



## Requirement to Submit Billings Electronically

April 2012

Due to new statute enacted by State Legislators, California Welfare and Institutions Code (WIC), section 4641.5, it will be mandatory for all service providers to submit their invoices, electronically, for payment effective with the services provided on or after July 1, 2012. This statutory requirement to submit invoices, electronically, does not apply to family members or consumers.

**Please note that North Los Angeles County Regional Center (NLACRC) is prohibited by statute from accepting paper claim forms or invoices for payment processing from service providers beginning with the July 2012 service month (which is paid in August 2012).** Therefore if you have not already enrolled in eBilling, NLACRC highly encourages you to sign up for eBilling on or before June 15, 2012 to prevent any disruption in your payments from the regional center.

To enroll in eBilling, please complete the enclosed eBilling Enrollment Form and fax it to (818) 756-6150. The completed Enrollment Form must be received by NLACRC no later than June 15, 2012 in order for a service provider to submit their July 2012 service month invoices electronically. To assist service providers in the process of learning to use the eBilling program, NLACRC has posted training videos on its website, [www.nlacrc.org](http://www.nlacrc.org), under the "Service Providers" tab.

WIC, section 4641.5 also provides that the requirement to submit invoices electronically may be waived for a service provider that demonstrates that submitting invoices electronically presents a substantial financial hardship for the service provider. To request a waiver of the requirement to submit invoices, electronically, please send or fax your written request to your Accounts Payable Representative no later than June 15, 2012. The request must be in writing, state the reason(s) why submitting billings electronically would present a substantial financial hardship, and include supporting documentation.

For questions regarding this information, please contact your Accounts Payable Representative

A/P Contact Person	Telephone Number	Email Address
Renee Kang	(818) 756-6413	<a href="mailto:rkang@nlacrc.org">rkang@nlacrc.org</a>
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**Deadline for eBilling Enrollment Forms or Waiver Requests: June 15, 2012**

**Fax # (818) 756-6150**