

## SECTION 5

### ADMINISTRATIVE SERVICES

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## SECTION 5 ADMINISTRATIVE SERVICES

### GENERAL INFORMATION

#### ADMINISTRATION

The Department of Health and Human Services (DHHS) administers the South Carolina Medicaid Program. This section outlines the available resources for Medicaid providers, with telephone numbers, addresses, and the individuals available for provider assistance.

#### CORRESPONDENCE AND INQUIRIES

All correspondence to the Medicaid administrative staff should be directed to:

Department of Health and Human Services  
Division of Community Long-Term Care  
Post Office Box 8206  
Columbia, SC 29202-8206  
(803) 898-2590

Correspondence concerning specific policy and procedural problems must be directed to the appropriate program manager. Inquiries concerning specific claims should also be directed to the appropriate program manager, but only after corrections have been made on rejected claims and all claims filing requirements have been met. Medicaid Provider Inquiry (DHHS Form 140) may be used to check the status on outstanding claims. Always include the provider's Medicaid number, the recipient's Medicaid number and the date of service when requesting the status of outstanding claims. **Allow 45 days from the submission date before requesting the status of the claim.** See the sample form at the end of this section.

Questions concerning beneficiary eligibility or identification numbers should be directed to the DHHS county office in the beneficiary's county of residence. Beneficiaries who have questions regarding specific coverage issues should be referred to the appropriate staff of their county DHHS office for assistance. To verify eligibility status, please call the Medicaid Interactive Voice Response System (IVRS) at (888) 809-3040 or use the South Carolina Medicaid Web-based Claims Submission Tool.

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**SECTION 5 ADMINISTRATIVE SERVICES****PROCUREMENT  
OF FORMS**

The Department of Health and Human Services will not supply the CMS-1500 claim form (08/05 version) to providers. Providers should purchase the form in its approved format from the private vendor of their choice. Examples of vendors who supply the form are listed below. This list should not be viewed as an endorsement of these vendors by DHHS.

**REPRODUCIBLE  
NEGATIVES**

Government Printing Office  
Room C-836  
Building Three  
Washington, DC 20401  
(202) 275-1189

**SOFTWARE**

Attn: Orders Department  
American Medical Association  
Post Office Box 10946  
Chicago, IL 60610

**HARD COPY CLAIM FORMS**

Government Printing Office  
Superintendent of Documents  
Post Office Box 371954  
Pittsburgh, PA 15250-7954  
(202) 512-1800  
Fax: (202) 512-2250  
Web site orders: <http://bookstore.gpo.gov>

**PRIVATE VENDORS**

Moore Wallace  
1210 Key Road  
Columbia, SC 29201  
(803) 576-1302

Physicians' Record Company  
3000 S. Ridgeland Ave.  
Berwyn, IL 60402-0724  
(800) 323-9268 (toll free)  
Fax: (708) 749-0171

**SECTION 5 ADMINISTRATIVE SERVICES****PROCUREMENT OF FORMS****PRIVATE VENDORS  
(CONT'D.)**

Standard Register Company  
140 Stoneridge Drive, Suite 380  
Columbia, SC 29210  
(803) 256-0004  
Fax: (803) 256-1602

**FAX REQUESTS**

A provider may request the following forms via fax number (803) 898-4528:

1. Confidential Medicaid Complaint (Form 126)
2. Medicaid Provider Inquiry (Form 140)
3. Request for Medicaid Forms (142)
4. Medicaid Refund Check Remittance (Form 205)

Copies of these and other forms are also available in the Forms section of this manual.

**WEB ADDRESS**

The most current version of this manual is available on the DHHS Web site at <http://www.scdhhs.gov/>.

To order a paper or CD version of this manual, please contact South Carolina Medicaid Provider Outreach at (803) 264-9609. Charges for printed manuals are based on actual costs of printing and mailing.

