

**\*\*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 QUIDELINES TO HELP ENSURE YOU WILL RECEIVE PAYMENT.\*\***

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

1. Services provided for client(s) under the age of 18.
2. 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.  
616 – Behavior Technician Paraprofessional  
620 – Behavior Management Consult

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.

When sending PVF's they must be:

- In alphabetical order
- Separated for each invoice
- All required PVF's for that invoice must be received together
- Due the same day as the invoice due date

To submit your PVF's use the following submission guidelines:

- Attach to e-Billing invoice - You may attach the completed PVF's to each client detail line of the invoice. There is a 2MB limit on the attachment size. You may also attach all PVFs to line one of the invoice.
- Send via email – You may email your PVF's to [POSfiscal@redwoodcoastrc.org](mailto:POSfiscal@redwoodcoastrc.org). If you have a large grouping of PVF's you may have to send multiple emails.
- Send via fax – You may fax your PVF's to 707-462-6579.

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.