

August 16, 2018

MORC's fiscal year end is quickly approaching and we want to be sure that all your staff and contractors receive payment for services provided during fiscal year 2017-18 (October 1, 2017 through September 30, 2018).

Accordingly, we are providing the following information for your reference:

ALL claims for this period must be submitted no later than Monday, October 15, 2018 at 9 am. This is 8 hours earlier than the normal Monday deadline. Failure to submit timely will result in nonpayment of your claim due to fiscal year end processing. We **CANNOT** make any exceptions.

1. EOR timesheets **MUST** be received on the date indicated on the Fiscal Year 2019 Pay Schedule that is included with this letter. There can be no late timesheets, you cannot hold onto timesheets for the month --- you must submit them every two weeks.
2. You must submit mileage claims on a timely basis. Once you have billed for the final day of the month your mileage invoice and log must be submitted. We will not be able to bill for past months – MORC will not accept the claims. Payment for mileage can take up to 30 days as we must bill MORC and receive the funds prior to payment being made.
3. Respite Independent Contractor invoices **MUST** be submitted no later than 5 calendar days after the end of the month. We encourage you to submit your invoices during the month and not wait until the end of the month. We will not accept any invoices that contain prior month's services. We still have 30 days to pay this invoice as we need to bill and receive the funds from MORC prior to payment. The pay schedule is **NOT** for these invoices it is for EOR timesheets only, please do not call to see if you are getting paid. It only slows the process down.
4. EOR families are responsible for maintain service delivery logs and producing them when requested for audits. Please be sure that the logs reflect the actual goal/objective defined in the PCP that was worked on and the outcomes. Be sure that the person who received the service is the name that appears in the upper left-hand corner – **NOT** the worker's name. Be sure that the worker signs the log where indicated. We have been experiencing audits and noncompliance results in payback of dollars that is the employer's responsibility. We will not be paying it for you.
5. Your worker's must be trained always. You as the employer are responsible for paying your worker for any hours they work when they were not trained. Recipient Rights expires every year and can be renewed on-line if it has not expired. If it expires it must be done in a classroom setting only, Oakland County makes no exceptions. Workers should submit their training as soon as they complete it if it is not here when we process the timesheet/invoice they will not be paid.
6. Timesheets/Invoices must be signed by the person served (or their designee) and the worker, include start and stop times for each entry and must indicate AM or PM. PLEASE be sure that timesheets are legible. Do not use pencil it does not scan or fax clearly. Remember when they are scanned or photographed to be sure that it is a clear picture. We will have to request clearer copies if necessary and this may delay payment. If the document is too dark MORC will not allow us to scan into their data base.
- 7. Please remember workers cannot be paid for any time that a consumer has been admitted to the hospital or if the consumer is not present.**
8. Be mindful of overlapping hours with day programs, doctor visits and other services covered by Medicaid. Medicaid does not pay for two services at the same time. We will deduct the overlap from the staff's check at the time the overlap is identified by MORC.
9. All employer of record families with an employee providing services for 35 hours or more per week, or with 3 or more employees, must have workers compensation insurance. Please make sure your workers compensation policy reflects the appropriate number of full and part time workers. The Arc can help you to secure insurance if you need it. We cannot order insurance without your consent on the application.
10. We only print paper checks once a month and if a paper check is lost we do not replace it for 60 days. ADP paper checks also have to wait 60 days.

We hope that you and your family had a wonderful summer and wish you all the best for the next fiscal year.

Diane Kathy Lynn Megan A. Megan B. Monica G. Monica K. Niki Pat Tracy