State of Alaska Department of Health & Social Services/Division of Public Assistance

Fee Agent Monthly Billing Report Form

Report Month _____

Fee Agent's Name

Fee Agent's Address: _____

Before you complete the form, read the instructions on the other side.

Applicant/Recipient's SSN	Fee Agent Interview? (Yes/No)	Application Date	Date Application Mailed	Gen 50B \$25	Gen 72 \$15	Gen 132 Gen 175 \$15	Gen 60 \$15	Pend Letter \$5	Total Amount Due
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	Applicant/Recipient's SSN	Applicant/Recipient's SSN Fee Agent Interview? (Yes/No)	SSN Interview? Date	SSN Interview? Date Application Gen 175	SSN Interview? Date Application Gen 175	SSN Interview? Date Application Gen 175 Letter			

Fee Agent Signature _____

Date _____ Total Amount Due \$_____

Gen	50B	Gen 72	Gen 132 or Gen 75	Gen 60	Pend Letter
APA	ATAP	APA Review	Denali KidCare	GR Burial	Medicaid
CAMA	FS	FS Recert	Pregnant Woman		
GRA	MEDICAID	GRA Review	-		
		Medicaid Review			

Fee Agent's SSN _____

District Number _____

State of Alaska Department of Health & Social Services/Division of Public Assistance

Instructions for Completing the Fee Agent Monthly Billing Report Form

- 1. Enter your **name**, **Social Security Number**, **address**, **report month**, **and district number** at the top of this form. The report month is the month that you (the Fee Agent) received the applications. Complete a separate report form for each month.
- 2. In the **Applicant/Recipient's Name** column, print the name of each client who gave you an application form during the month.
- 3. In the **Applicant/Recipient's Social Security Number** column, write the complete Social Security Number for that client.
- 4. In the **Fee Agent Interview** column, write <u>Yes</u> if an interview was done and <u>No</u> if you did not interview the client. Denali KidCare and Heating Assistance applications do not require an interview or FA#1 form to be complete applications. All other programs require an interview and FA#1 form for the application to be complete.
- 5. In the **Application Date** column, write the date that you signed the application.
- 6. In the **Date Application Mailed** column, write the date that you mailed the application to the office. This column must be complete.
- 7. In the columns for the application forms Gen50B, Gen 72, Gen 132, Gen 75, Gen 60, and Pend Letter write in the dollar amount for each form the client gave to you.
- 8. In the **Total Amount Due** column, write the amount due for all complete application forms you submitted. At the bottom, total the amount for all clients.
- 9. You must **sign and date** the form to get paid.
- 10. Send this form to the office that serves your area.