

**REQUEST FOR EXCEPTION TO ONLINE SUBMISSION OF TIMESHEETS  
SUPPORTS WAIVER and MI VIA PROGRAMS**

**Effective July 1, 2016, Mi Via and Supports Waiver timesheets will be required to be submitted online via the FOCo*Online*. If you have unique or extraordinary circumstances that prevent you from submitting timesheets online, you must complete this form to request an exception to this requirement.**

Participant Name and Medicaid ID Number	
Participant's Phone Number and Address	
Name of EOR	
EOR's Phone Number and Address	

**Please describe in detail what the unique or extraordinary circumstances are that prevent the online submission of timesheets:**

Signature of Participant or EOR:

Date:

This form can be faxed or mailed to HSD/MAD; Attention: ESPB/Supports Waiver or Mi Via Waiver Program

- Fax: 505-827-7277
- Address: 2025 S. Pacheco, Santa Fe, NM 87505

**Supports Waiver and Mi Via HSD/MAD Office Use Only**    Approved \_\_\_\_\_    Denied \_\_\_\_\_

Notes \_\_\_\_\_

Supports Waiver or Mi Via HSD Authorized Signature:

Date: