

Vendor Enrollment Packet

Welcome to Self-Direction! This packet contains all the forms you need to enroll as a vendor and begin providing services. You will not be paid for services until the following forms are completed and returned:

- Vendor Information Form
- Vendor Agreement
- Vendor Payment Request
- DHS Attestation Form
- Vendor Transportation Appendix (optional)
- Vendor Mileage Invoice
- IRS Form W-9
- Direct Deposit Agreement
- Non-Timesheet Invoice
- Business or Service License
- SDCB PCS/Respite Multi-Branch Vendor Locations

Send completed forms by fax, email, or mail to Conduent at the address below:

Fax: 866.302.6787
Email:
docprocessing@conduent.com
Mailing Address:
P.O. Box 27460
Albuquerque, NM 87125-7460

To be paid for goods or services rendered, a Vendor Payment Request form must be completed and submitted to Conduent for payment, along with a copy of an invoice, by the program's submission deadline. A copy of the payment schedule can be found in this packet.

As a 1099 tax status agency or independent contractor, vendors will not have any taxes withheld from your payment. Vendors receive an IRS 1099 if they meet the IRS threshold for receiving a 1099, which are mailed out on January 31st. Allow two weeks for delivery.

Should you need any assistance, please contact the Consolidated Customer Service Center at 1.800.283.4465. Due to privacy rules, customer service may be limited on the information we can provide about the member.

We look forward to serving you!



VENDOR PAYMENT SCHEDULE - 2023

New Mexico Self-Direction Program

Payment Request/Invoices MUST be received by Conduent	Payments Made by Palco	Payment Request/Invoices MUST be received by Conduent	Payments Made by Palco
SATURDAY	FRIDAY	SATURDAY	FRIDAY
Start Date	End Date	Deadline	Paid On
December 24, 2022	January 6, 2023	July 1, 2023	July 14, 2023
December 31, 2022	January 13, 2023	July 8, 2023	July 21, 2023
January 7, 2023	January 20, 2023	July 15, 2023	July 28, 2023
January 14, 2023	January 27, 2023	July 22, 2023	August 4, 2023
January 21, 2023	February 3, 2023	July 29, 2023	August 11, 2023
January 28, 2023	February 10, 2023	August 5, 2023	August 18, 2023
February 4, 2023	February 17, 2023	August 12, 2023	August 25, 2023
February 11, 2023	February 24, 2023	August 19, 2023	September 1, 2023
February 18, 2023	March 3, 2023	August 26, 2023	September 8, 2023
February 25, 2023	March 10, 2023	September 2, 2023	September 15, 2023
March 4, 2023	March 17, 2023	September 9, 2023	September 22, 2023
March 11, 2023	March 24, 2023	September 16, 2023	September 29, 2023
March 18, 2023	March 31, 2023	September 23, 2023	October 6, 2023
March 25, 2023	April 7, 2023	September 30, 2023	October 13, 2023
April 1, 2023	April 14, 2023	October 7, 2023	October 20, 2023
April 8, 2023	April 21, 2023	October 14, 2023	October 27, 2023
April 15, 2023	April 28, 2023	October 21, 2023	November 3, 2023
April 22, 2023	May 5, 2023	October 28, 2023	November 10, 2023
April 29, 2023	May 12, 2023	November 4, 2023	November 17, 2023
May 6, 2023	May 19, 2023	November 11, 2023	November 24, 2023
May 13, 2023	May 26, 2023	November 18, 2023	December 1, 2023
May 20, 2023	June 2, 2023	November 25, 2023	December 8, 2023
May 27, 2023	June 9, 2023	December 2, 2023	December 15, 2023
June 3, 2023	June 16, 2023	December 9, 2023	December 22, 2023
June 10, 2023	June 23, 2023	December 16, 2023	December 29, 2023
June 17, 2023	June 30, 2023	December 23, 2023	January 5, 2024
June 24, 2023	July 7, 2023	December 30, 2023	January 12, 2024

Late time submissions and mistakes may result in late payment!

Office Closures

New Year's Day - Monday, January 2
 Martin Luther King, Jr. Day - Monday, January 16
 Memorial Day - Monday, May 29
 Juneteenth Day - Monday, June 19
 Independence Day - Tuesday, July 4

Labor Day - Monday, September 4
 Columbus Day - Monday, October 9
 Veteran's Day - Friday, November 10
 Thanksgiving - Thursday-Friday, November 23-24
 Christmas - Monday, December 25

Instructions for Vendor Forms

Please complete the following forms to enroll as a vendor with Palco. Use the instructions and checklist below to guide you through the process. All areas highlighted in yellow on the following forms must be completed.

