August 18, 2021

Dear Vendor,

Here is your Fiscal Year 2021-2022 MI Choice Medicaid Waiver contract for Senior Services Inc. of SW MI.  The contract is effective October 1, 2021 thru September 30, 2022.  **The contact due date is September 30, 2021.**  Included with the contract is the Waiver Minimum Operating Standards, Waiver Attestation Form, and checklist for contract documentation to be returned to execute your contract.  All required documentation must be in place for your contract to be considered complete. Please carefully review your contract and the information below.

**Please note that per this contract the billing dates have changed.  Billing is now due by the 8th of each month, rather than the 10th.  Waiver payments will be issued on the last business day of the month.**

**Please note that all rates for the FY21-FY22 contract will be frozen to FY20-FY21 contracts rates.**

**A few additional reminders regarding the return of the contract:**

1)  You **do not** need to print and return the Minimum Operating Standards document, as this is quite lengthy. There is a Minimum Operating Standards Acknowledgement Form within the contact that you will sign, verifying that you have reviewed, and agree to follow, the standards.

2)  All forms in your contract must be completed even if there are no changes in information from the previous contract; this included the EFT form and Vendor View form. Forms that state "No change" cannot be accepted.

3)  The signed contract **cannot** be faxed or emailed, as we are required to keep original signatures on file.  Please return the contract via mail.  **Please note that due to COVID-19 Senior Services lobby is closed**.  The mailing address is:

> Senior Services, Inc of SW MI
> Attn:  Heather Marshall, MSW
> 918 Jasper St
> Kalamazoo, MI  49001

4)  Waiver **cannot** accept only signature pages of the contract.  Please utilize the checklist as it will let you know what portions of the contract need to be signed and what documentation must be returned to execute your Waiver contact; documents that need to be returned are clearly noted in the "Waiver Contract" portion of the link and on the checklist.  Additionally, please do not print the contact double-sided.

5)  MDHHS and the Office of Inspector General (OIG) have guidelines for verifying that vendor employees providing services to Waiver participants have verification upon hire, and then, minimally, yearly, that said employee(s) are not on OIG sanctions lists.  This should be documented in your employee files, as this will be addressed during Provider Reviews. Monthly checks to ensure that employees are not on any sanctions list are required for

all employees serving Waiver participants. The Attestation form that is included with the contract documents must be completed as it addresses the OIG checks.

6) Your Waiver contract stipulates that each provider must have access to Vendor View and regularly use Vendor View as the MDHHS preferred method of communication.  From Vendor View, we can access reports of vendors that are not regularly checking their messages in Vendor View, as messages are time and date stamped when they are sent, as well as read.  If you or your staff need passwords reset or need training in how to use Vendor View, please contact the Waiver Biller, Michele Burcham, 269-352-0252, [MBurcham@seniorservices1.org](mailto:MBurcham@seniorservices1.org) to provide any needed assistance.

7) Finally, MDHHS requires that an executed contract be in place to process Waiver payments.  Prompt return of your contract will ensure that your payment is not held while waiting for return of the contact.

Please contact me if you have any questions regarding your contract.

Senior Services MI Choice Waiver staff looks forward to working with you to provide the care and assistance that allow our participants to live the most independent life possible, and  we truly appreciate all that you and your staff do to make this possible.

Kindest Regards,

Heather Marshall, MSW
Quality Coordinator
Senior Services, Inc. of SW MI
(269) 382-0515 ext. 134
hmarshall@seniorservices1.org