



Checklist

PAYEE FORMS

The following forms are required to enroll with the CFO as a payee. All agencies and/or individuals (independent providers) to whom claims payment will be issued must be enrolled as a payee. Local School Boards are required to enroll as payees; however, School Boards are not required to submit a W-9. Local School Boards may not bill for Special Instruction. Note: Employees of an agency do not submit these forms.

Form	Date Submitted	Initial
1. Provider Agreement	_____	_____
2. W-9 Request for TIN	_____	_____
The following licenses are required for specific payee agencies:		
A. DSS for any agency providing Center-Based Services	_____	_____
B. DHH for any agency providing Service Coordination	_____	_____

SERVICE PROVIDER FORMS

The following forms are required to enroll with the CFO as a service provider/FSC. All individual providers/FSC, including those who work for an agency, must enroll.

Form	Date Submitted	Initial
1. Complete as applicable: Service Provider Rider	_____	_____
Family Service Coordinator Rider	_____	_____
Durable Medical Provider Rider	_____	_____
2. Certification re: Lobbying, Debarment, Suspension	_____	_____
3. Provider Assurances	_____	_____
4. Criminal Background Check Documentation	_____	_____
5. Copy of applicable license, diploma or its Equivalent, to document minimum entry level standard according to the personnel qualifications for each provider as listed in LA Part C Federal Application.	_____	_____
6. Medicaid Enrollment Form PE 50 (OT's, SLP's, PT's, Audiologists, & Psychologists only)	_____	_____
7. Webbase Online Forms		
Certification	_____	_____
Online Access Enrollment Form	_____	_____
Electronic Signature	_____	_____
8. Required Meeting (RC signature)	_____	_____
9. Provider Signature	_____	_____

PLEASE SUBMIT APPLICABLE ITEMS LISTED ABOVE ALONG WITH THE COPY OF THIS COMPLETED CHECKLIST TO:

**Louisiana Part C CFO Provider Enrollment
c/o Covansys Software Services, INC.
P.O. Box 29134**

Shawnee Mission, KS 66201-9134

Questions? Call Toll-Free at: 866-305-4985, option 2 or E-mail at laeienroll@pdainc.com