

ATTENTION: LTC and ICF-DD FACILITIES

Beginning April 2018, monthly Optional State Supplement (OSS) payments will be generated by State of Louisiana Division of Administration.

To receive OSS payments for eligible residents of Long Term Care and ICF-DD Facilities after March 2018, the Facility **must** complete one of the following registration processes:

1. Assisted Registration
 - a. Complete the OSS Provider Registration Workbook posted on LaMedicaid.com on the Online Forms or Files section ([OSS Provider Registration Workbook](#))
 - b. Vendors **must** also submit the ISIS EFT FORM which may be downloaded here: <http://www.doa.la.gov/osrap/ISIS%20EFT%20Form.pdf>.
 - c. Submit the completed workbook, EFT form, and associated IRS W-9 by email to OSS@la.gov no later than **February 16, 2018**.

2. Self-Registration
 - a. Register the Facility with Louisiana Division of Administration @ <http://www.doa.la.gov/pages/osp/vendorcenter/vendorregn.aspx>
 - b. Submit a completed IRS W-9 form for the Facility to DOA-OSRAP, via e-mail at DOA-OSRAP-LAGOV@LA.GOV or fax (225) 342-0960.
 - c. Vendors **must** also submit the ISIS EFT FORM which may be downloaded here: <http://www.doa.la.gov/osrap/ISIS%20EFT%20Form.pdf>.

If you have questions or need assistance with workbook completion or LAGOV registration, you may contact us by email at OSS@la.gov or by phone: (225) 342 – 0456 (Lorie), (337) 447 – 4145 (Shauna), or (225) 342 – 0441 (Kate).

Providers must continue to review the OSS Payment Remittances through the OSS web application in order to verify and issue individual recipient payments.

Return Payments must be made through the OSS system. Payments should not be returned to Louisiana Department of Health.

Refer to the OSS Provider User Guide located on the “Forms/Files/Surveys/User Manuals” tab at LaMedicaid.com for additional information.