  
2016 Pay Schedule**

In order for timesheets or invoices to be processed in a timely manner, the following criteria must be met:

**Consumer's Service Providers Only**

- Timesheets or Invoices must be received in the office by Noon, EST by the timesheet/invoice due dates listed below
- Timesheets must be completely filled out, correct and must have original signatures and dates; timesheets cannot be corrected with white-out (correction fluid) , the proper method of correcting a timesheet is to strike through the error, write to the side what the correction is and initial the correction.
- Timesheets that are pre-dated and/or pre-filled will not be processed – this is fraudulent and could result in loss of allocation and/or removal from the Kentucky Traumatic Brain Injury Program
- Back up documentation cannot contain ditto marks or same as above for the service descriptions
- Work cannot begin by a service provider prior to our receipt of a completed W9, I9 and a completed background check

**Vendors Only**

- Invoices from vendors must be itemized
- Work cannot begin by a vendor prior to receiving a W9 and liability insurance

**Timesheet/Invoice Due Dates:**

Friday, January 8<sup>th</sup>  
Monday, January 25<sup>th</sup>  
Monday, February 8<sup>th</sup>  
Tuesday, February 23<sup>rd</sup>  
Monday, March 7<sup>th</sup>  
Thursday, March 24<sup>th</sup>  
Friday, April 8<sup>th</sup>  
Friday, April 22<sup>nd</sup>  
Monday, May 9<sup>th</sup>  
Tuesday, May 24<sup>th</sup>  
Thursday, June 9<sup>th</sup>  
Friday, June 24<sup>th</sup>  
Friday, July 8<sup>th</sup>  
Monday, July 25<sup>th</sup>  
Monday, August 8<sup>th</sup>  
Wednesday, August 24<sup>th</sup>  
Thursday, September 8<sup>th</sup>  
Thursday, September 22<sup>th</sup>  
Friday, October 7<sup>th</sup>  
Monday, October 24<sup>th</sup>  
Monday, November 7<sup>th</sup>  
Wednesday, November 23<sup>rd</sup>  
Thursday, December 8<sup>th</sup>  
Thursday, December 22<sup>nd</sup>

**Process Date:**

January 14, 2016  
January 29, 2016  
February 12, 2016  
February 26, 2016  
March 11, 2016  
March 29, 2016  
April 14, 2016  
April 28, 2016  
May 12, 2016  
May 30, 2016  
June 15, 2016  
June 30, 2016  
July 15, 2016  
July 29, 2016  
August 12, 2016  
August 30, 2016  
September 15, 2016  
September 29, 2016  
October 14, 2016  
October 28, 2016  
November 11, 2016  
November 29, 2016  
December 15, 2016  
December 29, 2016