

Changes to Investigator Billing and Contracting

JAC is making significant changes to investigator billing. As provided in the Fiscal Year 2018-2019 Due Process Contracts, investigative firms will need to provide JAC with the licenses of all investigators performing work under a JAC Due Process Contract. During the contracting process, the party executing the JAC Due Process Contract will need to provide the investigative firm's A license number and the lead investigator's C license number. Thereafter, the contracting party will need to provide through My JAC the names and license numbers of any additional investigator(s) who will be performing services under the contract.

During the billing process, the services of each investigator providing services on a case will be entered separately as part of a single billing. In completing the online JAC Invoice/Voucher Cover, the services for each investigator will be entered separately by license number. The person submitting the billing will include the hours performed by each investigator who worked on the case as separate entries in the billing. This will permit JAC staff to track the number of hours worked by each investigator across their JAC cases.

As required by the new contract, if an individual investigator provides more than 10 hours of services on a single date or more than 50 hours of services in a week, this information needs to be disclosed in the billing. It is the responsibility of the contracting party to keep track of the number of hours being worked by each investigator across all JAC cases.

If the hours are being billed on a single case, then a brief explanation (such as final investigation before trial) will be sufficient. However, if the hours are being billed across multiple cases, the explanation should also provide the case information for the other cases involved.