APPENDIX O

IFDS Employer Supplies: Pre-Approved Items

Pre-approved items for purchase using the T2025 U2 Employer Supplies code and service dollars:

- Laptop computer, desktop computer, or tablet (one during the life of the NC Innovations Waiver renewal period)
- Laptop bag
- Laptop computer protection
- Printer, scanner, fax machine
- Ink cartridges
- Paper
- Electronic health record system
- Locking file cabinet
- Computer applications: Microsoft Office Suite, Microsoft Word, Adobe Suite, QuickBooks, other accounting software
- Software protection (e.g., antivirus)
- Pens, pencils, highlighters
- File folders, tabs, labels, binders, sheet protectors
- Paper clips, Post-it notes, stapler, staples, claw staple remover
- Tape dispenser or tape
- Pencil sharpener
- Dry erase board, markers, eraser, cleaner
- Calendars
- First aid kit, personal protective equipment, hand sanitizer

Employee-related costs:

- Training costs: Training requirements are based on the member's needs. Examples include training related to seizures, diabetic care, or nutritional supports such as a G-tube; Alternatives to Restraint or NCI Plus training/instructor; CPR/First Aid; CPR instructor; blood borne pathogens/instructor; and medication administration/instructor. (This list is not exhaustive, and additional training may be necessary.)
- Instructor supplies or materials for training staff
- Applicant background checks, educational checks, and motor vehicle record checks
- Hepatitis B vaccines
- Tuberculosis (TB) tests
- Job posting advertisements
- COVID-19 tests
- Thermometers

Examples of items not coverable by Employer Supplies:

- Wireless keyboards

- Computer mouse (unless the Employer of Record [EOR] is purchasing a desktop computer and the computer does not include a mouse)
- Computer protective cases (except for one laptop bag for EORs using a laptop)
- Additional computer screens (a desktop computer should include one monitor)
- Information technology help desk service for support to operate equipment
- Office/desk chair
- **Internet service**: **Internet service costs cannot be paid for with Employer Supplies. Internet service, for the purpose of executing and fulfilling the duties of an EOR, may be paid for through the accrued fund balance as funds are available.**

Please note these are examples of items not covered, not an all-inclusive list.

Note: EORs may request items or services not included on this list by working with their Care Manager/Care Coordinator to submit a service authorization request (SAR) to Vaya's Utilization Management Department for clinical review.