

## Alternative Payment Arrangements (APA) Expense Reports

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This provider bulletin applies to all CBH contracted providers who are delivering a service that is being reimbursed using an Alternative Payment Arrangement (APA) and are required to submit a monthly expense report.

Effective March 18, 2024, providers must submit their expense reports using the [attached](#) spreadsheet and are asked not to make any modifications to the worksheet. The reports are due on or before the 45<sup>th</sup> calendar day following the end of the month (i.e., the expense report for January 2024 is due by March 18, 2024). If the 45<sup>th</sup> day falls on a weekend or holiday, the expense report is due by the next business day. CBH reserves the right to withhold a provider's payment if their expense report is not submitted in alignment with the submission timeline. If a provider is experiencing significant hardship with the submission timeline, their assigned Provider Relations Representative should be notified no later than 15 calendar days before the date that the expense report is due.

All expense reports should be submitted to [cbh.expensereportsubmission@phila.gov](mailto:cbh.expensereportsubmission@phila.gov). Any questions should be directed to your assigned Provider Relations Representative.