# Community Vendor Process

1. Community Vendors are added in the plan of care by the Support Coordinator
   1. Agency with choice does not approve any vendor services. Any vendor sent to Agency with Choice in a DDD approved plan of care will be enrolled for payment from Agency with Choice, if the SDR meets the criteria.
   2. Support Coordinators should communicate with the vendor and agree upon the terms added in the plan of care
   3. Support coordinators should ensure to put accurate and complete information for the vendor in the plan of care (email, phone, address, vendor name associated with their tax ID number, how the vendor will bill and a small description of the service being provided)
2. Agency with Choice Community Vendor Team Lead will receive the vendor authorizations from the approved plan of care electronically within **3-5 business days.**
3. Within **1 business day** after the authorization is received with the vendor’s accurate contact information the vendor will be contacted for enrollment into our accounting system by the Community Vendor Team Lead.
   1. Enrollment documents will be sent through adobe sign
   2. **Enrollment Documents include:**
      1. W-9
      2. Vendor Request Form
      3. Electronic Funds transfer form
      4. Overview of specific licensing qualifications and certification standards set forth by DDD
4. Once all documents are to be completed and submitted, we will review and validate completion. Then we generate the provider payment voucher and instructions to send to the vendor **within 2 business days** of receiving completed enrollment documents.
   1. The voucher will be used by the vendor to record services rendered for the specific individual listed on the voucher.
5. The vendor will submit completed and signed vouchers back to Agency with Choice
   1. Option 1: Fax 866-454-6794
   2. Option 2: Email awcprovider@nj.easterseals.com
6. The vendor will receive electronic funds transfer within **10 business days** of submitting a complete voucher.
   1. Complete vouchers must include both the individual/managing employer and the vendor’s signature.
   2. Must be within the approved authorization units and rates.
   3. Complete fields for information regarding the services rendered.
   4. Should be submitted within the plan duration for the approved service.
   5. Backup invoice should include true dates of service and how it was billed (hourly, daily, weekly, monthly, or annually).
   6. For transportation the backup invoice must include to and from addresses totaling the mileage.
7. The total process from SC creating and having the vendor approved in the plan of care to payment of the vendor take approximately **10-20 business days.**
   1. Please note this is contingent on the responsiveness and completion of documents of the vendor, individual/managing employer, and the support coordinator.