- The **New Vendor Setup** form is used to setup the vendor for payments from Palco.
 - Complete all fields in the Vendor Information section.
 - Select the option for the type of vendor services that will be provided
 - SDCB ONLY:** For Vendors providing Personal Care Services (Service Codes: 99509/99509E & T1005SD), completion of the SDCB PCS/Respite Multi-Branch Vendor Location information is required.
- The **Vendor Provider Agreement** outlines the responsibilities of the vendor. Complete, sign and date the highlighted fields on the form.
 - Complete the Vendor Information box at the top of the form.
 - Consumer/Employer must sign and date at the bottom of the form.
 - Sign and date at the bottom of the form.
- The **IRS Form W-9** provides Palco with required information, per IRS regulations.
 - Complete Box 1 with your name as shown on your income tax return.
 - Write your Business name in Box 2 (if different from Box 1).
 - Make the appropriate selection in Box 3.
 - Select Box 4 if appropriate.
 - Complete Box 5 and Box 6 with your complete address.
 - Complete Box 7 with your account number (optional).
 - Write your Taxpayer Identification Number (TIN) in the appropriate boxes of Part 1.
 - Sign and date the bottom of the form.
- The **Pay Selection and Direct Deposit Authorization Agreement** gives us the authority to pay you via electronic funds transfer
 - Select an option for Request Type at the top of the form.
 - Complete all fields in the Account Information section.
 - Attach one of the following forms of validating documentation:
 - ✓ A voided check (no temporary checks or deposit slip).
 - ✓ A typed letter from your bank on the bank's letterhead with your name, account number and routing number.
 - ✓ For a pre-paid card, send a statement from the card company showing the card is activated and registered. This statement must have your name printed on the card. Generally, you can log into the card company's website and print this form, or if you purchase your pre-paid card directly from a bank, the bank can provide the necessary documentation. **A copy of your card is NOT valid documentation.**
 - Sign and date the bottom of the form.

- The **SDCB PCS/Respite Multi-Branch Vendor Locations** page requests information required for provider setup for Electronic Visit Verification (EVV).
 - If the Vendor is providing 99509/99509E or T1005SD Service Codes and has multiple service locations throughout New Mexico, the full Physical Address and 9-digit Business tax ID or FEIN of each location is required.
 - If the Vendor was previously enrolled as a Medicaid provider, each branch location associated to the Vendor must also be enrolled as a Medicaid provider and requires a separate 9-digit Business Tax ID or FEIN.



Vendor Information Form

MEMBER INFORMATION	
Full Name (First, Middle, Last):	Medicaid or Palco ID:

VENDOR INFORMATION			
Name	FEIN or SSN of Payee		
Mailing Address	City	State	Zip Code
Contact Person	Phone Number	Email	
Pay Type: <input type="checkbox"/> Paper Check	<input type="checkbox"/> EFT (If this option is selected, attach a direct deposit authorization agreement)		
<input type="checkbox"/> A W-9 is required for all vendors; the form is attached.			
Is this Vendor a Multi-Branch Provider? (Personal Care Services/Respite Providers ONLY; Services Codes: 99509/99509E & T1005SD)			
<input type="checkbox"/> YES (If Yes, please complete the SDCB PCS/Respite Multi-Branch Vendor Locations form)			
<input type="checkbox"/> NO			

Please describe the services that your agency will be providing and billing for:

Please return this form via email to: docprocessing@conduent.com or via fax to 1.866.302.6787.



Vendor Provider Agreement

VENDOR INFORMATION	
Vendor Name	FEIN/SSN/TAX ID
Phone Number	

Please check the appropriate box to indicate the purpose of the submission of this form.

- New Vendor
 Vendor Pay (Rate) Change

Effective Date of Rate Change _____

The provider agency/vendor/contractor is contracted with the Self-Direction member/EOR and works at the member/EOR's direction. The provider agency/vendor/ contractor and member/EOR must follow the policies outlined below. This Agreement must be signed and a copy kept by the Self-Direction member/EOR and the provider agency/vendor/contractor. Please send the signed Agreement to Conduent, the Self-Direction Financial Management Agent (FMA).

