

# 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**

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