



NOTICE

Developmental Disabilities Services

Starting April 25th, 2021

Timesheets and Non-Payroll Reimbursement Requests received at ARIS will only be paid when submitted using the new forms with the new codes.

What is Happening? Employees must use new codes on their timesheets for reporting what services they provided to people. These codes will include how many people the employee was supporting during the same hours of service. When signing timesheets, employers must make sure employees are using the new codes correctly.

Why is this Happening? The Federal government requires the State of Vermont to collect complete and accurate information regarding services that are paid through Medicaid. This is to make sure that these funds are spent appropriately, and that people received the services they were funded to receive.

Helpful tips for completing the new timesheet or reimbursement forms.

- Include the full-service descriptor AND the employee-consumer ratio.
- The full-service descriptor (including the ratio) is the NEW code.
- If the code has a ratio (like mileage), it must be included, or it could delay payment
- There is no longer a shorter set of service abbreviations.
- Location of service (home or community) does not affect the budget the service is paid from.
- If the service ratio or locations change during a visit, these times must be listed separately on the timesheet using the correct codes.



Want to Learn More? The State and ARIS hosted a webinar event on March 5th to explain the new forms and answered questions from employers and employees. A recording of this webinar and other resource material is available online at www.arissolutions.org

What if I have Questions? Please contact ARIS Solutions 802-295-1658 or financial@arissolutions.org

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