## **How to Submit a Dependency Bill with the**

## Title IV-E Children Reporting Form in MyJAC

Beginning July 1, 2022, JAC is required to collect the information requested in the Title IV-E Children Reporting Form to process dependency attorney fee and due process vendor bills for payment. This check list has been developed to assist you court-appointed dependency attorneys with this new process. In order to submit a JAC Dependency Attorney Fee bill:

- 1. Login to <u>MyJAC</u> with your User ID and Password.
- 2. Select Attorney Billing Packet Submission on the left side menu bar.



3. Search for a case.



- 4. Select the case number.
- 5. On the Case Details page, select Submit a New Billing Packet.

## O PLEASE SELECT:

✓ Submit a New Billing Packet for This Case (also for attorney reimbursement)

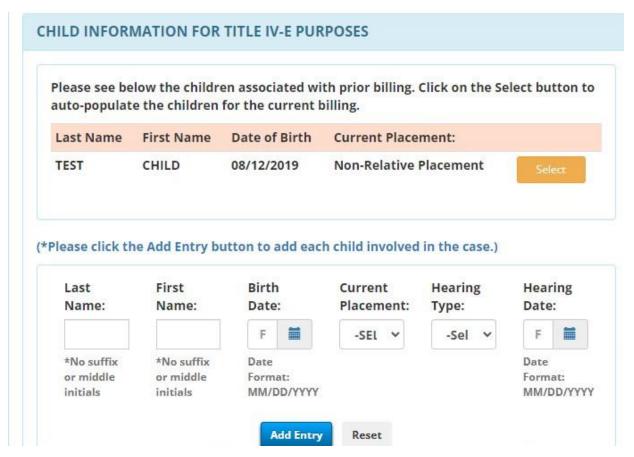


6. Select the billing type from the drop-down menu.

**NOTE:** For attorney reimbursement, please select the Flat Fee/Criminal billing type from the dropdown and then check the box labeled "Reimbursement Only".



7. The billing packet information form will open. Enter your billing information and scroll down to edit the Child Information for Title IV-E Purposes. The Child Information you enter should be the child/children of your client only.



8. Scroll down to complete the Attorney Certification, upload the relevant document files, and submit.