






Tips Sheet: Keys to Successful Application Submissions to the Provider Relief Fund Payment Portal for non-SNF Medicaid Providers

Key Numbers and Reminders	<p>Review – You Have Plenty of Time: The application is due July 20. Applicants have plenty of time to review and ensure that all data is gathered and accurate before submittal. This distribution is not a first come, first serve process similar to the SBA PPP loan program. It is important to note that there is no-redo on your application submission. Once you submit data into the portal it is final – there are no appeals rights, modifications or resubmissions.</p> <p>Therefore, please ensure that you fully vet your data with the FAQs, application instructions, excel workbook and related PDF application before starting the actual portal data entry and submitting your application.</p>	
Tax ID Number		Your Tax Identification Number (TIN) is required to pay federal taxes. It is not tied to payment.
CCN		If you are a Medicare provider, you may have a Medicare Provider Number (CCN) but most Medicaid-only providers will not have a CCN. The portal is not asking for a Medicaid Provider Number.
NPI		The National Provider Identifier (NPI) must be used by most HIPAA covered entities, (including Medicaid and Medicare providers) that conduct electronic transactions.

What If I Have a Question?

Call the **CARES Act Fund Hotline at (866) 569-3522 (for TTY dial 711)** with specific questions or review HHS's [Frequently Asked Questions](#).

What Steps are Needed to Successfully Fill Out the Application?

AHCA/NCAL is working closely with HHS to answer many of your pressing questions regarding the portal. Remember, you have the time (application due date **July 20, 2020**) to start now and work through each aspect of the application to ensure that you carefully complete an accurate application prior to submitting. To view who is eligible to apply, click [here](#).

Print out all the materials and take screenshots where needed. Ensure you have a well-crafted and fact checked [application](#) BEFORE utilizing the portal. As a reminder, there are no “re-dos” for any situation within the portal. Print, gather and review all needed documentation in advance.

The four-step process below will help you as you organize and develop your process for application to the portal.

Study

Review the sample application to ensure you understand what is required.

Gather

Gather the documentation (tax documents, payroll, covid documentation, etc.) that you will need when submitting data into the portal.

Draft

Complete a draft application. If you cannot locate information, take the steps to gather it. If you have questions regarding items on the application review HHS's or AHCA/NCAL's FAQs.

Review

Read over the application, supporting documentation. Have another individual in the organization review the application.