

**State of Maryland
Department of Health and Mental Hygiene
Developmental Disabilities Administration**

Supplemental Payment Request Procedure

PCIS2 generates invoices for base and add-on services (including wheelchair transportation) invoices, but does not generate supplemental services invoices. This is because base and add-on services payments are based on attendance while supplemental services are not. To assure that providers are paid for providing supplemental services, DDA developed a Supplemental Services Invoice form; following is the process to be followed:

1. All supplemental expenses should be submitted on the correct "Supplemental Services Invoice". This should be submitted quarterly and signed in blue ink.
2. To assist providers, there is a report on PCIS2 which shows all FPS supplemental expenses entered into the system. You should print this, attach it to the invoice and base your invoiced amount on the printout. Make sure you invoice only from the effective date shown, use the actual dollars. Do not invoice for OTO supplementals on this invoice. This is a good tool generated for your use.
3. Attach a spreadsheet by consumer showing actual / annual dollars of supplemental services and actual amount billed for each quarter. This spreadsheet should be used each quarter and would reflect amounts invoiced for each quarter.
4. Send this invoice to DDA Headquarters, Attention Budget Specialist.
5. The Budget Specialist signs the Request for Payment Form and forwards for payment.
6. Payment is sent to the provider.