

***UF Department of Pediatrics North Central Early Steps  
Memorandum of Agreement as a Part C Service Provider***

This Memorandum of Agreement (MOA) by and between The University of Florida Board of Trustees (*University of Florida*) for the benefit of the *North Central Early Steps ( UF NCES )* of the Department of Pediatrics, College of Medicine, University of Florida and \_\_\_\_\_

\_\_\_\_\_  
(Service Provider) [Individual's name, or if business is incorporated, legal name of Business] is to confirm the terms and conditions of services and payments for Part C Services. The UF NCES is operated by the University of Florida under contract with the Florida Department of Health, Division of Children's Medical Services, Bureau of Early Steps and Newborn Hearing Screening.

**I. In Relation to Service Delivery: Service Provider agrees:**

1. To support the provision of interest-based child learning opportunities as part of everyday family and community activities where caregiver responsiveness and encouragement are used to support child learning and functional capabilities within the natural learning environment. To incorporate a family's values, culture and strengths into strategies and activities that the family is comfortable implementing or put in place plans how to build those skills.

To practice the coaching approach with caregivers and other members of the team. Coaching consists of collaborating with team members on creating an action plan that ensures best supports are in place for the family. Coaching also supports the caregivers ability to identify short-term developmental targets and practice strategies within a variety of routines, activities, and partners in order to increase the child's learning opportunities. Finally, coaching consists of problem solving, reflection, and reviewing of what was practiced in session in order to monitor the child's developmental targets, review caregiver's priorities, and develop the best plan of action moving forward.

To provide support in the child's natural environment with interventions embedded in the child and family's daily routines and activities. Exceptions to this model must be justified on the Early Steps Services Page of the Individual Family Support Plan (IFSP).

2. To utilize the team-based approach to service decision making by achieving consensus with the parent/caregiver, IFSP team and the UF NCES Service Coordinator prior to implementing any family-approved changes in type of service or frequency and duration of service. Regardless of funding source, all services, including changes in methods of service delivery, must be documented on the IFSP by the UF NCES Service Coordinator before Part C funding can be authorized as payer of last resort.
3. To apply knowledge of current research and evidenced based practices to the development and implementation of strategies and interventions with the child and family.
4. To accept assignments to covergeographical areas of need and, if assigned to a particular county, to cover the entire county and not just specific areas within that county. When accepting assignments provider may not decline case(s) on the basis of gender, disability, race, color, national origin, age, socio-economic or educational status, or religious, political, or sexual orientation. The assignment includes a commitment to participate on IFSP reviews and other services as authorized on the child's IFSP. Service Providers cannot be guaranteed specific numbers of referrals, geographical locations or service delivery hours. For providers participating

in our eligibility teams to accept at least 25% of the referrals and to act as a consult on the IFSPs developed during the eligibility evaluations.

5. To recognize the IFSP as the authorizing document for services including:
  - a. Frequency (how often you see the child each week, for example one time per week)
  - b. Duration of services (authorization period, for example a maximum of six months)
  - c. Payor (utilize Early Steps Part C funding as payor of last resort).
  - d. Location of Services: Service provision will be provided in the child's natural environment as defined on the IFSP and any changes will be done in collaboration with the family and UF NCES IFSP Team.
6. To initiate Part C services within thirty (30) calendar days from the date the service is added to the IFSP and to complete and return to UF NCES within ten (10) calendar days of the initial visit, the UF North Central Early Steps Services Initiation Form, which is attached to this MOA as Exhibit A. If services cannot be initiated by the Service Provider within this time period, the Service Provider will notify the UF NCES Service Coordinator no later than five (5) working days after receipt of the written referral. Failure to abide by this requirement may result in termination of this MOA.
7. To use the UF North Central Early Steps Monthly Progress Note attached to this MOA as Exhibit B. The Monthly Progress note is to document progress toward outcomes as stated on the most current IFSP, to obtain parent/caregiver signatures at each home or clinic visit, and to document missed sessions and reasons for missed session. To be submitted to UF NCES on a monthly basis regardless of funding source for services.
8. To notify the UF NCES Service Coordinator within two (2) working days if the Service Provider discharges a child from services for any reason including, but not limited to: Three attempts to contact family are unsuccessful, parent declined services, child met outcomes, child transferred to another district/state or child turned three. In addition, the Service Provider will complete and return the UF North Central Early Steps Discharge Summary, attached to this MOA as Exhibit C stating the child's progress at the time of discharge towards meeting the goals of their IFSP.
9. To become familiar with the contents of the Procedural Safeguards as delineated in Component 8 of the most current version of the Early Steps Policy Handbook and Operations Guide, whose summary is attached to this MOA as Exhibit D.
  - a. By doing so the Service Provider agrees:
    - i. To adhere to the requirements of the Procedural Safeguards.
    - ii. To ensure that service provider or one representative from each provider agency signs the *Statement of Understanding of Part C Procedural Safeguards*, which is attached to this MOA as Exhibit E, stating they have read and understand the Part C Procedural Safeguards. These signed statements must be forwarded to UF NCES prior to providing service to any UF NCES child.
    - iii. To recognize that families have full access to records the Service Provider maintains on their children and that these records may not be released to individuals or agencies (other than UF NCES) without specific written permission of the family member or other person with legal authority to authorize

