

## MFP Transition Year Stability Fund (Formerly T2038TS) Billing Guide



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- The Lead Agency is encouraged to contact the Budget and Contract Coordinator (BCC) at 919-855-4267 or [diane.upshaw@dhhs.nc.gov](mailto:diane.upshaw@dhhs.nc.gov) before a requested letter is submitted to ensure the TYSR resources are appropriate.
  - The Lead Agency and/or the case manager prepare a request letter on the template provided by the MFP Project with the following information.
    - The letter shall be on agency letterhead;
    - Lead Agency's name and CAP Provider Number(CAP only);
    - the MFP Participant's name and Medicaid number;
    - TAX ID Number (this is required to be able to pay);
    - list the items and the estimated cost of each items;
      - include written estimates if items not yet purchased
      - include receipts if items purchased
    - the signature or authorization of the MFP participant or representative
    - the signature of the Lead Agency representative
  - The BCC reviews request, verifies calculations and supporting documentation are accurate.
  - The BCC decides whether or not the items are warranted and approves or denies the request letter.
  - The BCC records all approved requests and returns to Lead Agency.
  - If approved BCC submits request to DMA budget staff.
  - The DMA Budget office processes the paperwork. **Payments typically takes two weeks to process and payments will be made by check unless the agency has an Electronic Funds Transfer (EFT) set up in which case it will be made electronically. Agencies are highly encouraged to set up an EFT account if they do not have one.**