

York County
Commissioners

M. Steve Chronister
Doug Hoke
Christopher B. Reilly



YORK/ADAMS
DRUG & ALCOHOL COMMISSION
Recovery on the Horizon

100 West Market Street, Suite B04; York, PA 17401
Phone: 717-771-9222; Fax: 717-771-9709

Adams County
Commissioners

Randy L. Phiel
James E. Martin
Marty Karsteter Qually

MEMO

November 6, 2013

Dear Contracted Provider,

Please be aware that it has come to our attention that the DRC grant requirements are such that information/billing needs to be reported monthly and is time sensitive. Therefore we have developed a protocol to adhere to the grant guidelines. All DRC billing must be submitted no later than five business days after the last treatment episode when the client completes treatment. Please submit all billing to both Lisa Ahmed at York/Adams Drug and Alcohol Commission by email (lahmed@yorkcountypa.gov) or mailing address listed above and April Billet-Barclay at York County Adult Probation by email (abbarclay@yorkcountypa.gov) or mailing address: 45 North George Street 2ndFloor; York County Adult Probation York PA 17401.

If you have any questions regarding this memo, please contact our office.

LMA, BCK