



December 19, 2024

To Supported Living Providers:

I am including the new processing deadline for Supported Living for this upcoming year (2025). In order to process on a timely basis, we have established the following schedule of when Supported Living invoices are due in the Business Office for payment.

January 4th, 2025 by 4:00p  
February 4th by 4:00p  
March 4th by 4:00p  
April 4th by 4:00p  
May 4th by 4:00p  
June 4th by 4:00p  
July 5th by 4:00p  
August 4th by 4:00p  
September 4th by 4:00p  
October 4th by 4:00p  
November 4th by 4:00p  
December 4th by 4:00p  
January 4th, 2026 by 4:00p

**Any Supported Living invoices received after the above deadline will be processed the following month.** Please make sure that the invoices are received by the Business Office prior to the deadlines, to assure timely payment.

Please keep in mind that the Business Office needs time to process and send to Northeast Ohio Network (NEON) in which they have 10 business days to process payment. We will be posting this information on our website. The SL forms are also available for downloading on our website. (<https://www.mcbdd.org/provider/forms/>)

Please submit all invoices to:

Medina County Board of DD  
Attn: Brian Sommers  
4691 Windfall Road  
Medina, Oh 44256  
FAX: 330-722-4854  
Email: [SLinfo@mcbdd.org](mailto:SLinfo@mcbdd.org)

Please note, your 2024 1099 tax form will be sent to you from NEON.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Brian Sommers".

Brian Sommers  
Medicaid Services Manager