

How to Submit a Claim for Reimbursement to JEVS

- If you are a **transition coordination** provider submitting a claim for one of the three transition coordination deliverables, please complete the “**Transition Services Coordination Statement**” and submit it to ODJFS. ODJFS will approve the claim and submit the claim to JEVS to be paid. If the claim is complete and error free, JEVS will reimburse the claim within 10 days.
- For **all other HOME Choice providers**, please submit your claim directly to JEVS using the supplied HOME Choice claim form. If the claim is complete and error free, JEVS will reimburse the claim within 10 days.
- Transition Coordinators *should* use their agency’s **non-profit tax exemption certificate** when purchasing items for the HOME Choice program participant.
- A completed **W-9 form** must accompany payment/reimbursement requests, unless a W-9 is already on file with JEVS for the HOME Choice participant requesting payment.
- When making payment requests for rental deposits, Transition Coordinators must include a copy of the **lease**, as well as a W-9 form.
- **Overnight requests** should be used *only* for emergency situations because carrier fees (approximately \$25) will come out of the HOME Choice participant’s budgets.
- Transition Coordination statement forms must state **which Ohio waiver program** the HOME Choice participant is enrolled in or if the HOME Choice participant is receiving only Medicaid State Plan services.
- Transition Coordination statement forms must indicate the transition coordinator HOME Choice provider number and NOT the Medicaid provider number.
- **Receipts** for goods and services must accompany payment requests. Payment will not be made if the receipts are not included with the reimbursement request.
- Receipts cannot contain purchases for multiple HOME Choice participants. If you are making purchases for more than one participant at a time you must get **separate receipts** for each participant in order to be reimbursed.
- ODJFS must pre-approve any **items that are not on the approved list of goods and services** prior to making a purchase. JEVS will not reimburse for items that have not been pre-approved by ODJFS.

If you have questions regarding your payment requests or reimbursements, please call:

TOLL-FREE: 1-866-940-1934

Or, call direct:

Anne Porter Billing Manager 267-298-1344

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