## SECTION 5 ADMINISTRATIVE SERVICES

### CLTC REGIONAL OFFICES

| <u>Office</u>                 | <u>Counties Served</u>  | <u>Contact Information</u>   |
|-------------------------------|---|--|
| <b>Area 1<br/>Greenville</b>  | Greenville<br>Pickens   | 620 North Main St.<br>Greenville, SC 29601<br>Phone: (864) 242-2211<br>Toll Free: 1-888-535-8523<br>Fax: (864) 242-2107                        |
| <b>Area 2<br/>Spartanburg</b> | Cherokee<br>Spartanburg<br>Union                                      | 1411 W. O. Ezell Blvd., Suite 6<br>Spartanburg, SC 29301<br>Phone: (864) 587-4707<br>Toll Free: 1-888-551-3864<br>Fax: (864) 587-4716          |
| <b>Area 3<br/>Greenwood</b>   | Abbeville<br>Edgefield<br>Greenwood<br>Laurens<br>McCormick<br>Saluda | 617 South Main St.<br>Post Office Box 3088<br>Greenwood, SC 29648<br>Phone: (864) 223-8622<br>Toll Free: 1-800-628-3838<br>Fax: (864) 223-8607 |
| <b>Area 4<br/>Rock Hill</b>   | Chester<br>York<br>Lancaster  | 1890 Neely's Creek Rd.<br>Rock Hill, SC 29730<br>Phone: (803) 327-9061<br>Toll Free: 1-888-286-2078<br>Fax: (803) 327-9065                     |
| <b>Area 5<br/>Columbia</b>    | Fairfield<br>Newberry<br>Lexington<br>Richland                        | 7499 Parklane Rd., Suite 164<br>Columbia, SC 29223<br>Phone: (803) 741-0826<br>Toll Free: 1-888-847-0908<br>Fax: (803) 741-0830                |
| <b>Area 6<br/>Orangeburg</b>  | Barnwell<br>Allendale<br>Bamberg<br>Calhoun<br>Orangeburg             | 1857 Joe S. Jeffords Highway<br>Orangeburg, SC 29115<br>Phone: (803) 536-0122<br>Toll Free: 1-888-218-4915<br>Fax: (803) 534-2358              |

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### CLTC REGIONAL OFFICES

| <u>Office</u>                                      | <u>Counties Served</u>                                       | <u>Contact Information</u>   |
|--|--|--|
| <b>Area 6A<br/>Aiken Satellite<br/>Office</b>      | Aiken<br>Barnwell  | 2230 Woodside Executive Court<br>Aiken, SC 29803<br>Phone: (803) 641-7680<br>Toll Free: 1-888-364-3310<br>Fax: (803) 641-7682  |
| <b>Area 7<br/>Sumter</b>                           | Clarendon<br>Kershaw<br>Lee<br>Sumter                        | 30 Wesmark Ct.<br>Sumter, SC 29150<br>Phone: (803) 905-1980<br>Toll Free: 1-888-761-5991<br>Fax: (803) 905-1987  |
| <b>Area 8<br/>Florence</b>                         | Florence<br>Darlington<br>Dillon<br>Chesterfield<br>Marlboro | 201 Dozier Blvd.<br>Florence, SC 29501-4026<br>Phone: (843) 667-8718<br>Toll Free: 1-888-798-8995<br>Fax: (843) 667-9354   |
| <b>Area 9<br/>Conway</b>                           | Georgetown<br>Horry<br>Marion<br>Williamsburg                | 1601 11 <sup>th</sup> Ave.<br>Conway, SC 29528<br><br>Post Office Box 2150<br>Conway, SC 29526<br>Phone: (843) 248-7249<br>Toll Free: 1-888-539-8796<br>Fax: (843) 248-3809                |
| <b>Area 10<br/>Charleston</b>                      | Berkeley<br>Charleston<br>Dorchester                         | 4130 Faber Place Drive, Suite 303<br>N. Charleston, SC 29405<br>Phone: (843) 529-0142<br>Toll Free: 1-888-805-4397<br>Fax: (843) 566-0171  |
| <b>Area 10A<br/>Ridgeland<br/>Satellite Office</b> | Beaufort<br>Jasper<br>Colleton<br>Hampton                    | 10175 South Jacob Smart Blvd.<br>Post Office Box 2065<br>Ridgeland, SC 29936<br>Phone: (843) 726-5353<br>Toll Free: 1-800-262-3329<br>Beaufort Line: (843) 521-9191<br>Fax: (843) 726-5113 |

