

Transition Fund Process 2016

Policy Reminders

1. Transition Services limit: \$3000
2. MFP Flex Fund Services: \$700
3. Transition Services and MFP Flex Funds must be used within the first 60 days after transition.
4. Transition funds and MFP flex funds must be directly related to, and essential for transition.
5. Transition fund providers should verify payment requests and cut checks within 3 business days.
6. For urgent requests, checks should be issued within in 2 business days.
7. Service and item details must be on the approved plan of service or the provider may not pay for the good or service or payment will be delayed.

Important Changes to the process

- Supports planners must now choose which provider will issue payments for transition funds.
- Only one transition funds provider can be used per transition. You cannot split transition fund costs between multiple transition fund providers.
- Supports planners should select the provider for the service on the POS. Beatrice and MMARS will be options in the drop down as of 1/1/16.

Overview of Process: Transition funds provider makes the purchase

1. Supports planner includes details of transition fund, flex fund, or item that substitutes for human assistance requests on the POS.
2. Supports planner includes the transition funds provider on the POS (Beatrice or MMARS). POS is approved and transition planning is complete.
3. Request for payment form is submitted to the transition funds provider along with copy of approved POS. The date of transition is provided with a copy of the 257 form or a copy of the advisory opinion letter is attached.
4. Transition funds provider verifies that the requested item or service is approved and allowable.
5. Transition funds provider makes purchase of item online or via check.
6. Transition funds provider notifies supports planner via email that item was purchased and/or check mailed.
7. Supports planner sends a copy of the receipt/receipt alternative form to transition fund provider and uploads a copy in LTSS.

Overview of Process: Supports planning agency makes the purchase and requests reimbursement

1. Supports planner includes details of transition fund, flex fund, or item that substitutes for human assistance on the POS.
2. Supports planner includes the transition funds provider on the POS (Beatrice or MMARS).
3. POS is approved and transition planning is complete.
4. Supports planning agency verifies that the requested item or service is approved and allowable.
5. Supports planning agency completes purchase of item.
6. Request for payment form is submitted to the transition funds provider along with copy of approved POS and receipt/receipt alternative form.
7. Transition funds provider verifies that the requested item or service is approved and allowable.
8. Transition funds provider reimburses supports planning agency.