

**DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION (DDSD)**

**DIRECTOR'S RELEASE (DR) #16.11.01**

**EFFECTIVE DATE:** November 1, 2016

Signature Date:	October 13, 2016
FROM:	<i>-Signature on file-</i> _____ <b>Cathy Stevenson, DDSD Director</b>
TO:	Mi Via Participants, Mi Via Consultants, Vendors and Employees of Mi Via Services
SUBJECT:	Employee Timesheets, Mileage Sheets and Payment Request Forms

**I. SUMMARY:**

This Director's Release provides direction to Mi Via Participants, Mi Via Consultants, Employees and Vendors of Mi Via Services regarding the submission of employee timesheets, mileage sheets and Payment Request Forms.

**II. SPECIFIC SECTION OF THE REQUIREMENTS AFFECTED BY THIS RELEASE:**

- A. March 1, 2016 Mi Via Waiver Service Standards: Section 10: Implementation of the Service and Support Plan and Budget B. Purchasing Services and Goods Timesheets/Vendor Invoices

**III. REQUIREMENT CLARIFICATION:**

- A. Employers of Record (EORs) must assure all employee timesheets are entered, approved and submitted online through *FOCoOnline*. Timesheets will no longer be processed by the Financial Management Agency (FMA) if they are received by mail, fax or delivered directly to the FMA, unless the EOR has been granted an exception in writing by the Human Services Department, Medical Assistance Division (HSD/MAD). Exception requests can be made anytime to HSD/MAD and remain effective indefinitely unless the EOR's circumstances change such that the reason for exception is no longer applicable. If the EOR's circumstances change such that the reason for exception no longer prevents the EOR from entering timesheets online the EOR may then be required to submit timesheets electronically. Exceptions are based on the following:
  - 1. An EOR may request an exception from HSD/MAD if they are in a geographical location in New Mexico with no internet access; or
  - 2. An EOR may request an exception from HSD/MAD if there are limitations due to disability.
- B. In the future, Mi Via Mileage Sheets and Payment Request Forms (PRFs) will be required to be submitted online through *FOCoOnline*. Mileage Sheets and PRFs will no longer be processed by the FMA if they are received by fax unless the participant/EOR has been granted an exception in writing by the Human Services

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Department, Medical Assistance Division (HSD/MAD). Additional information regarding this transition, and a timeline for transition, will be provided by HSD/MAD to participants in a direct mailing. Exception requests can be made anytime to HSD/MAD and remain effective indefinitely unless the participant/EOR's circumstances change such that the reason for exception is no longer applicable. If the participant/EOR's circumstances change such that the reason for exception no longer prevents the participant/EOR from entering Mileage Sheets and/or PRFs online the participant/EOR may then be required to submit Mileage Sheets and/or PRFs electronically. Exceptions are based on the following:

1. A participant/EOR may request an exception from HSD/MAD if they are in a geographical location in New Mexico with no internet access; or
  2. A participant/EOR may request an exception from HSD/MAD if there are limitations due to disability.
- C. Mi Via participants have the option to request a computer and internet access through their Mi Via budget in order to manage their Mi Via program. Community resources such as libraries, community centers, organizations offering free connectivity can also be utilized in support of the online submissions of timesheets, mileage sheets and Payment Request Forms if a Mi Via participant does not choose to request the purchase of a computer or internet access.

#### **IV. REFERENCES**

Mi Via Home and Community Based (1915c) Waiver: March 1, 2016 Mi Via Waiver Service Standards: Section 10: Implementation of the Service and Support Plan and Budget B. Purchasing Services and Goods: Timesheets/Vendor Invoices