

ACES\$ Washington

Payment & Reimbursement Guidelines at a Glance



**By following the guidelines below,
you can enjoy success with self-direction!**

Before you make a purchase, check that it fits your approved Service Budget and Spending Plan.

- ACES\$ only processes payments that fit your approved Service Budget and Spending Plan.
- ACES\$ cannot pay beyond your budget or pay for unauthorized items/services.
- If a Vendor provides unauthorized or over-budget services, you will be responsible for payment.

Before you use a Vendor or Service Provider, get ACES\$ confirmation to use them.

- Inform ACES\$ before using a new Vendor/ Provider — we have to approve and enter them into the system first.
- ACES\$ will let you know when they are fully approved and set up.

Before you send invoices and requests to ACES\$, review them and ensure they are approved.

- Submit copies of all receipts and invoices.
- Keep originals for your records.

If you no longer need a recurring service/ item, or it needs to be returned/replaced, inform ACES\$ promptly.

- By letting us know quickly, we can make sure it won't affect your budget.

If you have any life changes that could affect your plan or safety, let your Care Consultant know right away.

- ACES\$ cannot make changes to your budget or plan and will refer you to your consultant when needed.



Reminders!

Reimbursement Schedule

Reimbursements follow the ACES\$ Payment Schedule.

Vendor Requirements

Vendors must meet all relevant requirements, including background checks, certifications, and licenses.

ACES\$ Washington

www.mycil.org • 1-888-224-0115 • supportWA@mycil.org