



ANNUAL REMINDER

Regarding Authorized Services & Service Payments

NBRC's new fiscal year begins July 1, 2021. Part of the DDS year-end process requires NBRC to generate *replacement authorizations* reflecting the new fiscal year. Replacement authorizations will be created ***but not mailed or emailed***. All new services starting on or after July 1, 2021 will receive authorization via email.

Authorizations for services starting on or after July 1st will be completed and sent out no later than July 20, 2021. Please do not delay services due to pending authorization. If you need confirmation that a service has been approved and you cannot view it in the Portal, please email ebilling@nbrc.net. We will reply within 2 business days.

In addition, as an annual reminder, please note that North Bay Regional Center **may not pay** for services that have not been authorized in writing *prior to* the services being provided by the vendor in accordance with T17 regulations.

DO NOT PROVIDE SERVICES WITHOUT A WRITTEN AUTHORIZATION FROM NBRC.

If your authorization to provide service has expired, you will need to contact the assigned Service Coordinator (SC) immediately. In the event an urgent or emergent service is necessary, please contact the SC or request to speak to the Officer of the Day. If the emergency occurs after business hours, contact our emergency line at 1-800-884-1594.

Important dates for Fiscal Year End:

- **June 30, 2021 – July 1, 2021**
 - There will be no system access, including ebilling or Vendor Portal
- **July 7, 2021**
 - Billing due date for June Invoices (the due date was extended due to the holiday).
- **July 14, 2021**
 - Check run for June services.
 - Reminder – Funds will be available within 2 business days for all auto deposit (EFT).
- **July 20, 2021**
 - July invoices will be posted on ebilling.

Lastly, NBRC has secured a line of credit and does not anticipate any disruption in cash flow or delays in payments.