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| <b><u>Office</u></b>        | <b><u>Counties Served</u></b> | <b><u>Contact Information</u></b>   |
|-----------------------------|-------------------------------|---|
| <b>Area 11<br/>Anderson</b> | Anderson<br>Oconee            | Post Office Box 5947<br>3215 Martin Luther King Blvd,<br>Suite H<br>Anderson, SC 29625<br>Phone: (864) 224-9452<br>Toll Free: 1-800-713-8003<br>Fax: (864) 225-0871 |

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## **SECTION 5 ADMINISTRATIVE SERVICES**

### **CLTC REGIONAL OFFICES**

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## SECTION 5 ADMINISTRATIVE SERVICES

### LOCAL DISABILITIES & SPECIAL NEEDS BOARDS AND SERVICE ORGANIZATIONS

| <u>County</u> | <u>Names and Addresses</u>   |
|---------------|--|
| Abbeville     | <p>Emerald Center Board for Disabilities and Special Needs<br/>Post Office Box 3004<br/>Greenwood, SC 29648<br/>Phone: (864) 942-8900<br/>Fax: (864) 942-8945<br/><b><a href="http://www.schsp.org/emeraldcenter">www.schsp.org/emeraldcenter</a></b></p> <p style="padding-left: 40px;">Other services available in Edgefield, Greenwood,<br/>McCormick, and Saluda Counties.</p> <p>William H. O'Dell Center Ware Shoals<br/>5 Griffin Dr.<br/>Ware Shoals, SC 29692<br/>Phone: (864) 456-7426<br/>Fax: (864) 456-3593</p> |
| Aiken         | <p>Aiken County Board of Disabilities<br/>Post Office Box 698<br/>Aiken, SC 29802<br/>Phone: (803) 642-8800<br/>Fax: (803) 642-8806<br/>Email: <a href="mailto:Courtney@scescape.net">Courtney@scescape.net</a><br/><b><a href="http://www.aikenboard.org">www.aikenboard.org</a></b></p> <p>Tri-Development Center of Aiken County, Inc.<br/>Post Office Box 698<br/>Aiken, SC 29802<br/>Phone: (803) 642-8800<br/>Fax: (803) 642-8806<br/><b><a href="http://www.aikentdc.org">www.aikentdc.org</a></b></p>                |

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| <u>County</u> | <u>Names and Addresses</u>  |
|---------------|---|
| Allendale     | <p>Allendale/Barnwell Disabilities and Special Needs Board<br/>           Post Office Box 556<br/>           Barnwell, SC 29812-0556<br/>           Phone: (803) 584-5050 (Allendale)<br/>                     (803) 259-7472 (Barnwell)<br/>           Fax: (803) 584-7208 (Allendale)<br/>                 (803) 259-1351 (Barnwell)<br/>           Email: bparker@barnwellsc.com</p> |
| Anderson      | <p>Anderson Board of Disabilities and Special Needs<br/>           212 McGee Rd.<br/>           Anderson, SC 29625<br/>           Phone: (864) 260-4515<br/>           Fax: (864) 260-5011</p>  |
| Bamberg       | <p>Bamberg Disabilities and Special Needs Board<br/>           Post Office Box 333<br/>           Denmark, SC 29042<br/>           Phone: (803) 793-5003<br/>           Fax: (803) 793-3778<br/>           Email: gloriaj_59059@yahoo.com</p>   |
| Barnwell      | <p>Allendale/Barnwell Disabilities and Special Needs Board<br/>           Post Office Box 556<br/>           Barnwell, SC 29812-0556<br/>           Phone: (803) 584-5050 (Allendale)<br/>                     (803) 259-7472 (Barnwell)<br/>           Fax: (803) 584-7208 (Allendale)<br/>                 (803) 259-1351 (Barnwell)<br/>           Email: bparker@barnwellsc.com</p> |
| Beaufort      | <p>Beaufort Disabilities and Special Needs Board<br/>           Post Office Box 129<br/>           Port Royal, SC 29935<br/>           Phone: (843) 525-7680<br/>           Fax: (843) 525-4073</p>   |