such a release and further agrees to release under such authorization, only records originated by the Service Provider.

## **II. In Relation to Reimbursement for Services: Service Provider agrees:**

1. To ensure that, under no circumstances, is the child's family to be billed for services authorized by the IFSP team and those services will be compensated based on the family's funding source. There are no co-payments or deductibles in this program.
2. To accept the payment rate as established by the State of Florida, Agency for Health Care Administration, the Florida Department of Health, and/or UF NCES and ensure that payment in excess of the Medicaid or CMS/Early Steps program payment rate is not requested from the family or UF NCES. The service fee schedule for Fiscal year 2021-22 is attached to this MOA as Exhibit F.
3. To verify and pre-authorize any current third party private insurance and Florida Medicaid Managed Care entity coverage for eligible children being served at least monthly and report any changes to UF NCES.
4. To immediately inform the child's Service Coordinator if the Service Provider becomes aware of the availability or loss of insurance coverage of NCES recipient.
5. As part of Medicaid Managed Care in Florida (MMC), all Medicaid recipients have been enrolled in one of the Medicaid MMA plans, which will coordinate their care and services. Therefore, to ensure that Part C remains the payer of last resort, the service provider must be enrolled in all of the Medicaid MMA plans for the UF NCES area.
6. To bill all Medicaid Managed Care entities in which the child is enrolled.
7. To bill any identified third party payer within **thirty (30)** calendar days of date of service according to the terms and conditions of said payer source, and to report the intervention to UF NCES with the monthly deliverables.
8. To bill UF NCES for travel when a child is in the natural environment as specified on the IFSP. And to make every effort to group clients together to avoid multiple trips to and from their home / office. UF NCES will not reimburse for travel back to a Service Provider's home and/or office.
9. To acknowledge MapQuest (for vicinity mileage) or FDOT Mileage Matrix/Viewer (for map mileage) will be used as the quality assurance document when travel claims are reviewed.

## **III. In Relation to Billing Requirements: Service Provider Agrees:**

1. To submit the following documentation to UF NCES Fiscal Team by the 15<sup>th</sup> of the month following the month in which date of service took place:

**Note: Payment may not be made to provider if submitted documentation does not match current authorizations listed on the IFSP.**

- a. UF NCES Monthly Progress Note attached to this MOA as Exhibit B.

- b. UF NCES Claim Form attached to this MOA as Exhibit G.
  - c. State of Florida Voucher for Reimbursement of Travel Expenses Form (DFS-AA-15) attached to this MOA as Exhibit H
  - d. Consultation amongst Provider form Attached to this MOA as Exhibit I.
  - e. Third party insurance EOB denials and/or Medicaid denials must be submitted in order to receive a documented exception on the Provider's Authorization to bill UF NCES directly.
2. To bill insurance and/or Medicaid within thirty (30) calendar days of date of service, if applicable, as Part C is the payer of last resort.
  3. To document Natural Environment Support Fee using UF's North Central Early Steps Claims Form attached to this MOA as Exhibit G, and to document per mile travel using Form DFS-AA-15 attached to this MOA as Exhibit H.
  4. To reimburse UF NCES for any payment made to Service Provider for a service, which is subsequently reimbursed by a third party payer source.
  5. To submit accurate reports and/or data as required. In the event incorrect data is submitted, UF NCES is authorized to follow-up and resolve incorrect data received from Service Provider, including, but not limited to, such data as unauthorized services, discrepancies in number of units of service or inappropriate rates.
  6. To bill all services to UF NCES Fiscal Team directly:

a. Claims filing without an EOB (Contracted Services)

