

## HOME HELP PROVIDER PAYMENT SCHEDULE

### Introduction

Services for the home help program are paid once a month. Individual home help providers are required to submit an Electronic Services Verification (ESV) or Paper Services Verification (PSV) into the Community Health Automated Medicaid Processing System (CHAMPS) in order to receive payment. Receipt of payment is based on the date an ESV is submitted in CHAMPS or a PSV is received by MDHHS.

Tasks can be entered and submitted in CHAMPS for ESVs the day services are provided or entered and submitted for the entire month on the last day of the month. PSVs must be received by MDHHS starting the first day of the following month services were provided. PSVs for future months are not acceptable.

### Service Verification Received/Submitted

ESV/PSVs must be submitted or received by Friday at 5 p.m. ESVs not submitted in CHAMPS or PSVs not received by MDHHS by Friday at 5 p.m. will not pay until the next pay period.

**Example:** The estimated warrant delivery date for ESV/PSVs submitted or received AFTER 5 p.m. on Friday, January 6, 2017 will be received on January 20, 2017.

### Estimated Warrant Delivery Date

The approximate date a warrant will be delivered. Warrants may be delayed due to holidays.

Service Verification Received/Submitted	Estimated Warrant Delivery Date
January 1 - 6	01/13/2017
January 7 - 13	01/20/2017
January 14 - 20	01/27/2017
January 21 - 27	02/03/2017
January 28 - February 3	02/10/2017

Service Verification Received/Submitted	Estimated Warrant Delivery Date
February 4 - 10	02/17/2017
February 11 - 17	02/24/2017
February 18 - 24	03/03/2017
February 25 - March 3	03/10/2017
March 4 - 10	03/17/2017
March 11 - 17	03/24/2017
March 18 - 24	03/31/2017
March 25 - 31	04/07/2017
April 1 - 7	04/14/2017
April 8 - 14	04/21/2017
April 15 - 21	04/28/2017
April 22 - 28	05/05/2017
April 29 - May 5	05/12/2017
May 6 - 12	05/19/2017
May 13 - 19	05/26/2017
May 20 - 26	06/02/2017
May 27 - June 2	06/09/2017
June 3 - 9	06/16/2017
June 10 - 16	06/23/2017
June 17 - 23	06/30/2017
June 24 - 30	07/07/2017
July 1 - 7	07/14/2017

Service Verification Received/Submitted	Estimated Warrant Delivery Date
July 8 - 14	07/21/2017
July 15 - 21	07/28/2017
July 22 - 28	08/04/2017
July 29 - August 4	08/11/2017
August 5 - 11	08/18/2017
August 12 - 18	08/25/2017
August 19 - 25	09/01/2017
August 26 - September 1	09/08/2017
September 2 - 8	09/15/2017
September 9 - 15	09/22/2017
September 16 - 22	09/29/2017
September 23 - 29	10/06/2017
September 30 - October 6	10/13/2017
October 7 - 13	10/20/2017
October 14 - 20	10/27/2017
October 21 - 27	11/03/2017
October 28 - November 3	11/11/2017
November 4 - 10	11/17/2017
November 11 - 17	11/25/2017
November 18 - 24	12/01/2017
November 25 - December 1	12/08/2017
December 2 - 8	12/15/2017
December 9 - 15	12/23/2017

Service Verification Received/Submitted	Estimated Warrant Delivery Date
December 16 - 22	12/30/2017
December 23 - 29	01/06/2018
December 30 - January 5	01/12/2018

### ADULT SERVICES AUTHORIZATION DEADLINE SCHEDULE CALENDAR YEAR 2017

An ESV or PSV cannot be generated in CHAMPS until an authorization is entered in the system. Therefore, adult services staff should enter the authorization by the last day of the month or as soon as possible.

Service Month Worked	Adult Services Payment Authorization Deadline
January	01/27/2017
February	03/03/2017
March	03/31/2017
April	04/28/2017
May	06/02/2017
June	06/30/2017
July	08/04/2017
August	09/01/2017
September	09/29/2017
October	11/03/2017
November	12/01/2017
December	12/27/2017