

**REQUEST FOR EXCEPTION TO ONLINE SUBMISSION OF TIMESHEETS  
MI VIA PROGRAM**

**Effective July 1, 2016, Mi Via timesheets will be required to be submitted online via the FOCoSonline. If you have unique or extraordinary circumstances that prevent you from submitting timesheets online, you must complete this form to request an exception to this requirement.**

Participant Name and  
Medicaid ID Number

Participant's Phone Number and  
Address

Name of EOR

EOR's Phone Number and Address

**Please describe in detail what the unique or extraordinary circumstances are that prevent the online submission of timesheets:**

Signature of Participant or EOR

Date:

This form can be faxed or mailed to HSD/MAD; Attention: ESPB/Mi Via Waiver Program

- Fax: 505-827-7277
- Address: 2025 S. Pacheco, Santa Fe, NM 87505

**Mi Via HSD/MAD Office Use Only**      Approved\_\_\_\_      Denied\_\_\_\_

Notes\_\_\_\_\_

Mi Via HSD Authorized Signature:

Date: