

Please complete ALL information below and provide the required documentation to request a vendor payment for goods & services as indicated in the approved person-centered plan and budget

Employer Name: _____ Dept # _____

Vendor/Business Name: _____

Vendor Mailing Address (including Street/City/State/Zip): _____

Vendor Email Address: _____

Service Code/Description	Dates of Service	Amount Due
Total Amount Due for Invoice		

Employer/Authorized Rep Signature: _____

By signing above, I certify that the goods & services reflected by this Vendor Payment Request were delivered/received and are in accordance with Maryland DDA Standards. I certify that the invoice is true and accurate. False information constitutes Medicaid fraud.

Payment Type	Invoice Requirements/Information Needed
Vendor Invoice Requirements	<p>An invoice or quote should be submitted with the following:</p> <ul style="list-style-type: none"> • The vendor’s name, address, and email • The employer’s name as the recipient • The goods or services to be purchased <p>Service invoices should reflect the <i>exact</i> dates of services with the following:</p> <ul style="list-style-type: none"> • Participant name • Vendor name • The service(s) rendered as authorized in the Person-Centered Plan • Date(s) the services were rendered • Start and end times of the services each day • Number of hours/units for each day (broken down by the quarter hour) • Name of each employee who provided the service(s) • A description of tasks completed by the vendor for each time entry • Total amount charged

<p>Reimbursement Requirements</p>	<p>When submitting a request for reimbursement, provide the following:</p> <ul style="list-style-type: none"> • A detailed receipt with date of purchase, item(s) purchased, total cost, and method of payment • For cash purchases, provide a cash receipt/and or withdrawal statement to support cash payment • For purchases made by check, please provide a copy of the canceled check or bank statement showing the purchase. All other transaction info may be redacted • For purchases made by debit/credit card, please provide a copy of the credit card receipt showing the purchase. All other transaction info may be redacted • Upon initial request for health insurance reimbursements, submit the Participant’s Employee written policy to SDSVendorCompliance@fello.org listing the maximum dollar amount allowed for each staff benefit • CPR certificates must be provided as supporting documentation to show proof of certification • IFGDS goods and services for each plan year must be approved by DDA prior to purchase and submission for reimbursement
<p>General Requirements</p>	<p>Participants should review the following requirements when submitting an invoice for processing:</p> <ul style="list-style-type: none"> • Prior to payment, vendors must submit required documents and credentials as outlined on the Vendor Requirements form and submit to SDSVendorCompliance@fello.org • Vendors must adhere to the waiver service, billing units, and hour limitations as written in DDA’s Self-Directed Services Manual • Reimbursements cannot be issued directly to the employer or their support broker • Vendor addresses on the VPR and in Bill.com must match for reimbursement to be processed • Invoices and vendor payment requests with discrepancies such as amounts, budget depletion, and unreadable attachments will be returned for corrections and must be resubmitted to SDSvendor@fello.org • Submissions that are not revised to match the exact amounts available in the budget once depletion is identified will be returned for corrections • Invoices submitted with service dates over 11 months old cannot be processed • VPRs submitted without the participant’s or designated representative’s signature will be returned for correction • Participants or their designated representative must be copied when submitting reimbursement request
<p>List of Service Descriptions by Name (Please select the waiver code that applies)</p>	<p>The correct Service Code should be selected:</p> <ul style="list-style-type: none"> • Assistive Technology • BSS - Behavioral Assessment • BBS - Behavioral Plan • BSS - Behavioral Consultation • BSS - Brief Support Implementation • Community Development Services 1:1 • Community Development Services 2:1 • Day Habitation

**List of Service Descriptions
by Name (*continued*)
(Please select the waiver code
that applies)**

- Employment Services Milestone 1; Employment Service Milestone 2; Employment Service Milestone 3
- Employment Service - Self-Employment Development Support
- Employment Services - Job Development
- Employment Service – On Going Job Supports
- Employment Services - Follow Along Support
- Employment Services - Co-Worker Support
- Environmental Assessment
- Environmental Modification
- Family and Peer Mentoring Support
- Family Caregiver Training and Empowerment
- Housing Support Services
- Live- In Caregiver
- Nursing Support Services
- Personal Support
- Personal Support Enhanced
- Personal Support 2:1
- Remote Support Services
- Respite Care Services - Camp
- Respite Care Services - Licensed Site
- Respite Care Services - Hour
- Support Broker
- Supported Living
- Transition Services
- Transportation Orientation, Travel Training, and Taxi, Uber, Lyft
- Vehicle Modification