John R. Kasich, *Governor*
Tracy J. Plouck, *Director*

October 2013

How to Receive Payment

Two important steps are required for home operators participating in the Adult Care Facility/Adult Foster Home (ACF/AFoH) Incentive Program to receive payment. All incentive payments from the Ohio Department of Mental Health and Addiction Services (OhioMHAS) will be made via electronic funds transfer (EFT) through the Ohio Administrative Knowledge System (OAKS). To successfully receive ACF/AFoH Incentive payments, you will need to verify or register in OAKS, and then submit incentive verification documents on a quarterly basis.

OAKS registration and/or verification steps

The ACF/AFoH Incentive Program pays participating home operators by EFT through OAKS. Home operators must register in OAKS the first time they participate, then verify their existing OAKS registrations when they participate in subsequent quarters.

To register in OAKS or update an existing registration:

1. Access the Ohio Shared Services website at: ***http://ohiosharedservices.ohio.gov/VendorsForms.aspx***.
2. Download the following forms:
   - Dear State of Ohio Potential Vendor Letter (OBM-7502) (PDF)
   - Vendor Information Form (OBM-5657) (PDF)
   - IRS Form W-9 (PDF)
   - Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310) (PDF)
3. Send a voided check or deposit slip, along with the forms listed above, to Ohio Shared Services using one of the following methods:
   - **Email:** ***vendor@ohio.gov***
   - **Fax:** (614) 485-1039
   - **Mail:** Ohio Shared Services
     PO Box 182880
     Columbus, OH 43218

To verify if your information is entered in OAKS or if you have questions about the required forms, please contact Ohio Shared Services at ***vendor@ohio.gov*** or 1-877-644-6771.

ACF/AFoH Incentive Verification Steps

The ACF/AFoH Incentive Program pays participating home operators once they submit documentation to OhioMHAS verifying that residents have been linked with local mental health and/or AoD providers.

To verify resident linkage:

1. Complete the following forms:
   - ACF/AFoH Incentive Verification Form

     Please note: Only those linked residents living in the home on the last day of the Quarterly Reporting Period should be counted.
   - Authorization for Release of Information (for Adult Foster Homes only)
2. Submit the above forms quarterly to OhioMHAS via email: ***ACF-AFoHIncentive@mha.ohio.gov***.
   - In **limited circumstances**, forms will be accepted via fax at (614) 485-9747 or mail at:

     Ohio Department of Mental Health and Addiction Services

     ACF/AFoH Incentive Program

     30 E. Broad St, 36th Floor

     Columbus, OH 43215
3. To be considered for the ACF/AFoH Incentive Program, the form(s) for the Quarterly Reporting Period must be submitted correctly by the due date as listed below:

Quarterly Reporting Period Dates
State Fiscal Year 2014

	First quarter	Second quarter	Third quarter	Fourth quarter
Dates of quarter	July-September, 2013	October-December, 2013	January-March, 2014	April-June, 2014
Last day of quarterly reporting period ***Date to be used for counting number of linked residents on Incentive Verification Form**	Sept. 30, 2013	Dec. 31, 2013	March 31, 2014	June 30, 2014
Due date for Incentive forms	Oct. 31, 2013	Jan. 31, 2014	April 30, 2014	July 31, 2014

To verify if your information has been received or if you have questions about the required forms, please email ***ACF-AFoHIncentive@mha.ohio.gov*** or call Ellie Jazi at OhioMHAS at (614) 466-6783.

Please note: OhioMHAS may request verification of resident linkage with local mental health and/or AoD providers at any time. If it is determined during the verification process that the home operator provided incorrect information regarding resident linkage, all ACF/AFoH Incentive payments must be returned to OhioMHAS.