Interlock Device Usage for more than 365 Days

The Treasury Department will review documentation to determine the appropriateness of all submissions to EMIF before reimbursement is made, including extended use of an interlock ignition device (IID) for which reimbursement is sought. For indigent participants previously determined eligible with an IID in use, the vendor/supplier must meet the following requirements to support a request for reimbursement of extended services when the participant is subject to the statutory mandatory minimum of 365 days since installation.

1. Vendor/supplier must provide the Manufacturer’s Noncompliance Notice (the “Notice”) indicating whether the participant meets required statutory compliance guidelines. The Notice must include, at a minimum, participant’s name and driver’s license number, whether the person is indigent, EMIF claim ID number, reason(s) for the violation/extension, date of violation leading to extension, and date of next calibration visit.

2. Vendor/supplier shall send a copy of the Notice electronically to the Ignition Interlock Program Administrator’s email at iid.compliance@tn.gov and to the EMIF program email at EMIF@tn.gov. (Please do not include multiple participants’ notices in one email.)

3. The Ignition Interlock Program Administrator will determine the earliest date the device can be removed if its use has been appropriately extended.

4. Within four (4) business days, the Ignition Interlock Program Administrator will reply electronically to the designated manufacturer’s representative and EMIF@tn.gov indicating (as applicable) whether an extension was appropriate, the earliest date the device may be removed and the date compliance was achieved.

5. Upon receipt of a response from the Ignition Interlock Program Administrator, as described above, the EMIF staff will initiate a new review and the vendor/supplier will receive a notification of an updated decision on the claim.

6. Upon written notice from EMIF approving extended IID usage, the vendor/supplier may submit an invoice to EMIF through the portal for the extended services per the normal Origami procedure for invoice submissions. Submission can continue for services through the “earliest date” the device may be removed as verified.

7. Should an IID’s usage continue to be extended from the estimated date of removal, this process repeats with step #2 until compliance requirements are reached. If the EMIF receives an invoice for a participant after 365 days and there is no extension verification (from the Ignition Interlock Program Administrator) on file with the EMIF program, the invoice will not be honored. If EMIF has paid an extension but the device is further extended, an invoice should not be submitted until the notice and verification sequence above is again completed.

8. Unless the Ignition Interlock Program Administrator has approved extended services as described above, the vendor/supplier will not be reimbursed for charges occurring past the date the device should have been removed except as applicable under #10 of this procedure.
9. Any final billing statement should indicate when the device was removed and this should match
the expected date of removal. After compliance is reached, the EMIF is no longer responsible for
payment of services.

10. The manufacturer may bill the EMIF for costs incurred during the compliance review and
removal process, not to exceed two weeks (14 days) after compliance is achieved.