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### LOCAL DISABILITIES & SPECIAL NEEDS BOARDS AND SERVICE ORGANIZATIONS

| <u>County</u> | <u>Names and Addresses</u>   |
|---------------|--|
| Berkeley      | <p>Berkeley Citizens, Inc.<br/>           Post Office Drawer 429<br/>           Moncks Corner, SC 29461<br/>           Phone: (843) 761-0300<br/>           Fax: (843) 761-0303<br/>           Email: admin@bciservices.org<br/> <b>www.berkeleycitizens.org</b></p>   |
| Calhoun       | <p>Calhoun Board of Disabilities and Special Needs<br/>           Rte 4, Box 79-B<br/>           St. Matthews, SC 29135<br/>           Phone: (803) 874-2664<br/>           Fax: (803) 874-2660<br/>           Email: ljohnson@earthlink.com</p>   |
| Charleston    | <p>Disabilities Board of Charleston County<br/>           995 Morrison Dr.<br/>           Charleston, SC 29413<br/>           Phone: (843) 805-5800<br/>           Fax: (843) 805-5805<br/>           Email: kelliott@dsncc.com</p>  |
| Cherokee      | <p>Cherokee Disabilities and Special Needs Board<br/>           959 East O'Neal St.<br/>           Gaffney, SC 29340<br/>           Phone: (864) 487-4190<br/>           Fax: (864) 489-1384<br/>           Email: ccdsnbaol.com</p> <p>Cherokee County ARC<br/>           Post Office Box 397<br/>           Gaffney, SC 29342<br/>           Phone: (864) 489-4217</p> |
| Chester       | <p>Chester-Lancaster Disabilities and Special Needs Board<br/>           Post Office Box 577<br/>           Lancaster, SC 29721<br/>           Phone: (803) 285-4368<br/>           Fax: (803) 286-5571</p>  |

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| <u>County</u> | <u>Names and Addresses</u>   |
|---------------|--|
| Chesterfield  | Chesterfield Disabilities and Special Needs Board<br>Post Office Drawer 151<br>Chesterfield, SC 29709<br>Phone: (843) 623-9016<br>Fax: (843) 623-3144<br>Email: CCBDN@infoave.net                      |
| Clarendon     | Clarendon Disabilities and Special Needs Board<br>Post Office Drawer 40<br>Manning, SC 29102<br>Phone: (803) 435-2330<br>Fax: (803) 435-8523   |
| Colleton      | Colleton Disabilities and Special Needs Board<br>Post Office Box 1547<br>Walterboro, SC 29488<br>Phone: (843) 549-1732<br>Fax: (843) 549-2359  |
| Darlington    | Darlington Disabilities and Special Needs Board<br>201 N. Damascus Church Rd.<br>Hartsville, SC 29550<br>Phone: (843) 332-7252<br>Fax: (843) 332-3168<br>Email: tmwitt@earthlink.net                   |
| Dillon        | Marion-Dillon Disabilities and Special Needs Board<br>Post Office Box 2072<br>Dillon, SC 29536<br>Phone: (843) 774-6775 (Dillon)<br>(843) 423-4484 (Marion)<br>Fax: (843) 423-4541 (Dillon and Marion) |
| Dorchester    | Dorchester Board of Disabilities and Special Needs<br>Post Office Box 2950<br>Summerville, SC 29484<br>Phone: (843) 871-1285<br>Fax: (843) 871-2929  |

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### LOCAL DISABILITIES & SPECIAL NEEDS BOARDS AND SERVICE ORGANIZATIONS

