

OK CD-PASS Request for Optional Employer Expense (OPX) Form



Member/Employer Name: _____ Member ID: _____

Make Check Payable to: _____ FEIN/SSN: _____

Date(s) of Service/Expense: _____

Plan Year: Current Previous

Employer Related Expenses: All participants in the CD-PASS service option must budget a minimum of \$150 per service plan year to cover the cost of employee criminal background checks, advertising and vaccinations. You may also choose to pay your employee a lesser pay rate to set aside funds for reimbursement of other expenses (listed below).

- Reimbursement requests must be submitted within 120 days of the date of the expense.
- Members must have enough money in their individual OPX account to cover the request.
- Attach a receipt or mileage log when submitting the request form.
- Payments to employees for reimbursed expenses are not taxed as wages.
- OPX payments follow the same schedule as the regular pay cycle.
- Requests over \$100 require approval from DHS. This may delay payment.

Check only one item as it applies to the type of purchase below. Don't forget to attach a receipt or mileage log.

Check One	Type of Expense
<input type="checkbox"/>	Bonus Pay. Employee must have worked for at least 6 months. Total bonus cannot exceed \$400. Payment of maximum bonus of \$400 will have a total cost to the OPX account of \$434.28 to cover taxes. All bonus payments to employees will be taxed as wages.
<input type="checkbox"/>	Classified Advertising. Cost to place an ad for recruitment of new employees.
<input type="checkbox"/>	Copying/Faxing/Printing/Notary. Cost to print and/or copy blank CD-PASS forms for employees.
<input type="checkbox"/>	Employee Health Insurance Coverage. Employer portion of employee health insurance.
<input type="checkbox"/>	Hepatitis B & Flu Vaccinations. Cost of vaccinations for new employees.
<input type="checkbox"/>	Mileage. Per mile cost for trips. This is for non-medical transportation only. Include mileage log.
<input type="checkbox"/>	Office Supplies. Ink, paper, pens and file folders used to maintain CD-PASS records. (Durable Office Supplies NOT allowed)
<input type="checkbox"/>	Personal Protective Equipment. Cost of masks, gloves, etc. related to personal care service. (Durable Medical Supplies NOT allowed)
<input type="checkbox"/>	Postage. Cost of postage to mail CD-PASS forms to Acumen or OKDHS.
<input type="checkbox"/>	Training. Cost of employee or informal support training related to personal care services. (CPR & First Aid ONLY unless DHS approved)
<input type="checkbox"/>	Other Expenses. Related to personal care services, as specifically approved by the <i>ADvantage</i> Administration.

***For bonus, enter the gross amount of the bonus below. For example, if you want to pay your employee \$400, enter \$400. Do not add the amount plus employer taxes.**

Item Total: \$ _____

Member/Employer Signature: _____ Date: _____