PROVIDER/VENDOR/CONTRACTOR RELATIONSHIP WITH MEDICAID

I am a current Medicaid-participating provider. YES NO If Yes, I am a Medicaid-participating provider in good standing. YES If No, NO please explain _____

Provider Medicaid ID number (if applicable) _____

Under 8.314.6.7 NMAC and 8.308.12 K. NMAC, a Legally Responsible Individual (LRI) is defined as any person who has a duty under state law to care for another person. This category typically includes: the parent (biological, legal or adoptive) of a minor child; the guardian of a minor child who must provide care to the child; or a spouse. MCO/State approval must be obtained in order for an LRI to be paid for providing Self-Direction services.

Participant Name	Vendor Name
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FOR ALL VENDORS/CONTRACTORS

Is the vendor/contractor legally responsible for the Self-Direction member?

- YES NO

Will the provider agency be hiring or subcontracting with a person who is legally responsible for the member and who will then provide the service(s) to the member?

- YES NO

If you answered yes to any of the questions, please indicate the name of the legally responsible person who will be providing the service(s) to the member and mark the box that best describes the person's relationship to the member.

Name _____

- Parent (biological, legal or adoptive) of member who is a minor
- Guardian of member who is a minor
- Spouse of the member

If the person providing the service(s) is a Legally Responsible Individual (LRI) for the member, MCO/State approval to be a paid provider must be submitted with the Provider Agency/Vendor/Contractor agreement. If the person will be a provider for more than one service, MCO/State approval must be submitted for each service.

Payment (service code, rate and quantity must be approved in the member's budget.)

The provider agency/vendor/contractor shall be compensated for services at the following rate:

Service Code (from Self-Direction budget) _____
 Rate per billing unit (please specify billing unit) \$_____per _____

Additional Service Code (if necessary) _____
 Rate per billing unit (please specify billing unit) \$_____per _____

***Please note this agreement must be resubmitted for any change in rate or service code.**

Activities (Describe exactly what duties will be performed):

Participant Name	Vendor Name
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Duration of Agreement

This Agreement will be effective when both parties sign it. Either party may end this Agreement for the services planned herein at any time and without liability for doing so, by giving the other party at least five (5) days prior notice, except in an emergency situation. Notice may be provided either verbally or in writing. It is the responsibility of the vendor and the Member/EOR (or their authorized representative) to provide notice of this termination by reporting it to the Conduent Call Center at 1-800-286-4465.

Modification of Agreement

This Agreement may be changed by agreement of both parties. Modification of the Agreement will require that you submit a new Agreement to Conduent and must include prior approval to ensure that the budget can support the proposed changes. *Signed copies of all new agreements must be provided to Conduent before any changes in rates, units, and so on, can be made.* Changes in rates will NOT be done retroactively. Conduent must receive the Vendor Agreement at least 15 days before the effective date of any rate change. If there is an increase in the rate, the new rate must be approved in the member’s budget.

Scheduling of Provider Agency/Vendor/Contractor

If the provider agency/vendor/contractor is **unable** to provide services at the scheduled time, they shall provide at least _____ hours advance notice to the Self-Direction member/EOR. A **change** in time by the provider agency/vendor/contractor or Self-Direction member/EOR must be scheduled at least _____ hours in advance. In case of emergency, the provider agency/vendor/contractor will notify the Self-Direction member/EOR or another designated person. Such person shall be identified in advance, in writing. If the provider agency/vendor/contractor is knowingly going to be late, they shall notify the Self-Direction member/EOR, or designated representative by telephone.

Provider Agency/Vendor/Contractor Qualifications, Duties and Policies.

Provider agency/vendor/contractor hereby agrees to the duties and policies as specified below. Qualifications, duties and policies of the provider agency/vendor/contractor include, but are not limited to, the following:

1. The provider agency/vendor/contractor attests (*confirms*) that it and/or its staff/workers meet the minimum qualifications, including a current license or certificate, as applicable, for providing services as required by the Self-Direction Program and described in the Self-Direction Program regulations (8.314.6 NMAC or 8.308.12 NMAC and 8.314.7 Supports Waiver NMAC) and the Self- Direction Program Service Standards.
 - a. The provider agency/vendor/contractor attests that its staff/workers hold valid social security numbers and are authorized to work in the United States.
 - b. All provider agency and independent contractor licenses, credentials and other required documents must be available for review by Conduent or the state as requested, for the duration of this agreement.
 - c. Provider Agencies and independent contractors must maintain a copy of current professional and/or business licenses and/or professional credentials on file at all times.

Participant Name	Vendor Name
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2. The provider agency/vendor/contractor agrees to assist the Self-Direction member by providing the services and performing the activities agreed upon with the Self-Direction member/EOR, according to his/her approved budget, and Supports Waiver Individual Service Plan (ISP), or Mi Via Service and Support Plan (SSP).
3. Provider agency/vendor/contractor staff have the required skills to provide the services and perform the activities agreed upon with the Self-Direction member/EOR, according to his/her approved budget, and Supports Waiver Individual Service Plan (ISP), or Mi Via Service and Support Plan (SSP).
4. Provider agency/vendor/contractor staff that provides direct services will have completed and passed a criminal record check in accordance with Department of Health/Division of Health Improvement DOH/DHI regulations. **Criminal background checks are mandatory.**
 - a. Provider agencies are responsible for completing background checks on all of their staff. All staff must have passed such a screening before providing direct services to the member. Confirmation must be available to Conduent and the state for review as requested, for the duration of this agreement.
 - b. If the agency staff or independent contractor has a professional license, like a registered nurse or therapist, their licensing board has already completed a background check. They do not need to do another one for Self-Direction.
 - c. If a vendor or independent contractor is not a licensed practitioner and is subject to the Caregivers Criminal History Screening Act, they will need to complete a background check through Conduent. The background check for vendors is exactly the same as the process for employees. These vendors/contractors must receive clearance from Conduent before they can begin to provide services to the member.
 - d. Any agency, vendor or contractor staff that has not completed a criminal background check must be employed or contracted on a provisional (*temporary*) basis pending the results of the criminal background check. A Consolidated Online Registry (COR) background check must be completed before any direct service is provided (even if on a provisional or temporary basis). Proof that a criminal records check is in process must be on file with the agency prior to the staff person providing any direct services and must be available to Conduent and the state for review as requested.
5. All qualification documentation (*required information*) must be completed by the provider agency/vendor/contractor and be on file with the provider agency/vendor/contractor prior to and while providing services. Licenses and/or other qualification requirements must be verified before services are provided and payment made. Additional information such as a Nature of Services Questionnaire may be requested by Conduent in order to determine whether a proposed vendor/contractor meets the classification criteria.
6. Provider agency/vendor/contractor acknowledges and understands that funds available for payment are authorized by the Self-Direction New Mexico Medicaid Self-Directed Waiver in advance of services being provided. Payment to the provider agency/vendor/contractor shall only be made as authorized by Self-Direction and upon submitting a **complete Vendor Payment Request (VPR) Form** and invoice to Conduent (according to payment procedures).
7. Provider agency/vendor/contractor staff shall only perform services within the authorized payment amount, quantity and duration, as they will not be paid by the State of New Mexico for services provided in excess of (over) the authorized amount.

