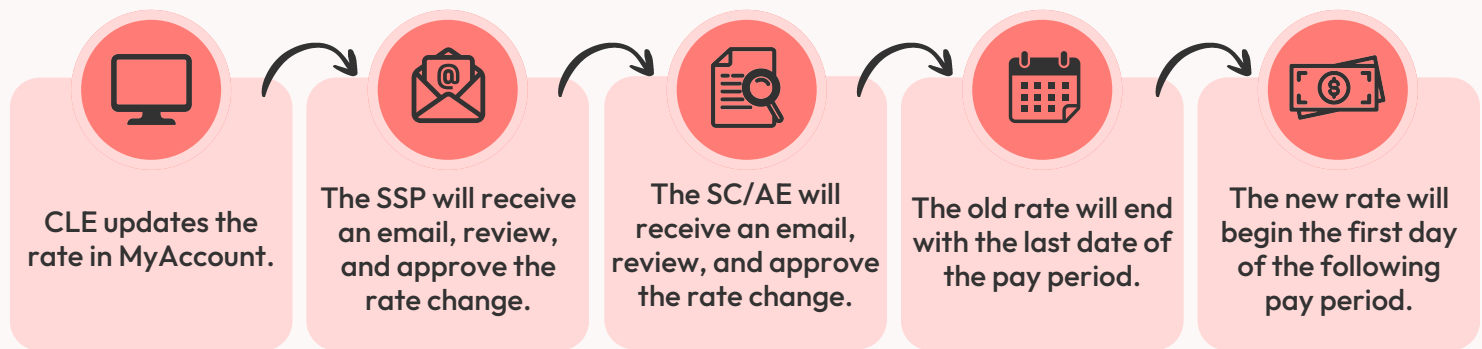




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Guide to Submit a Rate Change



- 1** Common Law Employer (CLE) logs into MyAccount and clicks on the **Enrollment Dashboard**.
 - Search for the Support Service professional (SSP) and click on **Services & Rates**.
 - Update or add the rate and click **Save**.
- 2** An email will be sent to the SSP and the SSP will need to log into MyAccount and click on **My Enrollment**.
 - Click on **Services & Rates** next to the appropriate SSP.
 - Review the rate and click **Approve**.
- 3** An **email** will be sent to the Supports Coordinator (SC) and Administrative Entity (AE) and either the SC or AE will need to log into MyAccount and click on the **Enrollment Dashboard**.
 - Search for the SSP and click on **Services & Rates**
 - Review the rate and click **Approve**
- 4** The old rate will end on the last date of payroll and the new rate will begin on the first date of the following payroll.

Process Tips

- ✓ Please review the rates thoroughly before approving.
- ✓ Confirm there are authorizations for the service code submitted.
- ✓ When CLEs are entering a rate change, do not enter an end date.
- ✓ The MyAccount system will show the old rates, signing the document will end date, the old rate, and add the new rate.