

## **WLSB Announces Changes to the Reimbursement Process for Brucellosis Regulatory Testing**

### **Overview of the New Program**

Starting September 1, 2023, WLSB initiated a new reimbursement procedure. WLSB now tracks all Wyoming State Veterinary Lab (WSVL) brucellosis test records for the purposes of reimbursement. For test records that meet requirements for reimbursement, WLSB will create a monthly reimbursement invoice and electronically send the invoice, test records, and current W-9 to the veterinarian or facility for verification. Your invoice will be sent from one of the following email addresses: [joel.douglas@wyo.gov](mailto:joel.douglas@wyo.gov) or [darrick.jurden@wyo.gov](mailto:darrick.jurden@wyo.gov). The veterinarian/facility will review the documents, note any required changes, and acknowledge approval to WLSB for processing. WLSB will finalize the documents and submit the packet for payment. Payment is issued in the form of a mailed check or direct deposit, per payee preferences.

**Expect to be contacted in OCTOBER 2023 regarding your SEPTEMBER 2023 invoice.**

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### **Veterinarian/Facility Requirements for Reimbursement:**

1. Establish a national Taxpayer Identification Number (TIN), such as Employer Identification Number (EIN) or Social Security Number (SSN), for reimbursement.
  2. Establish a W-9 on file with the State of Wyoming (see link below to access a W-9 form).
  3. Verify or update the W-9 annually, or upon change of address or type of business.
  4. Establish an email address to send and receive documents.
  5. Review received documents, note any required changes, **and acknowledge approval to WLSB for processing within 2 weeks of receipt by replying to the invoice email.**
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### **What do I need to do to ensure the new reimbursement process works for me?**

1. **Confirm you have an email address on file with the WLSB.** Call WLSB to add an email address to your account: 307-777-7515.
  2. Test records must be eligible for reimbursement according to WLSB Ch 6 rules (see link below), and the test record must state "DSA CATTLE" IN THE REMARKS SECTION OF THE TEST RECORD to be reimbursed.
  3. WLSB will electronically send you the invoice, test record(s) and current W-9. Return the documents promptly with any corrections.
  4. Contact the WLSB if you wish to set up direct deposit.
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### **Are there specific situations where my invoice will require correction by WLSB? YES!**

- If you tested Wyoming cattle at an approved livestock market AND performed the LABOR to move cattle through the chutes and alleys, you will need to provide the labor information to us so that we can correct the invoice.
  - If you ADULT VACCINATED cows for brucellosis, please provide the vaccination chart(s) to us via email, and we will correct the invoice.
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### **Are there situations where I can or need to submit PAPER invoices for reimbursement? YES!**

- If receiving electronic invoices via email does not work for you, let WLSB Animal Health know at 307-777-7515. Continue to submit paper invoices MONTHLY to get reimbursed.
- If you use a lab other than WSVL, you will need to submit paper invoices to WLSB for reimbursement.
- If you are requesting ONLY reimbursement for LABOR at an approved livestock market, you must submit MONTHLY paper invoices covering the labor reimbursement request.

**Reimbursement requests for testing completed PRIOR to September 2023 must be submitted via the paper invoicing system.**