Participant Name	Vendor Name
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8. The member will pay any services provided over the authorized amount (as documented in the approved budget) to the provider agency/vendor/contractor.
9. The provider agency/vendor/contractor will not be paid for services not provided.
10. Payment for services may be in the form of a check or via direct deposit. The provider agency/vendor/contractor can change their preference of payment at any time, subject to the processes and timelines outlined in the Direct Deposit Agreement and associated instructions.
11. Provider agency/vendor/contractor agrees that it will withhold, as applicable, and pay all required federal income, Medicare, Social Security, New Mexico state and local taxes (as applicable) that are owed in regard to service(s) provided.
12. Payment for services provided by the provider agency/vendor/contractor is from federal and state funds. Any false claims, statements, documents or concealment of material facts will be prosecuted under applicable federal and state laws.
13. A provider agency/vendor/contractor that provides services is considered a Medicaid provider and must document services and maintain documentation as set forth in the Self-Direction Program Regulations (8.314.6.12 NMAC, 8.314.7 Supports Waiver NMAC, or 8.308.12 NMAC).
14. In the event of illness, emergency, or incident preventing the provider agency/vendor/contractor from providing scheduled services to the Self-Direction member, the provider agency/vendor/contractor agrees to notify the member/EOR as soon as possible and in the manner agreed upon by both parties as described in this Agreement.
15. The provider agency/vendor/contractor agrees to participate in training and/or orientation, if requested by the Self-Direction member/EOR, in providing the services that are the subject of this agreement.
16. The provider agency/vendor/contractor agrees to keep all information regarding the Self-Direction member/participant confidential in compliance with HIPAA and other federal and state laws, and to respect the Self-Direction member's privacy.
17. The provider agency/vendor/contractor understands that it is engaged by the Self-Direction member/EOR and *not* the State of New Mexico or Conduent.
18. The provider agency/vendor/contractor, its employees, customers' employees, officers, directors, shareholders, sub-contractors and agents are not employees of the member/EOR, the State of New Mexico, Conduent or its subcontractors. The provider agency/vendor/contractor agrees that it provides services to the member as an independent contractor of the member/participant/EOR, and that no employer/employee relationship shall exist between the member/EOR, Conduent or its subcontractors and the provider agency/vendor/contractor related to the services being rendered under this agreement.
19. Misrepresentation of time worked, services provided, and/or other related information is considered fraud. If the Self-Direction member/EOR or the provider agency/vendor/contractor willfully or intentionally misrepresents information, this agreement may be terminated (*ended*) and the Self-Direction member/EOR or provider will be referred to the HSD Medicaid Fraud Unit.

Participant Name	Vendor Name
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20. The provider agency/vendor/contractor attests (confirms) they have reviewed the Mi Via Service Standards and Regulations, or Medical Assistance Division Managed Care Policy Manual, as they apply to the services they are providing and agrees to provide these services in accordance with program rules.
21. The provider agency/vendor/contractor attests they are in compliance with the reporting requirements set forth in the ABUSE, NEGLECT, EXPLOITATION, AND DEATH REPORTING, TRAINING, AND RELATED REQUIREMENTS FOR COMMUNITY PROVIDERS REGULATIONS (7.1.14 NMAC)
22. The vendor agrees that they will use the prescribed electronic visit verification (EVV) system for certain services as required by the 21st Century Cures Act and NM Medicaid.

Self-Direction Member/EOR Responsibilities

1. The Self-Direction member, EOR or their representative agrees to provide orientation to the provider agency/vendor/contractor in providing the services requested by the Self-Direction member/EOR and authorized in the member’s approved Service and Support Plan and budget, as well as training and budget monitoring.
2. The Self-Direction member, EOR, or their representative agrees to establish a mutually agreeable schedule for the provider agency/vendor/contractor services, either orally or in writing.
3. The Self-Direction member, EOR, or their representative, agrees to provide adequate (fair) notice of changes to the scheduled services to the provider agency/ vendor/contractor in the event of unforeseen circumstances or emergencies, but such notice cannot be guaranteed.
4. Misrepresentation of time, services, individuals and/or other information is forbidden. If the Self-Direction member/EOR or provider agency/vendor/contractor knowingly misrepresents information, the member/participant may lose the option of participating in Self-Direction.
5. The Self-Direction member/EOR, or their representative is responsible to ensure payments are made to provider agencies/vendors/contractors for services provided.
6. The Self-Direction member/EOR understands that at any time, the provider agency/vendor/contractor can change their preference of payment from check to direct deposit subject to the processes and timelines outlined in the Direct Deposit Agreement and associated instructions.
7. The Self-Direction member, EOR or their representative understands that if there is a conflict about the services provided, including but not limited to type, quantity or duration, it is the responsibility of the Self-Direction member/EOR to resolve this directly with the provider of service following New Mexico laws governing such conflicts.
8. The Self-Direction member, EOR or their representative, may not receive cash, rebate money, or return goods for cash for any service or goods paid for through the Self- Direction New Mexico Self-Directed Medicaid Waiver. Member who arrange to receive rebates or refunds on the unauthorized return of goods or services may be terminated from the Self-Direction Waiver program.

