# Subject: Notice of FI$Cal Changes to Department of Rehabilitation Invoice Processing & Payment

Dear Partners,

This notification is to inform your organization of upcoming changes to how the Department of Rehabilitation (DOR) will be processing invoices and payments for services rendered to DOR consumers. Effective July 1, 2025, DOR will integrate its AWARE case management and accounting system with Fi$Cal. Please see below for more information on the impact of this change to invoicing and payments.

## Background:

FI$Cal (Financial Information System for California) is the state’s centralized system for managing accounting, budgeting, cash management, and procurement. It replaces outdated systems to improve efficiency, consistency, and transparency across state government. DOR began its transition into the FI$Cal system in July 2024.

## Notable FI$Cal Invoicing and Payment Processing Changes

Under FI$Cal, each individual invoice submitted, even if multiple invoices are submitted together, will result in a separate warrant check (i.e., payment) issued for each invoice. This is a change from the previous process where multiple invoices submitted together could be combined into a single payment.

***For example****:* If three separate invoices are submitted for services provided to three different consumers, even if submitted at the same time, FI$Cal will issue three separate warrant checks—one for each invoice received.

This change is part of the FI$Cal system and not a DOR decision. It helps standardize payments but may result in vendors receiving multiple checks for the same service period when billing for multiple consumers. DOR is working to manage this process and the high volume of invoices. It is recommended for Community Rehabilitation Programs to bundle their invoices under a bulk invoice coversheet using a single unique invoice number to bill for multiple consumers and services at once. A unique invoice number per bulk invoice coversheet is required to prevent payment delays.

**Additional Information**

Invoice submissions using the Vocational Rehabilitation Connections (VRC) Portal are limited to a single attachment in addition to the invoice. If your organization is submitting billing through the VRC Portal, please consolidate your supporting documentation into a single document before attaching to your invoice. The attached Bulk Invoice Coversheet template can be used as a coversheet for multiple attached sub-invoices.

Please reach out to the DOR Financial Services & Reporting Accounting Unit at FSR.Field.Accounting@dor.ca.gov, or directly to your CRD Specialist, if you have questions or concerns throughout this adjustment period.