
Quick Guide to Reclaim Form

PURPOSE: To assist providers with questions regarding payments on children.

Reclaim Form FAQ

What is a reclaim form?

A reclaim form is used when you have a dispute you would like to file on a payment for reimbursement on a child.

Examples: Child was paid less or more days on your reimbursement report.

Do I need to fill this form out if a child is in MOD that hasn't been submitted for attendance after the month has passed?

No, Submit the child through the portal as if it was the current month. Always check the prior month to see if there are any children that attendance has not been processed for.

Why do I need a reclaim form?

Per your contract you should be reviewing the monthly reimbursement statements to validate you have been paid accurately.

- 1) Paragraph ***58. Reimbursement Summary Review***. PROVIDER agrees to review the reimbursement summary provided with the monthly reimbursement statement. PROVIDER agrees to report to COALITION any discrepancy, overpayment, or underpayment **within sixty (60) calendar days** of transmission of the reimbursement summary.
 - a. **Payment reports are available approximately the 11th of the month. See *Provider How To - Reimbursement Reports* guide, located on our website www.elc-marion.org in the provider resource area.**
 - b. **Any requests for adjustments during the first 2 weeks of the month will be researched and processed AFTER reimbursement is closed out.**

RULE 6M-4.500

- (f) The provider must report any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary. Reported changes must include supporting documentation. Discrepancies validated by the coalition will be corrected for reimbursement purposes.

Where do I submit a reclaim form?

Email the claim form and the appropriate back up documentation to reimbursement@elc-marion.org or [Blue Jean Portal](#).

What needs to be attached to a reclaim form?

- 1) Sign In and Sign Out form
- 2) Parent absence notice or doctors note

When will my reclaim form be processed?

Reclaim forms will be researched and processed from the last 2 weeks of the month. Reclaim forms will not be researched and processed during attendance processing.



SR REIMBURSEMENT REQUEST FORM

Child ID	Service Month	Unit of Care	Days Paid	
Child Name		Unit of Care	Days Paid	
CORRECTED INFORMTION		MAX 3 DAYS	MAX 7 DAYS	
Unit of Care	Days Attended	Excused Absence	Absence w/Note	SISO Attached
Unit of Care	Days Attended	Excused Absence	Absence w/Note	Note Attached

COMMENTS:

INFORMATION FROM REIMBURSEMENT REPORT

Child ID	Service Month	Unit of Care	Days Paid	
Child Name		Unit of Care	Days Paid	
CORRECTED INFORMTION		MAX 3 DAYS	MAX 7 DAYS	
Unit of Care	Days Attended	Excused Absence	Absence w/Note	SISO Attached
Unit of Care	Days Attended	Excused Absence	Absence w/Note	Note Attached

COMMENTS:



Early Learning Coalition OF Marion County

By signing this form I certify that: I have examined the SR reimbursement report and, to the best of my knowledge and belief, the information provided is true and correct. I understand sign in/out sheets and absence notices must be maintained for monitoring purposes and the documentation for this request is attached to this request.

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and/or absence note documentation required when submitting form

Signature

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