Participant Name	Vendor Name
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Mutual Responsibilities

The parties agree to follow the regulations, policies and procedures of the Self-Direction New Mexico Self-Directed Medicaid Waiver, including the enrollment and payment processes established by Conduent, the Self-Direction FMA, the Self-Direction Regulations (8.314.6 NMAC, 8.314.7 Supports Waiver NMAC, or 8.308.12 NMAC) and the Service Standards or Medical Assistance Division Managed Care Policy Manual. The provider agency/vendor/contractor and Self- Direction member/EOR agree to hold harmless, release, and forever discharge the State of New Mexico, Conduent and its subcontractors from any claims and/or damages that might arise out of any action or omissions by the provider agency/vendor/contractor or Self-Direction member/EOR.

The member/participant/EOR and provider agency/vendor/contractor must sign below to begin a service relationship through this program. By signing, the provider agency/vendor/contractor and the member/EOR listed herein verify all qualifications and agree to the duties, responsibilities and policies as outlined in this Agreement.

Member/Employer Signature

Date

Provider Agency/Vendor/Contractor Signature

Date

Participant Name	Vendor Name
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**SELF-DIRECTED PROVIDER ATTESTATION FORM
CMS FINAL RULE FOR HCBS**

Please read the following summary of the Centers for Medicare and Medicaid Services (CMS) Final Rule Requirements for Home and Community Based Services (HCBS) Providers.

Any residential or non-residential HCBS provider, who offers self-directed services in a setting where individuals live and/or receive HCBS, must comply with the following CMS Final Rule requirements:

- 1) Providers must ensure that settings are integrated in and support full access of individuals to the greater community including:
 - Providing opportunities to seek employment and work in competitive integrated settings, engage in community life, and control personal resources; and
 - Ensuring that individuals receive services in the community, to the same degree of access as individuals not receiving HCBS.
- 2) Providers must ensure that the individual selects from among setting options including non-disability specific settings and options for a private unit in a residential setting. The provider setting must have person-centered service plans that document the options based on the individual's needs and preferences. For residential settings, the person centered plan must document options available for room and board.
- 3) Providers must ensure an individual's rights to privacy, dignity and respect, and freedom from coercion and restraint.
- 4) Providers must ensure settings optimize individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.
- 5) Provider must ensure settings facilitate individual choice regarding services and supports, and choice regarding who provides them.
- 6) Providers must ensure tenant protections, privacy, and autonomy for individuals receiving HCBS who do not reside in their own private (or family) home.

As a Medicaid enrolled HCBS provider you are required to ensure all aspects of the Final Rule are followed. **HSD/MAD recommends that you read the CMS Final Rule in the Federal Register at the following link to review the details of the CMS Final Rule requirements:**

https://www.federalregister.gov/documents/2016/10/04/2016-23503/medicare-and-medicaid-programs-reform-of-requirements-for-long-term-care-facilities?utm_campaign=subscription%20mailing%20list&utm_source=federalregister.gov&utm_medium=email

I certify that I have carefully read the summary requirements for the Home and Community Based Services above and the CMS Final Rule Requirements in the Federal Register at the link provided above. I attest that my organization/provider setting is in compliance or will be in compliance by March 17, 2022 with the CMS Final Rule Requirements published in the Federal Register.

Additionally, I certify that my organization/provider setting will remain in compliance with the CMS Final Rule Requirements published in the Federal Register.

(THE APPLYING PROVIDER MUST SIGN AND DATE THIS ATTESTATION FORM).

Member/Participant Information

Member/Participant Name: _____

Member/Participant Date of Birth: _____

Member/Participant Employer of Record: _____

Provider Information (Vendor or Employee)

Printed Name: _____

Title/Position: _____

Social Security Number/Tax ID: _____

Signature: _____ Date: _____



SDCB PCS/Respite Multi-Branch Vendor Locations

Please provide the full Physical Address and 9-digit Tax ID or FEIN of each office location below associated to this Vendor. **NOTE:** If Vendor was previously enrolled as Medicaid provider, each location associated with the SDCB PCS/Respite Vendor **MUST** be registered as a Medicaid provider and list the 9-digit Business Tax ID or FEIN below.

Physical Address:		FEIN/TAX ID:	
City:			
State:		Zip Code:	

Physical Address:		FEIN/TAX ID:	
City:			
State:		Zip Code:	

Physical Address:		FEIN/TAX ID:	
City:			
State:		Zip Code:	

Physical Address:		FEIN/TAX ID:	
City:			
State:		Zip Code:	

Physical Address:		FEIN/TAX ID:	
City:			
State:		Zip Code:	

Physical Address:		FEIN/TAX ID:	
City:			
State:		Zip Code:	

**APPENDIX TO VENDOR AGREEMENT
CHECKLIST FOR PROVIDERS OF TRANSPORTATION SERVICES
Self-Direction Medicaid Waiver**

This form is ONLY required if driving the member is your job function or part of your assigned tasks.

