

MMIS Local Match Leveraging Form

Please copy this form and use as a remittance advice each time a payment is sent to the Department of Human Services. If DHS is unable to identify a payment that is unaccompanied by this form, the payment may be returned.

Please complete this form and return it with your payment to:

DHS Receipting Unit
PO Box 14006
Salem, OR 97309-5030
Fax 503-378-2806

To estimate the amount required to fund your local match per claim, use 40% of the total amount of the claim. DHS will accept payment via electronic funds transfer or check.

For electronic funds transfer payments, contact DHS Financial Services at 503-947-9933 (Salem).

Date:	
Provider Number:	
Provider Name:	
Match Amount Enclosed:	
Payment type (select one):	<input type="checkbox"/> Check <input type="checkbox"/> Electronic funds transfer

Please select claim type below:

- Behavioral Rehabilitative Services (BRS):** Claim must have one billing provider number and diagnosis code V629.
- Targeted Case Management (TCM):** Includes Babies First, Cocoon, HIV, Mothers with Substance Abuse Issues, Tribal, Early Childhood-Early Intervention. Claim must have one billing provider number enrolled under provider type TC.
- School-Based Health Services (SM):** Claim must have one billing provider number enrolled under provider type SM.

MMIS Local Match Leveraging Process

Provider procedure to submit local matching funds prior to processing MMIS claims for Behavioral Rehab Services, Targeted Case Management Services, or School-Based Health Services:

1. Submit payment of matching funds to DHS, along with the attached form. To estimate the amount required to fund your local match per claim, use 40% of the total amount of the claim. DHS will accept payment via electronic funds transfer or check.
2. Mail payments to:

DHS Receipting Unit
PO Box 14006
Salem, Oregon 97309-5030

DHS procedure upon receipt of local matching funds:

1. Payments received by 5:00 p.m. on Wednesday will ensure that the matching funds are available for any claims that process on the following weekend. If a payment is received after 5:00 p.m. on Wednesday, it may result in suspension of any processed claims until the following week.
2. DHS Financial Services staff will track the funds on deposit for each provider. A file containing this information will be transmitted weekly to OIS.
3. When processing claims on the weekend, OIS will check against this file, to verify that the matching funds are available. If so, the claim will successfully process. If not, the claim will suspend until there are sufficient funds on deposit to allow processing of the claim.