



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

DATE: March 15, 2012

TO: RCRC Service Providers

FROM: Redwood Coast Regional Center Community Services, Consumer Services, and Fiscal Departments

SUBJECT: Provider of Care Claim Forms

Your agency is receiving this letter because of mandated changes in our billing procedure. In the past Redwood Coast Regional Center (RCRC) has paid the amount you have billed. However, we no longer will pay beyond the authorized amount indicated on the Individual's Purchase of Service. Effective with services provided beginning on April 1, 2012 and your April 2012 Provider of Care Claim Form, RCRC's Fiscal Department will no longer pay beyond the current authorized amount of service for each individual client. Please carefully review all individual purchase of service authorizations to ensure that the amount of miles, hours, and/or services are correct, as there will be no exceptions to pay more than what is authorized.

It is your responsibility to identify inaccurate information and to notify the appropriate RCRC Service Coordinator to discuss necessary adjustments and services are documented within the Individual Program Plan (IPP). Any additional miles, hours and/or service changes must be justified by the provider, approved by RCRC and meet the 15-business day lead-time required to process changed purchases. After April 1, 2012, no retroactive changes will be made.

Please contact Redwood Coast Regional Center's fiscal department with any questions at 707-462-3832, extension 256, or email your inquiries to [rcfiscal@redwoodcoastrc.org](mailto:rcfiscal@redwoodcoastrc.org)

Thank you in advance for ensuring that the Purchase of Service documents and billing statements will accurately reflect the amount of service authorized for your organization.