VENDOR INFORMATION	
Full Name	ID/Last 4 of SSN

All individuals who provide transportation services of any sort to a Self-Direction participant must possess the following qualifications:

- **Possess a valid New Mexico driver's license**
- **Be at least 18 years of age**
- **Be free of physical or mental impairment that would adversely affect driving performance**
- **Have no driving while intoxicated (DWI) convictions or chargeable (at fault) accidents within the previous two years**
- **Possess a current insurance policy and vehicle registration**

I attest that I have verified that my transportation provider possesses each of these qualifications. (Please complete and sign in ink.)

Employer Printed Name

Employee Signature

Date

Please attach copies to this form of the following documents from the provider (vendor) listed above:

- Valid New Mexico driver's license
- Current Insurance Policy
- Current Vehicle Registration

These documents are necessary in order to verify if the provider is qualified to perform transportation services within Self-Direction. Without these documents, transportation cannot be provided.



Vendor Payment Request

Complete all relevant fields below for payment to be sent to a vendor for authorized services in the Individual Support Plan (ISP). DO NOT use your own money to pay vendors, Conduent CANNOT reimburse you. Payment will be generated on the next payroll cycle according to the Payroll Schedule, after Conduent has processed this form, which may take up to five (5) business days. Please make sure the below vendor has properly submitted all paperwork to enroll with Conduent prior to submitting this request. Initial Vendor Payment Request forms must be submitted for payment within ninety (90) days from date of service to meet timely filing requirements. Initial VPRs submitted past ninety (90) days from date of service will be denied for failure to meet Medicaid timely requirements.

REFERENCE #

***Please write a unique reference number for tracking this request in the box above.**

PARTICIPANT INFORMATION		
Full Name	Medicaid ID	Approved Budget Period
VENDOR INFORMATION		
Full Name	FEIN or SS# of Payee	
Vendor Address	City, State, Zip Code:	

PAYMENT INFORMATION				
Date of Service	Procedure Code	Service Description & Explanation	Amount (Including all taxes)	Invoice Attached*
			\$	<input type="checkbox"/>

**An itemized invoice MUST be attached. Invoices should only include items included in requests for waiver reimbursement.*

Is this a correction to a PRIOR VPR? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Is the item being purchased an EMOD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For Environmental Modifications (EMOD) Only	<input type="checkbox"/> First Installment <input type="checkbox"/> Second Installment <input type="checkbox"/> Job Completed

Special instructions:

By signing this form, I attest that the vendor is qualified to render this service. I also attest that services were delivered and received consistent with the Individual Support Plan.

Employer Signature	Date
ATTACH A VENDOR INVOICE WITH THIS PAYMENT REQUEST FORM. FUTURE DATED INVOICES WILL NOT BE ACCEPTED.	

Phone: 1.800.283.4465 Fax: 1.866.302.6787
 Email: docprocessing@conduent.com
CONDUENT
 P.O. Box 27460
 Albuquerque, NM 87125-7460



Instructions for Vendor Payment Request Form

Please complete the following form for payment to be sent to a vendor for authorized services in the Individual Support Plan (ISP)/Service and Support Plan (SSP). Employer of Records (EOR) should not use their own money to pay vendors, Conduent cannot reimburse employers. Payment will be generated on the next payroll cycle according to the published payroll calendar, after Conduent has processed this form, which may take up to five (5) business days. Please make sure the below vendor has properly submitted all paperwork to enroll with Conduent prior to submitting this request. Initial Vendor Payment Request (VPR) forms must be submitted for payment within ninety (90) days from date of service to meet timely filing requirements. Initial vendor payment requests submitted past ninety (90) days from date of service will be denied for failure to meet Medicaid timely requirements.

