



MMIS Local Match Leveraging Form

For prepayment of non-federal local share match funds

Instructions

Complete and submit this form each time a unit of government provider submits a payment for local match to the Department of Human Services (DHS).

- Make sure to enter the 6-digit DHS Provider Numbers of the performing provider(s) and unit of government provider on the check submitted for match payment.
- If DHS is unable to identify a payment that is unaccompanied by this form, the payment may be returned.

If you have questions, call DHS Financial Services at 503-947-5017 or 503-947-5007 (Salem).

Reimbursement Authority

Pursuant to 42 CFR 433.51, **only** a unit of government is authorized to participate in Federal Financial Participation (FFP) by providing the non-federal share of public funds for Medicaid reimbursement for covered services.

Enter the authorized unit of government’s information here:

Unit of Government Provider Name:	DHS Provider Number:	Telephone:
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Payment Information

For each type of service being prepaid for non-federal share local match funds leveraging by the unit of government provider, complete the following information about the prepayment(s):

Service	Performing Provider ID	Performing Provider Name	Match Amount	Payment Type	Check/EFT # (if known)
<input type="checkbox"/> BRS				Select type	
<input type="checkbox"/> TCM				Select type	
<input type="checkbox"/> SM				Select type	

How to submit the completed form

For electronic funds transfer (EFT) payments, submit the completed form by fax or e-mail to:

Fax: 503-378-2806 (Salem)
 E-mail: medicaid.leveraging@state.or.us
 (enter “MMIS” in the subject line of the e-mail)

For check payments, submit the completed form by mail to:

DHS Receipting Unit
 P.O. Box 14006
 Salem, OR 97309-5030

Current MMIS Local Match Leveraging Process

Provider procedure to submit local matching funds prior to processing claims in the current Medicaid Management Information System (MMIS) for Behavioral Rehabilitative Services (BRS), Targeted Case Management Services (TCM), and School-Based Health Services (SM):

1. Submit payment of matching funds to DHS. 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. Submit the local match form to DHS Receipting Unit by fax, e-mail or mail. For EFT payments, send the form by e-mail or fax. Make sure the completed form and EFT payment clearly identify the payment(s) to associate with the completed form. For check payments, send the completed form by mail with the check enclosed.

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 DHS receives your match payment after 5:00 p.m. on Wednesday, any claims processed that week may be suspended 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 the DHS Office of Information Services (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.
4. DHS Financial Services will do periodic reconciliations of your local match payment account(s). If, during reconciliation, DHS finds that the local match paid is more than the required amount, DHS will carry the excess payment(s) forward into the replacement MMIS (unless a refund is specifically requested).