When invoicing UF NCES for Part C payment for contracted services, claims shall be submitted to UF NCES Fiscal Team by the 15<sup>th</sup> of the month for the previous months' activities and per University of Florida business status requirements, on the claims form titled: UF NCES Claims, a sample of which is attached to this MOA as Exhibit G.

b. Claims filing with an EOB (Contracted with EOB Denials)

For services billed to a Medicaid Managed Care or a Third Party Insurance company that are denied and payment via contracted dollars is requested, such claims should also be submitted to UF NCES Fiscal Team on the claims form titled UF NCES Claims, a sample of which is attached to this MOA as Exhibit G. Claims must be submitted along with or covered by a provided EOB sent via fax, USPS, or Move-it directly to UF NCES Fiscal Team, within 30 days of the billed service to access Part C funding.

If there is a delay in receipt of an EOB and provider can document that claim was submitted within 30 days of date of service, a grace period of 30 days will be allowed. One EOB per calendar year (per child, per service) shall be sufficient for a blanket denial (non-covered service, medical necessity, out-of-network), however, each EOB must be submitted for denials related to partial payments, deductibles, co-pays, or exceeds max benefits.

c. Claims filing for Assistive Technology

For assistive technology (AT) claims filing, which has been previously approved with all required documentation, such claims should also be submitted to UF NCES Fiscal Team on

the claims form titled NCES Claims, a sample of which is attached to this MOA as Exhibit G within 30 days of the billed service to access Part C funding.

d. Fiscal Year End Claims Filing

Provider shall submit all claims for the current fiscal year to UF NCES no later than July 15, 2022. If there is a delay in receipt of an EOB, provider shall notify NCES Fiscal Team by July 15<sup>th</sup>.

**Please see Provider Manual for instructions and remember that when creating and sending email communication, use only the child's ES ID number, as no HIPAA protected identifiers shall be used, except via Move-It encrypted email.**

**All claims for payment should be submitted to UF NCES Fiscal Team via:**

Move-It e-mail: Exhibit G and/or Exhibit H in Microsoft Excel format to [ncesfiscal@peds.ufl.edu](mailto:ncesfiscal@peds.ufl.edu)  
The file(s) must be attached to the email and not embedded within the email.

**SEND all monthly required documentation directly to attention of NCES Fiscal Team. DO NOT SEND multiple copies of claims forms, as this will delay payment processing.**

**Non-compliance to the above invoicing instructions will result in a delay of invoice processing and payment.**

**IV. In Relation to Third Party Insurance and Medicaid Payer Sources: The Service Provider agrees:**

1. The federal IDEA Part C legislation mandates that Part C be the payer of last resort.
2. Families must utilize their insurance or Medicaid Managed Care providers, when (a) the family is enrolled in the Medicaid program and the service is a Medicaid billable service (b) when the child is enrolled in the CMS network.
3. Bill and accept the Florida Medical Managed Care (MMC) plan rates according to each plan's fee schedule as payment in full for services provided pursuant to this Agreement. Only if payment by the responsible insurance provider or third party payer is denied, can the Service Provider then seek payment from UF NCES for reimbursement and must accept the CMS Early Steps Service Taxonomy rate as payment in full for services provided.
4. Inform UF NCES Fiscal Team within five (5) working days in the event that a child becomes ineligible for Medicaid or Private Insurance. Likewise inform the UF NCES Fiscal Team if a child becomes newly eligible for Medicaid or Private Insurance.

**V. In Relation to Assistive Technology Supports: Service Provider Agrees:**

1. When determining the need for Assistive Technology services and/or equipment, to adhere to the stated processes and procedures in the North Central Early Steps Provider Manual.
2. To certify through UF Pediatrics IT on a yearly basis any technology equipment that has been provided for your use in UF NCES eligibility clinics. And to return to UF NCES any equipment

(computers, cameras), technology, devices, manuals, books, tools or other materials that may become obsolete, damaged, no longer in use, or in the case that the contract with the service provider is terminated or not renewed.