- **Reference #:** Use this field to indicate a reference number corresponding to the vendors invoice or your own unique reference number that can be used by you to track the payment. This field is not mandatory but is highly encouraged.
- **Participant Information:**
 - Full Name: Write the service recipient's full legal name.
 - Medicaid ID: Write the service recipient's Medicaid ID number.
 - Approved Budget Period: Write the date span of the participant budget.
- **Vendor Information:**
 - Full Name: Write the vendors full name or business name.
 - FEIN or SS#: Write the vendors legal identification number such as their Federal Employer Identification Number of Social Security Number.
 - Vendor Address: Write the address of the vendor or business.
- **Payment Information:**
 - Date of Service: The date when services were provided, format: MM/DD/YYYY.
 - Procedure Code: The service plan service code (example: T1999)
 - Service Code Description & Explanation: A summary of the service (example: cell phone)
 - Amount: Dollar amount being requested for this service, including any applicable taxes. This amount should match the amount of the attached invoice.
 - Invoice Attached: Check the box to indicate you have attached an invoice.
- **Is this a correction to a prior VPR?**
 - Indicate Yes/No if this is a correction to something you have already submitted.
- **Is the item being purchased an EMOD?**
 - Indicate Yes/No if this payment is related to an Environmental Modification service.
 - If Yes- Choose if this is the first installment, second installment, or job completed.
- **Signature / Date**
 - Employer legal signature and date

Do not forget to attach a vendor invoice with the payment request form when submitting. Future dated invoices cannot be accepted. Instructions for where to submit your Vendor Payment Request can be found on the bottom of the Vendor Payment Request Form.



Vendor Mileage Invoice

Is this a correction to a PRIOR Mileage Invoice? YES NO

PARTICIPANT INFORMATION		
Full Name	ID	Program/Plan
VENDOR INFORMATION		
Full Name	Driver's License #	License Plate #
Vehicle Year	Vehicle Model	Service Code:

PAYMENT INFORMATION			
Date	Destination (From/To)	Purpose of Trip	Odometer Miles
			Start _____ End _____ Miles _____
			Start _____ End _____ Miles _____
			Start _____ End _____ Miles _____
			Start _____ End _____ Miles _____
			Start _____ End _____ Miles _____
			Start _____ End _____ Miles _____
SUBTOTAL (miles)			
TOTAL MILES x \$ _____(per mile)			\$

I certify that this invoice is true and correct.

Driver Signature

Date



I certify that the travel requested is approved on the member/participant's Service & Support Plan/Budget, and proper driver's license, insurance and vehicle registration have been verified.

Employer Signature _____

Date _____

Please note, according to Medicaid timely-filing requirements, requests for payment must be submitted within 90 days of service.

Please send this completed form to Conduent

Fax: 866.302.6787
Email: docprocessing@conduent.com

Mailing Address:
P.O. Box 27460
Albuquerque, NM 87125-7460

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2	Business name/disregarded entity name, if different from above	
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5	Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6	City, state, and ZIP code	
7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Pay Selection and Direct Deposit Authorization - Vendors

HOW WOULD YOU LIKE TO BE PAID?	
Payment Selection: (please check only one box)	
<input type="checkbox"/> Paper Check	<input type="checkbox"/> Direct Deposit:

Request Type (check one):

- New Account Setup Change in Existing Account Cancellation

DIRECT DEPOSIT ACCOUNT INFORMATION		
Account Holder's Full Name		ID or Last 4 of SSN
Financial Institution	Routing Number	Account Number
Type of Account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings		

REQUIRED. The following validating documentation is attached:

- Voided check with account holder name printed on the check.
Check cannot be a temporary check.
- OR
- Official documentation from financial institution listing account holder name, account, and routing number, this includes letters from banks.

I authorize Palco, Inc. to initiate deposits and debit entries for the purpose of correcting an erroneous deposit to the account indicated herein. In the event Palco is unable to initiate debit entries, I authorize the repayment to Palco from future amounts owed to me. I understand Palco is not responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. I understand that it is my responsibility to verify the crediting of funds by my financial institution prior to initiating debits against my account. I understand the risks of sharing an account with others, including my employer or worker. Palco is not responsible for any charges I incur from my financial institution. Any changes to my account must be submitted to Palco immediately. This authorization will remain in full force and effect until Palco has received written cancellation in such time and in such manner as to afford Palco and all appropriate financial institutions a reasonable opportunity to act on it.

Printed Name

Signature

Date

**Please return this form to Conduent via email, fax or mail. Email: docprocessing@conduent.com
Fax: 866-302-6787
Mail: PO Box 27460 Albuquerque, NM 87125-7460**