NYS OPWDD Consolidated Supports and Services (CSS) Extenuating Circumstances Payment Authorization Form Instructions For Services Prior to 10/01/14

The CSS-09EXT may be used when billing for Consolidated Supports and Services (CSS) provided under extenuating circumstances that prevent the CSS participant from receiving four (4) face-to-face services, each provided on a separate day during the month.

For best results when using this form, call it up in Microsoft Word and complete it electronically. If you choose to print out the form in hard copy please type or print the information legibly. Forms MUST include original signatures where appropriate.

The CSS-09EXT form may be emailed between the FMS; DDSO CSS Liaison & OPWDD's Central Office CSS FMS Liaison using OPWDD's secure messaging system until the last step in the process (see below). An FMS agency may request access to OPWDD's Secure Messaging System online at: www.omr.state.ny.us.

NOTE: In order to be approved and for the request to be paid, the form must be complete and must include ALL requested information.

Instructions for Financial Management Services Agency (FMS) You MUST include:
- ✓ FMS Agency Name
- ✓ FMS's Federal Employer ID#
- ✓ DDSO where the FMS is located
- ✓ FMS agency's designated contact person's name, phone, fax and email address
- ✓ Name and TABS number of the CSS participant about whom the form will be submitted
- ✓ Rate code for the authorized CSS service provided
- ✓ Indication of whether or not this is the only CSS payment being requested for this individual for this month
- ✓ Month and year of service for which payment is requested
- ✓ Total reimbursement amount requested – should include the FMS's admin percentage of 17.5%. The total requested must not exceed the full monthly amount approved on the CSS participant's budget
- ✓ Number of face-to-face services actually provided during the service month
- ✓ Explanation for the reduced number of face-to-face visits during the service month. **_NOTE_:** If you complete the form electronically using Microsoft Word, the allotted space on the form will increase automatically. If you are printing out the form and entering information manually, please use a separate sheet and check the "Yes" box on the form to indicate that it is attached.
- ✓ Use the check boxes to be sure that ALL required information is attached.
- ✓ Use the space provided to identify other supporting documentation attached.
- ✓ Send the form to the DDSO CSS liaison for review.
- ✓ When the review process is complete, the form will be returned to you with a status. If your request has been approved and returned to you electronically, print out the form. Sign and submit the approved CSS-09EXT along with a completed Standard Voucher (AC92) to the Payment Processing Unit. If approved and returned in hard copy, sign and submit it along with a completed Standard Voucher (AC-92) to:
  - OPWDD Payment Processing Unit
  - 44 Holland Ave., 4th Fl
  - Albany, NY 12229.
- ✓ If your request has not been approved, please amend the information as needed and resubmit to the DDSO CSS Liaison.

Instructions for DDSO CSS Liaisons – You MUST include:
- ✓ DDSO liaison name
- ✓ DDSO liaison phone, fax and email address
- ✓ Check appropriate box to indicate if the request has been approved
- ✓ Enter the amount approved – must not exceed the full monthly amount approved on the CSS participant's budget
- ✓ Enter the date you received the request
- ✓ Enter the date you completed the review and sign-off
- ✓ If the request is approved, enter the date the form was sent to the CSS FMS Liaison (CSS FMS)
- ✓ If the request is denied, enter the date the request was returned to the FMS.

For OPWDD Central Office CSS FMS Liaison – You MUST include:
- ✓ CSS FMS Liaison name and signature
- ✓ Date request was received and the date you completed your review.
- ✓ Check appropriate box to indicate if the request has been approved
- ✓ If request is approved, enter the amount approved and the date the approved CSS-09EXT is sent to the FMS
- ✓ If the request is denied, enter the date the information was returned to the DDSO CSS Liaison
- ✓ Check the boxes to verify that notification has been sent to OPWDD Rate Setting and to DDSO CSS Liaison
- ✓ If request is approved, CSS-FMS Liaison sends the approved CSS-09EXT to the FMS by mail or electronically to FMS

Note to Financial management Services Agency (FMS) – You MUST: Sign and submit the approved CSS-09EXT along with a complete AC-92 to the OPWDD Payment Processing Unit for processing. ONLY the CSS-09EXT form should be included with an AC-92. DO NOT include other documentation or other OPWDD billing forms with a CSS-09EXT and AC92.