**Tips Sheet: Keys to Successful Application Submissions to the Provider Relief Fund Payment Portal for non-SNF Medicaid Providers**

**Key Numbers and Reminders**

<table>
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<th>Key Numbers and Reminders</th>
<th>Review – You Have Plenty of Time:</th>
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<tbody>
<tr>
<td><strong>Tax ID Number</strong></td>
<td>Your Tax Identification Number (TIN) is required to pay federal taxes. It is not tied to payment.</td>
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<tr>
<td><strong>CCN</strong></td>
<td>If you are a Medicare provider, you may have a Medicare Provider Number (CCN) but most Medicaid-only providers will not have a CCN. The portal is not asking for a Medicaid Provider Number.</td>
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<tr>
<td><strong>NPI</strong></td>
<td>The National Provider Identifier (NPI) must be used by most HIPAA covered entities, (including Medicaid and Medicare providers) that conduct electronic transactions.</td>
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**What If I Have a Question?**

Call the CARES Act Fund Hotline at (866) 569-3522 (for TTY dial 711) with specific questions or review HHS’s [Frequently Asked Questions](#).

**What Steps are Needed to Successfully Fill Out the Application?**

AHCA/NCAL is working closely with HHS to answer many of your pressing questions regarding the portal. Remember, you have the time (application due date **July 20, 2020**) to start now and work through each aspect of the application to ensure that you carefully complete an accurate application prior to submitting. To view who is eligible to apply, click [here](#).

Print out all the materials and take screenshots where needed. Ensure you have a well-crafted and fact checked [application](#) BEFORE utilizing the portal. As a reminder, there are no “re-dos” for any situation within the portal. Print, gather and review all needed documentation in advance.
The four-step process below will help you as you organize and develop your process for application to the portal.

**Study**
Review the sample application to ensure you understand what is required.

**Gather**
Gather the documentation (tax documents, payroll, covid documentation, etc.) that you will need when submitting data into the portal.

**Draft**
Complete a draft application. If you cannot locate information, take the steps to gather it. If you have questions regarding items on the application review HHS’s or AHCA/NCAL’s FAQs.

**Review**
Read over the application, supporting documentation. Have another individual in the organization review the application.