

**- MEMORANDUM -**

DATE: February 2, 2022

TO: Alameda County Behavioral Health (ACBH) Mental Health (MH) Community-Based Organizations (CBOs)

FROM: Edilyn Velasquez, Contracts Director  
Cecilia Serrano, Finance Director

SUBJECT: **Finance Division Restructuring Update and New Invoicing Procedure**

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In 2020, the ACBH Executive Leadership approved the transition of functions between units in the Finance Division as part of an organizational restructuring to fully align ACBH's compliance with the State and Federal requirements in the County's Mental Health Plan Contract, Performance Contract, and Drug Medi-Cal Contract.

As we continue to implement the restructuring initiative, this is to provide an update on the impacts of these changes to our community partners. On December 31, 2021, the processing of the MH invoices has fully transitioned from the Contracts Unit to Budget and Fiscal Services Unit. **Effective immediately, please send the invoices with the supporting documentation including questions on invoice and payment status to [CBOPayment@acgov.org](mailto:CBOPayment@acgov.org).**

For budgetary and fiscal-related questions regarding your contract, please contact your assigned Fiscal Contract Manager in the Contracts Unit.

ACBH appreciates our continued partnership as we implement this process towards completion.

cc: Executive Leadership  
Operational Leadership