**VI. In Relation to Service Provider Enrollment: Service Provider Agrees:**

To complete the enrollment process and training as specified in the Early Steps Handbook and Policy Guide Component 10 which can be reviewed online at: [http://www.cms-kids.com/home/resources/es\\_policy/es\\_policy.htm](http://www.cms-kids.com/home/resources/es_policy/es_policy.htm). All enrolling Service Providers are required:

- a) To apply for a National Service Provider Identifier (NPI) number.
- b) To submit a packet of required documentation that will be specified in an email response to the Service Provider from UF NCES. For further detail see the Early Steps Policy Handbook and Operations Guide 10.3.0 [cms-kids.com/resources/as\\_policy/index.htm](http://www.cms-kids.com/resources/as_policy/index.htm).
- c) To complete the online Training Modules within ninety (90) days of submitting the online application submitted to UF NCES.
- d) To obtain a separate Florida Medicaid Service Provider number to perform as an Early Intervention (EI) Service Provider by applying online.

To also obtain a Florida Medicaid Service Provider number in own area of specialty, if applicable, if Service Provider has not already done so. Service Provider Specialty Codes are listed on page 31 of the Guide for Completing a Medicaid Service Provider Enrollment Application.

- e) In compliance with Governor Scott's State of Florida Executive Order number 11-116 (Exhibit J), every vendor/agency/Service Provider rendering services for UF NCES shall utilize the Department of Homeland Security's E-verify system to verify the employment eligibility of all new employees, contracted or sub-contracted during the contract term to perform work within the state of Florida.
- f) To complete the University of Florida Supplier application process in order to be reimbursed when Part C funding is used for service provision. Supplier Portal: <https://www.fa.ufl.edu/directives/supplier-portal/>.

***NOTE: ONLY EARLY STEPS ENROLLED AND APPROVED SERVICE PROVIDERS ARE AUTHORIZED FOR PART C BACK UP FUNDING WHEN PROVIDING SERVICES FOR CHILDREN ENROLLED IN UF NCES.***

1. The enrolled Service Provider agrees:
  - a) To maintain provider certification throughout the period of this MOA.
  - b) To provide their Medicaid provider number(s) to the UF NCES Fiscal Team along with completion of Medicaid Managed Care Plan Enrollment Summary Form, Exhibit K.
  - c) To enroll with all applicable private insurance plans and to submit a Private Insurance Enrollment Summary Form, Exhibit L, to the UF NCES Fiscal Team. If past attempts to

enroll have been unsuccessful, provider agrees to attempt enrollment annually and to document denial reasons on Exhibit L. This paragraph applies only to licensed therapy providers.

- d) To maintain professional liability insurance coverage in amounts consistent with those maintained by similar entities, and to provide evidence of such insurance to UF NCES Fiscal Team with this MOA, and annually thereafter or upon any change in coverage.
- e) To ensure a current copy of the Business License, the Certificate of Insurance, the Certificate of Incorporation and a service brochure or written description of business operations is on file with the UF NCES office.
- f) To comply with the Health Insurance Portability Accountability Act (HIPAA) as well as all regulations promulgated there under (45 CFR Parts 160, 162, and 164). Such compliance shall include providing the child's parent/guardian with Service Provider's *Notice of Privacy Practices* during the first occasion the child receives service. (<http://www.cms.hhs.gov/>)
- g) To retain all records, financial records and supporting documents (including electronic storage) for each UF NCES child in compliance with HIPAA regulations governing the maintenance, disposal and destruction of patient information.

To keep abreast of Florida Medicaid Health Care Alerts / Provider Alerts Messages from AHCA by visiting/subscribing to <http://ahca.myflorida.com/> State of Florida Agency for Health Care Administration.

