

MRCI - CDS
FISCAL SUPPORT ENTITY
**CLIENT INFORMATION on PAYMENTS, REIMBURSEMENTS and
PAYMENTS TO SERVICE PROVIDERS**

IMPORTANT: the item or service that you are seeking payment or reimbursement for must be approved in your plan. If it is not, before sending anything to MRCI, you must contact your case manager; she/he will then tell MRCI if the item is approved or denied. In other words, we do not contact your case manager for you to get approval.

ALSO: respite is a service that is paid on an hourly basis and is always paid through payroll. We cannot reimburse you for payments made to a respite provider, nor do we consider a respite provider an Independent Contractor. They are always an employee.

PAYMENTS and REIMBURSEMENTS

Please look at the enclosed Claim Form for Reimbursements and Payments. Each item that you purchase or that you request that we purchase for you must fit under a budget category. Please show which of the categories an item goes to in the fourth column on the Claim Form.

Now, for some completed sample forms.

Example #1: Someone has purchased an item and you want MRCI to reimburse.

You would complete and submit the Claim Form along with the dated receipt. We do not require the original of the receipt, so you can fax or email it to us with the Claim Form. Please keep in mind that when you fax a document it often comes out much lighter on the receiver's end, so make sure the writing on the form and the receipt are dark enough to begin with.

Example #2: You want MRCI to order something with the company credit card from an out of state vendor.

You want MRCI to order a **'big ticket' item** with our credit card because the cost is higher than you are able to pay. The item is from an out of state vendor so you need to submit a completed Claim Form telling us total amounts including shipping and handling with a total. ** An additional sales tax may be added to the equivalent of MN sales tax, if not enough was paid. Check the Credit Card purchase box and in additional instructions list the website address along with the item number.

Example #3: You want to pay an invoice for a service that has been provided.

You would complete and submit the Claim Form and send along the invoice from the provider of the service along with any additional notes.

We cannot send you checks that are payable to stores such as Best Buy and Wal-Mart because the stores will refuse to take them. If you're not sure how to get something paid for, call us and we'll help you figure that out.

Example #4: Cell phone and internet reimbursement form.

- ◆ MRCI will reimburse you every month that this reimbursement form is submitted, for the number of months indicated on your County-approved plan. Submit the reimbursement form at the end of each month, after the service has been provided.
- ◆ For your first reimbursement **AND** at the beginning of each new budget year, attach a bill/invoice/contract from your cell phone/internet company as proof that you have the service.

PAYMENTS to SERVICE PROVIDERS

We prefer to pay the company or individual directly.

Example #5: A person is the provider of services. You want MRCI to pay an **INDIVIDUAL** who provides lawn services, housekeeping, etc. **PLEASE** do not assume that this person is an Independent Contractor. We use a process developed by the IRS to determine if the person is indeed an Independent Contractor or who should instead, be hired as an employee. If it is determined that the person is an Independent Contractor, they will be required to complete a W-9 and an Independent Contractor Agreement before MRCI will pay them.

Once all of the required paperwork is complete and submitted to MRCI, you and the Independent Contractor should submit the attached **Independent Contractor Billing Form** for payment.

***Certain exceptions are made for not paying a provider directly but would need to be arranged with Customer Service staff, prior to payment being made.**

Reimbursement and payment checks are mailed every Friday. All of the necessary forms, including the claim form, receipts, etc. must be received by MRCI by **NOON, Wednesday afternoon** (effective **May 1st, 2016**) in order for us to cut a check and send it out on Friday.