

Service Providers who meet the following two conditions are required to submit a DS 5862 Parent Verification Form, also known as PVF's.

1. Vendored under the following service codes:

- 17 – Crisis Team-Eval/BI
- 48 – Client/Parent Support
- 77 – Parent Bip/Autistic
- 612 – Behavior Analyst
- 613 – Assoc. Behavior Analyst
- 615 – Behavior Management Assist.
- 620 – Behavior Management Consult

2. Provide service for client(s) under the age of 18.

If you meet both these conditions you must submit a Parent Verification form. A separate form is required for each client under the age of 18. This is a two part form and both pages must be submitted to be considered complete.

To submit your PVF's please see the following submission guidelines:

* If the total number of PVF's pages is under 16 pages (roughly 8 clients), they must be attached to the e-billing invoice. Attachments must be added to the client detail line only. There is a 30MB limit on the attachment size.

* If the total number of PVF's pages is 16 to 26 pages (roughly 8 to 13 clients), they can be attached to the client detail line of the e-Billing invoice, mailed, or faxed. You can fax them to (707) 462-6579 or mail them to 1116 Airport Park Blvd Ukiah, CA 95482. If they are faxed or mailed, they must be sent in alphabetical order. You must send all required PVF's for that invoice together. Separate faxes/mailings will not be accepted. Make sure you add a comment stating the PVFs will be faxed/mailed or if you have reached the size limit.

* If the total number of PVF's pages is over 26 pages (roughly 13 + clients), they can be attached to the client detail line of the e-Billing invoice, or mailed ONLY. They must be mailed in alphabetical order. You must mail all required PVF's for that invoice together. Separate mailings will not be accepted. Make sure you add a comment stating the PVF's will be mailed or if you have reached the size limit.

Please be sure to fax/mail them right away as we will not process the invoice without all the required documentation.

You may select "Defer" if you do not have a PVF for the client(s). This will enable you to submit your invoice and have a new invoice line reissued, allowing you more time to obtain a PVF. Deferred lines will be reissued on a separate invoice at the end of each month when the current month's invoices are issued.

****INVOICES SUBMITTED WITHOUT ALL THE REQUIRED PVF'S WILL NOT BE PROCESSED UNTILL ALL PVF'S ARE RECEIVED. WHEN ALL PVF'S ARE RECEIVED THE INVOICE WILL GO IN THE NEXT SCHEDULED CHECK RUN. MAKE SURE TO FOLLOW THE BELOW GUIDELINES TO HELP ENSURE YOU WILL RECEIVE PAYMENT.****