| <u>County</u> | <u>Names and Addresses</u>  |
|---------------|---|
| Edgefield     | <p>Emerald Center Board for Disabilities and Special Needs<br/>           Post Office Box 3004<br/>           Greenwood, SC 29648<br/>           Phone: (864) 942-8900<br/>           Fax: (864) 942-8945</p> <p style="text-align: center;">Other services available in Abbeville, Greenwood,<br/>           McCormick, and Saluda Counties.</p>   |
| Fairfield     | <p>Fairfield-Newberry Disabilities and Special Needs Board<br/>           Post Office Box 856<br/>           Newberry, SC 29108<br/>           Phone: (803) 635-1117<br/>           Fax: (803) 635 1964<br/>           Email: fndsnb@aol.com</p> <p>Babcock Center, Inc.<br/>           Post Office Box 3817<br/>           Columbia, SC 29230<br/>           Phone: (803) 799-1970<br/>           Fax: (803) 799-1238</p> <p>Bright Start<br/>           3202 Millwood Ave<br/>           Columbia, SC 29205<br/>           Phone: (803) 929-1112<br/>           Fax: (803) 929-1418</p> |
| Florence      | <p>Florence Disabilities and Special Needs Board<br/>           Post Office Box 12810<br/>           Florence, SC 29504<br/>           Phone: (843) 667-5007 (Florence)<br/>                     (843) 394-3963 (Lake City)<br/>           Fax: (843) 678-8573 (Florence)<br/>           Email: hsdavised@yahoo.com</p>   |
| Georgetown    | <p>Georgetown Disabilities and Special Needs Board<br/>           Post Office Box 1471<br/>           Georgetown, SC 29442<br/>           Phone: (843) 546-8228<br/>           Fax: (843) 546-1617<br/>           Email: rsg@sccoast.net</p>  |

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| <u>County</u> | <u>Names and Addresses</u>   |
|---------------|--|
| Greenville    | <p>Greenville Disabilities and Special Needs Board<br/>           Post Office Box 17467<br/>           Greenville, SC 29606-8467<br/>           Phone: (864) 288-1907<br/>           Fax: (864) 297-4990</p> <p>Greenville Disabilities and Special Needs Board<br/>           Peace Rehabilitation Center<br/>           651 S. Main St.<br/>           Greenville, SC 29601<br/>           Phone: (864) 241-2613</p> |
| Greenwood     | <p>Emerald Center Board for Disabilities and Special Needs<br/>           Post Office Box 3004<br/>           Greenwood, SC 29648<br/>           Phone: (864) 942-8900<br/>           Fax: (864) 942-8945</p>  |
|               | <p><b>Other services<br/>           available in<br/>           Abbeville, Edgefield,<br/>           McCormick, and<br/>           Saluda Counties.</b></p>  |
| Hampton       | <p>Hampton Disabilities and Special Needs Board<br/>           Post Office Box 128<br/>           Hampton, SC 29924<br/>           Phone: (803) 943-4818<br/>           Fax: (803) 943-3322<br/>           Email: clalgood@internetx.net</p>   |
| Horry         | <p>Horry Disabilities and Special Needs Board<br/>           250 Victory Ln.<br/>           Conway, SC 29526<br/>           Phone: (843) 347-3010<br/>           Fax: (843) 347-7308<br/>           Email: dsn@sccoast.net</p>   |
| Jasper        | <p>Jasper Disabilities and Special Needs Board<br/>           Post Office Box 747<br/>           Ridgeland, SC 29936<br/>           Phone: (843) 726-4499<br/>           Fax: (843) 726-4091<br/>           Email: myraz@hargay.com</p>  |

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| <u>County</u> | <u>Names and Addresses</u>  |
|---------------|---|
| Kershaw       | Kershaw Board of Disabilities and Special Needs<br>Post Office Box 310<br>Camden, SC 29020-0310<br>Phone: (803) 432-4841<br>(888) 246-7718<br>Fax: (803) 424-2280<br>Email: kcbdsn@camden.net |
|               | Babcock Center, Inc.<br>Post Office Box 3817<br>Columbia, SC 29230<br>Phone: (803) 799-1970<br>Fax: (803) 799-1238  |
|               | Bright Start<br>3202 Millwood Ave<br>Columbia, SC 29205<br>Phone: (803) 929-1112<br>Fax: (803) 929-1418   |
| Lancaster     | Chester-Lancaster Disabilities and Special Needs Board<br>Post Office Box 577<br>Lancaster, SC 29721<br>Phone: (803) 285-4368<br>Fax: (803) 286-5571  |
| Laurens       | Laurens Disabilities and Special Needs Board<br>Post Office Box 986<br>Laurens, SC 29360-0986<br>Phone: (864) 682-2314<br>Fax: (864) 682-2397<br>Email: vsinclair@lcsnd.org                   |
| Lee           | Lee Disabilities and Special Needs Board<br>Post Office Box 468<br>Bishopville, SC 29010<br>Phone: (803) 484-9473<br>Fax: (803) 484-5710<br>Email: leedsn2@gte.net                            |

