



**JB Pritzker, Governor**

**Illinois Department of Human Services**

**Grace B. Hou, Secretary**

823 East Monroe ● Springfield, Illinois 62701  
401 S. Clinton Avenue ● Chicago, IL 60607

To: Child & Family Connections Staff  
Early Intervention Providers

From: Heather Hofferkamp  
Interim Bureau Chief *HMH*  
Bureau of Early Intervention

Date: June 24, 2022

RE: Early Intervention Central Billing Office Insurance Billing Unit

This memo serves as notification that the Central Billing Office (CBO) Insurance Billing Unit will discontinue processing insurance claims for agencies with more than seven (7) providers on staff or for agencies that employ an outside billing service. Effective July 1, 2022, if an agency with a biller submits their claims to the CBO Insurance Billing Unit, claims will be returned unprocessed.

The CBO Insurance Billing Unit was designed to support individual providers in billing commercial insurance companies but is not equipped to process claims for larger agencies with multiple providers.

Please note that this service continues to be open to small businesses who employ seven or fewer providers without any other billing support available for newly referred children.

Thank you.