



## Coming Soon: Use EIR Responses for Certification Payment Requests, Milestones Included

### Announcing updates to the EN Payment Request Process:

Beginning **February 15, 2008**, the EN Payment request process will be simplified. Instead of having to choose from four options, ENs will now make either an Evidentiary Payment Request (EPR), or a Certification Payment Request (CPR). No longer will an EN have to draft certification letters or write out agreements to repay. ENs can still rely on recent contacts but will now have the option of using an EIR response instead.

#### **Evidentiary Payment Request (EPR):**

- ENs will submit the EN Payment Request Form and one form of earnings evidence
- Types of evidence accepted will be
  - Pay stubs;
  - Employer-prepared and signed earnings statements; or
  - Records from third party sources containing monthly earnings information, such as The Work Number
- Requests can be made for either Outcome or Milestone payments on a monthly or quarterly basis

#### **Certification Payment Request (CPR):**

- ENs will submit the EN Payment Request Form and data from one certification payment source
- Types of certification information accepted will be
  - Recent, dated contact with beneficiary or employer;
  - Attached EIR response showing earnings of at least 3 times SGA for the quarter(s) in question; or
  - Attached information from the National Directory of New Hires (NDNH)
  - Self-Employment Income (SEI) Form
- Requests can be made for either **Outcome or Milestone** payments
- ENs can fill in recent contact details on CPR Form — no need for letters
- Statement of agreement to repay will already be on the CPR Form

Please note: As of February 15, 2008, no other forms of earnings evidence (W-2s, employee states, etc) will be accepted. For consideration, please submit these types of requests before February 15<sup>th</sup>. Because some CPR requests will require pre-payment verification, EPR requests may result in more timely payments.

If you have any questions, please call MAXIMUS toll-free at 866-968-7842.