

Requirements for ISP payment:

- Invoice (DR 296)
- Worksheet (DR 296A)
- Progress Report (DR 174)

DR 296A Instructions:

Print the form, sign it, and make a copy for your records. Send the original to the DOR, along with the DR 296 – ISP Invoice and the DR 174 – Progress Report. A progress report is not required for the following services: Driver, Attendant, Note Taker, and Reader. Submitting an incomplete DR 296 or DR 296A may cause a delay in processing payment for services.

Service Month/Year: Enter the month and year in which you provided services to the DOR consumer.

Provider Name: Enter your full name here.

Consumer Name: Enter the DOR consumer's name that you provided services for. The DOR consumer's name is located on the DR 297B – Authorization for Services form.

Counselor Name: Enter the name of the DOR counselor who referred the consumer to you. Counselor information is located on the DR 297B – Authorization for Services form.

Authorized Dates of Service: Enter the 90-day timeframe you have been given to provide services to the DOR consumer. This information is located on the DR 297B – Authorization for Services form.

Date: Enter each day that you provided services to the consumer (e.g., 1/5/2013).

NMED Number: This authorization number is located on the DR 297B – Authorization for Services form. The NMED number is 9 digits long (e.g., 123456789).

Time: List the beginning and ending times that you provided services to the DOR consumer. Use quarter increments only (ex: 10:15am ; 10:45am; 11:30am).

Hours Worked: Enter the total amount of time you provided services to the DOR consumer on that day. Use quarter increments only (ex: 10.25 hrs; 4.5 hrs; 7.75 hrs; 12.00 hrs).

Description of Services Provided to Consumer: Enter the service you provided to the DOR consumer. (Ex: tutoring in math, reading, language interpretation.)

Transportation Costs: Defined as mileage, tolls, and parking fees. **Reimbursement requires preapproval by the DOR.**

Total Miles: Enter the total amount of miles traveled from the point of departure to the point of return.*

Billable Miles: Miles in excess of 25 miles roundtrip.* With preapproval, you may be reimbursed for mileage beyond the first 25 miles. Deduct 25 miles from Total Miles to determine your "billable miles" (ex: 30 Total Miles - 25 miles = 5 "billable" miles).

Other: If you have been preapproved, enter the cost of tolls and parking incurred while providing services to the DOR consumer.

Travel From/To: If you have been preapproved, enter your starting and ending locations for the travel incurred.

Signature: Sign your name using black or, preferably, blue ink.

**Exception: Driver service -- mileage begins at the point of picking up the consumer and ends at the point of consumer return.*