## **VII. In Relation to Records and Quality Assurance: Service Provider Agrees:**

1. To make records available to UF NCES, for review as may be necessary for quality assurance reviews or as may be necessary to comply with the provisions of Florida laws and regulations.
2. To pre-authorize any services authorized on the IFSP in accordance with the current Medicaid, Medicaid Managed Care, and/or third party insurance guidelines as appropriate.
3. To notify UF NCES and the family of eligible children currently served of gaps in service of more than one week, at least two (2) weeks prior to said change.
4. To notify UF NCES in the event that the Service Provider is suspended or other action is taken which could result in the loss of privilege to provide services.
5. Each contract year, the Service Provider must attend any mandatory in-services trainings or meetings held by UF NCES with regard to Service Provider's participation in UF NCES.
6. Service Providers are required to participate in the Early Steps State Office's professional development system, Florida Embedded Practices in Intervention with Caregivers (FLEPIC). Services provided in a clinic setting and consultation-only providers are exempt from this training. Initial participation includes providing UF NCES a minimum of one video recordings of an early intervention session per Service Provider per month, with the written permission of the family for the purpose of quality assurance review and implementation of the EPIC model of practice. Monthly feedback sessions with the Lead Implementation Coach will occur to review the Service Provider's home visit, implementation of set practices, and set goals to enhance the Service Provider's professional development. Service Providers participating will also submit a

checklist to the Lead Implementation Coach per video to enhance reflection, review, and problem solving. Additional supports include monthly trainings and regular communication with the Lead Implementation Coach. Time commitments include approximately 10 hours per month over the course of 6 months. Please see UF NCES's Lead Implementation Coach for additional information. .

7. To accommodate **at least** one (1) on-site visit if requested by UF NCES staff to review security policies, client files and financial records. In addition, each Service Provider is required to annually submit at minimum one (1) video recording of an early intervention session with a complementary FLEPIC coaching practices checklist while providing services for quality assurance monitoring and fidelity of FLEPIC coaching practices. After the UF NCES staff member has completed the observation or video review, feedback will be provided to the Service Provider via video conference at a later date. A record of these visits will be kept in the Service Provider's file at UF NCES. If a Service Provider is not meeting fidelity expectations, additional video recordings and feedback sessions will be required until fidelity is met.
8. To complete a corrective action plan if the Service Provider is found to be out of compliance in administrative or service delivery provision. The successful completion of said corrective action plan will be required in order for the Service Provider to continue to deliver services under this MOA.

#### **VIII. In Relation to UF NCES Code of Conduct: Service Provider Agrees:**

1. Service Provider must comply with the Pro-Children Act of 1994, 20 U.S.C. section 6081-6084, which requires that smoking not be permitted in any portion of an indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to 18. Service Provider's failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty up to \$1,000.00 for each violation and the imposition of an administrative compliance order on the responsible entity. If applicable, Service Provider will include a similar provision in any subcontracts it enters under this Agreement.
2. To hold paramount the welfare of the children and families served professionally. When engaged in their duties, Service Providers must act for the child's and family's wellbeing, respect family values and reinforce trust.
3. To demonstrate cultural sensitivity and respect of the individual(s) they serve and to always be neutral, impartial and unbiased, to not discriminate on the basis of gender, disability, race, color, national origin, age, socio-economic or educational status, or religious, political, or sexual orientation.
4. To disclose to the child's Service Coordinator any real or perceived conflicts of interest that would affect objectivity in the delivery of services.
5. To arrive promptly to each scheduled visit and adhere to a set schedule with minimizing changes to schedule.
6. To adhere to UF HIPAA privacy and security standards and under no circumstances while rendering services to have personal acquaintances attend home visits.



7. To not have religious worship, instruction, or proselytizing as part of or in connection with the provision of early intervention services.
8. To maintain a proper and professional appearance at all times. IN SHORT, BE MODEST AND PROFESSIONAL.
9. To immediately withdraw from encounters perceived as violations of this Code of Conduct.
10. To ensure and warrant that neither it nor any person employed by it who performs services for the other shall have been debarred, excluded, or otherwise ineligible for participation in any federally funded health care program.

**IX. Contractual Relationship - Disciplinary Policy:**

1. The following actions may result in disciplinary action, including but not limited to immediate suspension of the MOA pending investigation, immediate termination of this MOA, and disenrollment from the Part C Provider Network. Actions leading to disciplinary investigation include but are not limited to:
  - i. The revocation, suspension or limitation of a provider's health care license;
  - ii. The revocation, suspension or limitation of a provider's right to participate in the Medicaid program;
  - iii. Findings of professional misconduct or incompetence;
  - iv. Failure to provide competent service or to comply with Early Steps Policy Handbook and Operations Guide;
  - v. Findings of fraud, embezzlement, acts of moral turpitude, dishonesty, or any other acts which might adversely affect Children's Medical Services, and UF NCES clients or families;
  - vi. Legal incompetence, repeated or untreated substance abuse or total and/or permanent incapacity;
  - vii. Failure to comply with the CMS provider approval and re-approval processes and criteria;
  - viii. Willful falsification of any documents including, but not limited to, enrollment documents, training documents, invoices, mileage logs, children's records;
  - ix. Misrepresentation of use of service delivery time, e.g. conducting personal business during times reported for service delivery, and travel;
  - x. Any intimidating or threatening behavior targeted towards children and/or families or UF NCES staff or any other provider or professional;
  - xi. Failure to maintain confidentiality concerning children and families;

- xii. Failure to comply with quality assurance monitoring;
- xiii. Failure to comply with UF NCES code of conduct
- xiv. Inadequate correction of non-compliance with UF NCES policies or procedures identified during quality assurance monitoring.

**X. In Relation to Payment to Service Provider: UF NCES agrees:**

To pay for authorized services from funding provided to UF NCES by the State of Florida, according to the terms and conditions identified on the eligible child's Individualized Family Support Plan (IFSP), subject to the availability of funds. Rates may be adjusted during the authorization period based on changes determined by the Florida Department of Health, Division of Children's Medical Services, Bureau of Early Steps and Newborn Hearing Screening. Service Provider understands and agrees that the funding for payment to Service Provider thereunder is provided by the State of Florida. UF NCES performance and obligation to pay under this agreement is contingent upon the availability of funds provided by the State of Florida as referenced herein. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

**XI Both parties agree:**

1. That both parties expressly intend that with regard to the provisions of the MOA, that said parties are independent contractors and no party hereto shall receive any other benefits besides those expressly provided for herein.
2. Upon execution of the MOA, UF NCES shall list the Service Provider as an authorized Part C Service Provider and shall make payments to Service Provider as specified in Section III of this MOA. Payment is contingent upon continued funding under the prime contract between the University of Florida and the Florida Department of Health, Division of Children's Medical Services, Bureau of Early Steps and Newborn Hearing Screening. Should funds for the prime contract become unavailable, UF NCES will provide written notice to Service Provider by certified mail, return receipt requested, within twenty-four (24) hours of UF NCES' notification from CMS.
3. Termination for breach: Unless the Service Provider's breach is waived by the UF NCES in writing, UF NCES may, by written notice to the Service Provider, terminate this MOA after no less than twenty-four (24) hours' notice. Said notice shall be delivered by certified mail, return receipt requested or in person, with proof of delivery. Waiver of breach of any provision of this MOA shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this MOA.
4. This MOA is effective upon the signature of both parties and will expire on June 30, 2022. This MOA may be terminated upon thirty (30) days written notice by either party. Notification of termination to the Service Provider will be sent by certified mail to the name on Page 1 of this MOA. Notification of termination to UF NCES must be sent to:

UF Dept. of Pediatrics  
North Central Early Steps  
Attn: NCES Fiscal Team

PO Box 100296  
Gainesville, FL 32610

5. This MOA and its accompanying Exhibits, if any, sets forth the entire MOA with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This MOA shall not be modified or amended except by mutual written agreement. All continuing covenants, duties and obligations shall survive the expiration or termination of this Agreement.
6. This MOA shall be governed by and interpreted in accordance with the laws of the State of Florida.
7. The terms set forth in this MOA constitute all the terms and conditions agreed upon by the parties hereto, and no other terms or conditions shall be valid and binding on the parties unless reduced to writing and executed by the parties.

The University of Florida Board of Trustees  
for the benefit of the North Central Early Steps  
of the Department of Pediatrics, College of  
Medicine, University of Florida

**Service Provider**

By: \_\_\_\_\_  
Colleen G. Koch, M.D., M.S., MBA      Date  
Dean, College of Medicine  
University of Florida

By: \_\_\_\_\_  
Service Provider Signature and Title

\_\_\_\_\_  
Service Provider Business/Legal Name  
(If individual, please print name)

\_\_\_\_\_  
FEI/EIN Number (if an agency or business)  
**(Please do not put Social Security# here)**

\_\_\_\_\_  
Billing Contact Address and phone number

\_\_\_\_\_  
Florida Early Intervention Medicaid Number

\_\_\_\_\_  
Florida Therapy Medicaid Number

\_\_\_\_\_  
Fax # and email address