



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

Rep. D.L. Chris Christensen, Chairman

Oil Fund Disbursement Board

Participation in Web-Based Reimbursement Request Submittal

A direct payment Applicant may participate in web-based reimbursement request submittal after completing Department of Environmental Services (DES) OneStop training. Trained Applicants with appropriate experience may request qualification for expedited payment. Web-based requests from Applicants with expedited status are processed for payment without DES review, but the Applicant is subject to periodic audits. To qualify and maintain expedited payment status the following criteria and procedure applies:

Expedited Payment Qualification

1. A qualification determination shall be conducted by DES within 45 days of receiving a written request from an Applicant that has successfully completed web-based submittal training.
2. An Applicant shall be qualified to receive expedited payment for web-based reimbursement submittals if during the 12 months prior to requesting qualification:
 - a. 6 or more reimbursement requests were submitted;
 - b. 95% of the reimbursement requests were complete; and
 - c. No more than 2 corrective action reports (a.k.a. technical documents) were incomplete.
3. Expedited payment status shall be in effect indefinitely, unless a company is disqualified.

Expedited Payment Disqualification

1. A previously qualified Applicant shall be disqualified from receiving expedited payment for web-based reimbursement submittals for 12 months following completion of a DES audit, if the audit findings are as follows:
 - a. More than 5% of web-based reimbursement submittals were incomplete; or
 - b. More than 2 corrective action reports were incomplete; or
 - c. 1 or more web-based reimbursement submittals included costs that are not reimbursable under the fund program rules.
2. DES shall notify the Applicant of disqualification, in writing, within 10 days of completing an audit.
3. The Applicant shall be liable to the State fund for any overpayments.

Expedited Payment Re-Qualification

1. A disqualified Applicant seeking re-qualification shall make internal process corrections to prevent future errors and report the corrections made to DES, in writing, prior to expiration of the 12-month disqualification period.
2. DES shall review the report and notify the Applicant of their re-qualification status within 45 days of receiving the report.
3. Expedited payment status shall be in effect indefinitely, unless the Applicant is disqualified again.

Web-Based Submittal Process

There are four status levels for web-based reimbursement requests. Requests at the **Submitted**, **Accepted** and **Approved** levels are subject to the above qualifications criteria for determining expedited payment status.

- 1.) **In-progress**. Applicants complete web-based reimbursement request data entry for corrective action work, determine costs are correct, within budget, and reimbursable, attach required backup documentation and submit the request to DES. Requests may be started and remain In-progress as needed to complete data entry, but must be submitted within 1 year of completing corrective action.
- 2.) **Submitted**. Submitted requests are reviewed for completeness and correct documentation. At this level, a request can be returned to In-progress status for addressing problems identified by DES or the Applicant.
- 3.) **Accepted**. Accepted requests are in the queue for processing/payment and are pending DES action. In normal practice, they will not be returned to In-progress. Expedited requests are the highest processing priority. Non-expedited requests are reviewed by a DES project manager and are a lower processing priority, but are still a higher priority than upload and paper requests.
- 4.) **Approved**. Approved requests have been processed by DES, and a Notice of Reimbursement issued that is viewable through OneStop. Expedited payment requests are approved in full, subject to audit. Non-expedited payment requests may be approved in full or short-paid if problems are identified. Depending on the problem, a short-paid request may be re-submitted for additional payment within 180 days.

The rules do not intend that Applicants forgo expedited payment and rely on DES to identify errors, such that requests frequently go back and forth between In-progress and Submitted status for correction. After a reasonable time period if an Applicant still has errors with web-based submittals, DES will consult with the Oil Fund Disbursement Board to consider possible sanctions. Therefore, Applicants should ensure In-progress requests are complete and costs/documentation correct *before* submitting to DES.