

**Payment Withhold**

***Policy***

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to withhold a Network Service Provider's (NSP's) partial or full payment as a result of failure to meet contract requirements.

***Purpose***

This policy outlines the circumstances that require the withholding of payment to an NSP, and the procedures followed by CFBHN to administer the withholding.

***Procedure***

1. An NSP's payment or other contract funds may be withheld by CFBHN in the event of any of the following scenarios:
  - A. Required data or fiscal reconciliation reports are not submitted.
  - B. The NSP has failed to respond to a corrective action request by the assigned due date.
  - C. The NSP has failed to respond to three requests for information, including, but not limited to, required reports, documents, and deliverables. The requests must be documented by email or registered mail.
  - D. Failure to return an amendment by the requested due date.
  - E. One or more of the documents listed below is not current, or, has not been submitted to CFBHN:
    - 1) Debarment Form;
    - 2) Lobbying Form;
    - 3) Vendor Certification Regarding Scrutinized Companies List;
    - 4) All insurance certificates naming DCF/CFBHN as additional insured;
    - 5) Current license for DCF funded services (if applicable).
2. CFBHN releases the withheld payment during the next NSP payment cycle, once the deficiencies/discrepancies have been corrected by the NSP and accepted by CFBHN.
3. When the NSP is notified of unallowable units and fails to remove them from the invoice and data system, CFBHN reduces their payment by the amount of funds equal to the identified units.
4. When an issue is found in the last two months of the fiscal year, the NSP is required to issue a repayment to CFBHN upon discovery.
5. When an NSP surrenders, or CFBHN terminates, their contract, final payment is held until all required documents, reports, deliverables, and data are received from the NSP.

<p><b>Payment Withhold</b></p>  <p>Approval:  Alan Davidson, President/Chief Executive Officer</p>	<p>Date Issued: <u>02/26/2014</u></p> <p>Last Revision: <u>03/29/2023</u></p> <p>Review Date: <u>08/28/2024</u></p>
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