



P R O V I D E R B U L L E T I N

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To: Healthcare Facility Providers**Subject: Direct Deposit of Supplemental Assistance for
 Personal Needs Payments**

Overview

This bulletin provides information regarding direct deposit of Supplemental Assistance for Personal Needs (SAPN) payments for individuals residing in Medicaid-certified healthcare facilities and receiving limited monthly Supplemental Security Income (SSI) benefits.

Effective Date

Effective October 2009, the State Auditor's Office will no longer issue SAPN checks. Payments will be made by direct deposit. Notice of this change and State Form 53788 – Vendor Information (Direct Deposit Form) will be mailed to residents July 31 and August 31, along with their monthly checks. Residents should return the completed form to the following address:

**FSSA Administrative Services Vendor Services
P.O. Box 28
Indianapolis, IN 46206-0028**

Do not mail State Form 53788 to the State Auditor's Office.

Procedures

Residents may need staff assistance in completing or mailing the Vendor Information form. For inquiries regarding direct deposit, staff or residents can contact **FSSA Vendor Services at (317) 232-1196** or e-mail questions to FSSAVendorQuestions@fssa.in.gov.

Residents who have not returned the Vendor Information form by August 21, 2009, **will not** receive Supplemental Assistance for Personal Needs checks in October. The direct deposit enrollment process for new SAPN recipients will be initiated by FSSA Vendor Services.

Please immediately notify the local Division of Family Resources (DFR) office for nonmodernized counties or the State Document Center for modernized counties (1-800-403-0864) regarding changes in resident information, such as a discharge from the facility or the death of the client. Facilities that

act as residents' authorized representatives for Medicaid transactions must report all changes in the residents' situation within 10 days of the change.

Thank you for any assistance you can provide your residents in completing their forms and helping to ensure that they do not experience delays in receiving direct deposit of their SAPN payments.

Contact Information

For questions concerning this bulletin, please contact FSSA Vendor Services at (317) 232-1196.

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