

**South Carolina Department of Disabilities and Special Needs (DDSN)
State Funded Community Supports Billing Procedures**

The following services are available to State Funded Community Supports participants and must be billed to DDSN:

Adult Day Health	Adult Day Health – Nursing	Behavior Support Services
Environmental Modifications	Emod/PVM Consultation	Personal Care Services
Personal Emergency Response System	Private Vehicle Modifications	

- 1) Providers must receive a paper authorization from the Case Manager before services begin. The effective date of the service authorization must be on or prior to the begin date of service. Services provided outside of the authorization date range will not be paid.

- 2) To receive reimbursement, the provider must submit an invoice to DDSN for services provided during that month. Invoices must include the following information:
 - a) Provider name and address
 - b) Individual’s name
 - c) Type of billable service
 - d) Number of billable units if applicable
 - e) Service billable rate
 - f) Total for each individual and grand total of invoice

- 3) Invoices must have copies of all applicable authorizations attached and may be submitted:
 - a) By upload through the Reporting and Billing Center (RBC) in the DDSN Application Portal. RBC is a secure system on DDSN’s application portal for uploading confidential billing documents that goes to the SURB area. Contact SURB to obtain access to the RBC. Please note: Uploaded documents should not also be mailed. **This option is only available to DDSN contracted providers listed in Service Provider Management on the DDSN Application Portal.**

 - OR**

 - b) By mail no later than the subsequent month of service delivery to:
DDSN Finance Division, Attn: SURB, 3440 Harden Street Ext., Columbia, SC 29203.