



Employer Bulk Payment APPLICATION

Program Overview

The Florida Certification Board (FCB) is pleased to open the **Certified Case Manager (CCM) and Certified Case Manager Supervisor (CCMS)** application period for individuals who provide Medicaid reimbursable services as a Targeted Case Manager OR Targeted Case Manager Supervisor, serving the adult and/or child population(s). The program meets the requirements of s. 394.4573, F.S. and will operate under grandparenting standards from May 11, 2017 until March 1, 2018. The primary goal of the grandparenting period is to provide an application and credential award process that assists applicants to hold FCB certification without requiring them to pass an exam or duplicate formal education, approved training, or population-specific job experience requirements.

See the *CCM-CCMS Certification Program Standards and Application Process Overview (5-4-17)* for grandparenting program information, posted at <http://flcertificationboard.org/certification/case-management-credentials/>

Employer Bulk Pay Application

The **Employer Bulk Payment Application** is required in order for the FCB to process bulk certification payments for specified applicants. This process is necessary because the FCB's certification system is set up to serve individual applicants. In order for the FCB to be able to apply bulk payments across individual certification accounts, the FCB must receive specific information, in a specific format from the employer. As such, there are two application components:

1. **Employer Bulk Payment Application.** This PDF document includes employer identification and eligibility information.
2. **Employer Bulk Payment Form.** A Bulk Payment Excel spreadsheet is to be used to provide applicant information and fee documentation that will be applied by the FCB on behalf of employees. This will serve as the backup documentation for receipt purposes. Payment in the form of a company check is the only option at this time. The Excel spreadsheet is to be sent electronically, however, payment will not be applied until the physical check is received. Note: The FCB will not provide group or individual invoices or receipts for each person included on the Employer Bulk Payment Form. If individual receipts are required, employers must ask each employee to access his or her online FCB account and print requested documentation from their account records.

The FCB will provide approved employers with the **Employer Bulk Payment Form** Excel file upon notification of approval of the **Employer Bulk Payment Application**.

PLEASE DO NOT SUBMIT THIS COVER PAGE WITH YOUR APPLICATION AND SUPPORTING DOCUMENTATION



Employer Bulk Payment APPLICATION

Directions: Complete the **Employer Bulk Payment Application** and send to the FCB via email to clohi@flcertificationboard.org; fax (850-222-6247); or US mail (♦1715 South Gadsden Street ♦ Tallahassee, FL 32301).

Section 1: Employer Identification and Contact Information

Employer/Agency/Organization Name: _____

Mailing/Street Address: _____

City: _____ State: _____ Zip Code _____

Phone Number: _____ County: _____

Webpage Address: _____

Name of CEO/Executive Director: _____

Phone Number: _____ Email: _____

Name of CFO/Fiscal Officer: _____

Phone Number: _____ Email: _____

Section 2: Eligibility Attestations.

1. Bulk payments do not create profiles or applications; rather, it is a method of payment that applies to how certification-related fees can be paid across multiple applicant records.
2. Employer’s must complete and submit the Employer Bulk Payment Form to request a bulk processing of payments. This form is an Excel file provided by the FCB to employers approved to make bulk payments. All information must be provided as requested or the FCB will not be able to process bulk payments.
3. Bulk payments can only be made by check. The FCB cannot process bulk payments using a credit card. Agencies may provide applicants with an agency credit card to pay fees from their online account.
4. Employers must submit payment within 30-days of issuance of the Bulk Payment Form. Multiple late payments may result in the revocation of approval to participate in Employer Bulk Payment.
5. Once an Employer Bulk Payment Form is submitted to the FCB for processing, fees are non-refundable and non-transferable. Employers must recoup payment directly from the employee if he or she separates from employment after being submitted on the Employer Bulk Payment Form. All fee recoupment is the responsibility of the employer.

Section 6: Signature

Name of Individual Completing Form

Title

Work Email Address

Work Phone

By my signature, I attest that the above material is true to the best of my knowledge.

Signature (FCB accepts both manual and electronic signatures)

Date

For FCB Use Only: Application Approved? Yes No

FCB Bulk Payment Employer Approval Number: _____