

Guidelines for SPC Fee for service Billing.

Section I

- One client per line for current billing cycle.
- Only complete (full) month billing.

Section II--Adjustments

- Place each monthly billing adjustment for individuals on a separate line, but in succession.
- Adjustments resulting in a decrease of HAP will not result in a management fee calculation.
- Adjustments resulting in an increase of HAP for a client where a management fee was previously received will not result in a negative management fee adjustment—the management fee calculations must be manually 'zeroed' out in these circumstances.
- A management fee for a particular client, in a particular month, shall be calculated only in circumstances where it was not previously taken.
- A full management fee may be taken for partial month move-in.
- Only one management fee per month per client may be taken.
- Adjustments will be checked by CAA for accuracy and appropriate adjustments will be made before the billing is forwarded to DHHS for payment.

Section III

- No impact on HAP or management fee.