

**HOME HELP PROVIDER PAYMENT SCHEDULE****Introduction**

Services for the home help program are paid once a month. Individual home help caregivers are required to submit an Electronic Services Verification (ESV) or Paper Services Verification (PSV) into the Community Health Automated Medicaid Processing System (CHAMPS) 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 4, 2019 is January 18, 2019.

**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 - 4	01/11/2019
January 5 - 11	01/18/2019
January 12 - 18	01/25/2019
January 19 - 25	02/01/2019
January 26 - February 1	02/08/2019

Service Verification Received/Submitted	Estimated Warrant Delivery Date
February 2 - 8	02/15/2019
February 9 - 15	02/22/2019
February 16 - 22	03/01/2019
February 23 - March 1	03/08/2019
March 2 - 8	03/15/2019
March 9 - 15	03/22/2019
March 16 - 22	03/29/2019
March 23 - 29	04/05/2019
March 30- April 5	04/12/2019
April 6 - 12	04/19/2019
April 13 - 19	04/26/2019
April 20 - 26	05/03/2019
April 27 - May 3	05/10/2019
May 4 - 10	05/17/2019
May 11 - 17	05/24/2019
May 18 - 24	05/31/2019
May 25 - 31	06/07/2019
June 1 - 7	06/14/2019
June 8- 14	06/21/2019
June 15 - 21	06/28/2019
June 22 - 28	07/05/2019
June 29 - July 5	07/12/2019
July 6 - 12	07/19/2019

Service Verification Received/Submitted	Estimated Warrant Delivery Date
July 13 - 19	07/26/2019
July 20 - 26	08/02/2019
July 27 - August 2	08/09/2018
August 3 - 9	08/16/2019
August 10 - 16	08/23/2019
August 17 - 23	08/30/2019
August 24 - 30	09/06/2019
August 31 - September 6	09/13/2019
September 7 - 13	09/20/2019
September 14 - 20	09/27/2019
September 21 - 27	10/04/2019
September 28 - October 4	10/11/2019
October 5 - 11	10/18/2019
October 12 - 18	10/25/2019
October 19 - 25	11/01/2019
October 26 - November 1	11/08/2019
November 2 - 8	11/15/2019
November 9 - 15	11/22/2019
November 16 - 22	11/29/2019
November 23 - 29	12/06/2019
November 30 - December 6	12/13/2019
December 7 - 13	12/20/2019
December 14 - 20	12/27/2019

Service Verification Received/Submitted	Estimated Warrant Delivery Date
December 21 - 27	01/03/2020
December 28 - January 3	01/10/2020

### ADULT SERVICES AUTHORIZATION DEADLINE SCHEDULE CALENDAR YEAR 2018

An ESV or PSV cannot be generated in CHAMPS until an authorization is entered into MiAIMS. Therefore, adult services workers 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	01-31-2019
February	02-28-2019
March	04-04-2019
April	05-02-2019
May	06-06-2019
June	07-03-2019
July	08-01-2019
August	09-05-2019
September	10-03-2019
October	10-31-2019
November	12-05-2019
December	01-02-2020