



State of Louisiana
Louisiana Department of Health
Office of Management and Finance

11/16/2017

ATTENTION: LTC and ICF-DD FACILITIES

Beginning March 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 February 2018, the Facility **must** complete the following no later than **January 12, 2018**:

1. Register as a Vendor with Louisiana Division of Administration @ <http://www.doa.la.gov/pages/osp/vendorcenter/vendorregn.aspx>
2. 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.

If you need help with LAGOV registration, contact Office of State Procurement via email VENDR_INQ@la.gov or phone 225-342-8010.

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.

For questions related to this announcement, **email to OSS@la.gov; or contact LDH’s OSS Program Manager, Lorie Young, by phone at (225) 342-0456.**