

## Region 5 Systems

### Network Management Procedures

Effective: 5/8/06

## ■ Interpretation Reimbursement Requests Procedures

---

Network Providers shall submit “Interpretation Reimbursement Requests” for eligible costs to Region 5 Systems on a quarterly basis. Reimbursement requests shall be submitted in October, January, April, and July. All claims must be accompanied by an invoice from the interpretation provider.

Annual funding is limited for these reimbursements. If funding for reimbursement should be depleted before the end of the fiscal year, that quarter’s Network Provider requests will be prorated according to the total requests submitted for that quarter. No further requests will be reimbursed, after the prorated quarter, for the remaining portion of the fiscal year.

Reimbursement claims for interpreter services may be submitted for consumers who meet the following criteria:

- A. The consumer is served under Region 5 Systems’ funding for the specific service for which interpretation is being provided.
- B. The consumer is not eligible for interpretation reimbursement through Medicaid, private insurance, or other funding sources.

Eligible costs include interpreter fees (hourly rates and base fees) only.

Costs that are ineligible for reimbursement:

- A. Mileage costs.
- B. Translation costs.
- C. Interpretation services provided by a Network Provider’s own employees.
- D. Interpretation costs accrued outside of the current fiscal year.