



When billing for any of the service codes indicated below, the Appendix K Timesheet or the Appendix K Vendor Payment Request Form MUST be utilized. The service codes noted below will also be available for billing in our electronic timekeeping system, Paycom.

Service Codes authorized in the participant’s annual plan and budget prior to Appendix K should be billed using the payment request forms not specific to Appendix K.

The service codes noted below may be used for billing for the following DATES OF SERVICE only:
March 13, 2020, through March 12, 2021.

PAYROLL SERVICE CODES

**When submitting a Timesheet or E-time for ‘Quarantine Personal Supports or Quarantine Nursing’ service, the Quarantine Wage Documentation Requirement form is also REQUIRED in order for payment to be provided.

Payroll Earnings Code (Timesheet and E-Time)	Submittal/Approval of DDA COVID Form #5 Required Prior to Payment	General Ledger Code	Description
CPS	Yes	95040	COVID 19-PS: Personal Supports
CDS	Yes	95100	COVID 19-CDS: Community Development Svcs
CRP	No - Global Authorization	95020	COVID19-RP: Respite
CSB	Yes	95000	COVID19-SB: Support Broker
CQP**	No - However, please note the Quarantine Wage Documentation Rqmt form is REQUIRED for payment	90040	COVID19-QUPS: Quarantine Personal Supports (150% RATE)**
CQN**		90400	COVID19-QUNS: Quarantine Nursing Services

ACCOUNTS PAYABLE (VENDOR PAYMENTS) SERVICE CODES

General Ledger Code	Submittal/Approval of DDA COVID Form #5 Required Prior to Payment	Description
96020	No - Global Authorization	Respite - NonWage APK
96001	Yes	Support Broker - NonWage APK
96040	Yes	Personal Support - NonWage APK
96100	Yes	Community Learning Svcs - NonWage APK
96034	Yes	IDGS - PPE/Supplies APK
96801	Yes	Staff Recruitment & Advertising APK
92406	No	Nursing Consultation - Nonwage
92407	No	Nursing Case Management & Delegation - Nonwage
92408	No	Nursing Health Case Management - Nonwage

NEED HELP?

- [FMS Processing Guidance - Appendix K](#)
- [DDA Appendix K Resources](#), [DDA Appendix K FAQs](#), and [DDA COVID-19 Information Page](#)
- Any questions about Appendix K not addressed in the guidance should be directed to DDA at dda.toolkitinfo@maryland.gov