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| <u>County</u> | <u>Names and Addresses</u>   |
|---------------|--|
| Lexington     | <p>Richland/Lexington Disabilities and Special Needs Board<br/>           Post Office Box 3817<br/>           Columbia, SC 29230<br/>           Phone: (803) 799-1970<br/>           Fax: (803) 799-8829<br/>           Email: mleitner@rldsn.state.sc.us</p> <p>Babcock Center, Inc.<br/>           Post Office Box 3817<br/>           Columbia, SC 29230<br/>           Phone: (803) 799-1970<br/>           Fax: (803) 799-1238</p> <p>Bright Start<br/>           3202 Millwood Ave<br/>           Columbia, SC 29205<br/>           Phone: (803) 929-1112<br/>           Fax: (803) 929-1418</p> <p>Lexington County Recreation and Aging Commission<br/>           563 South Lake Dr.<br/>           Lexington, SC 29072<br/>           Phone: (803) 359-0964<br/>           Fax: (803) 359-9092 (Administration)<br/>                 (803) 356-8990 (Aging Division)<br/>           Email: lcrac@usit.net</p> |
| Marion        | <p>Marion-Dillon Disabilities and Special Needs Board<br/>           Post Office Box 2072<br/>           Dillon, SC 29536<br/>           Phone: (843) 774-6775 (Dillon)<br/>                 (843) 423-4484 (Marion)<br/>           Fax: (843) 423-4541 (Dillon and Marion)</p>  |
| Marlboro      | <p>Marlboro Disabilities and Special Needs Board<br/>           Post Office Box 1212<br/>           Bennettsville, SC 29512<br/>           Phone: (843) 479-1882<br/>           Fax: (843) 479-0655<br/>           Email: mcdsn@flosc.net</p>  |

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| <u>County</u> | <u>Names and Addresses</u>   |  |
|---------------|--|--|
| McCormick     | Emerald Center Board for Disabilities and Special Needs<br>Post Office Box 3004<br>Greenwood, SC 29648<br>Phone: (864) 942-8900<br>Fax: (864) 942-8945                               | <b>Other services<br/>available in<br/>Abbeville, Edgefield,<br/>Greenwood, and<br/>Saluda Counties.</b> |
| Newberry      | Fairfield-Newberry Disabilities and Special Needs Board<br>Post Office Box 856<br>Newberry, SC 29108<br>Phone: (803) 276-0078<br>Fax: (803) 276-0785                                 | <b>Steps provided by<br/>Emerald Center<br/>Disabilities and<br/>Special Needs Board.</b>                |
| Oconee        | Oconee Disabilities and Special Needs Board<br>116 South Cove Rd.<br>Seneca, SC 29672<br>Phone: (864) 885-6055<br>Fax: (864) 885-6058<br>Email: ocbd@innova.net                      |  |
| Orangeburg    | Orangeburg Disabilities and Special Needs Board<br>Post Office Box 1812<br>Orangeburg, SC 29116<br>Phone: (803) 536-1170<br>Fax: (803) 531-8317<br>Email: chucknorman@mindspring.com |  |

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### LOCAL DISABILITIES & SPECIAL NEEDS BOARDS AND SERVICE ORGANIZATIONS

| <u>County</u> | <u>Names and Addresses</u>   |  |
|---------------|--|--|
| Pickens       | <p>Pickens Board Of Disabilities and Special Needs<br/>           Post Office Box 1308<br/>           Easley, SC 29641<br/>           Phone: (864) 859-5416<br/>           Fax: (864) 859-1157<br/>           Email: ethena@pcbdsn.org</p>   | <p><b>Respite provided by<br/>           Anderson Disabilities<br/>           and Special Needs<br/>           Boards.</b></p> |
| Richland      | <p>Richland/Lexington Disabilities and Special Needs Board<br/>           Post Office Box 3817<br/>           Columbia, SC 29230<br/>           Phone: (803) 799-1970<br/>           Fax: (803) 799-8829<br/>           Email: mleitner@rldsn.state.sc.us</p> <p>Babcock Center, Inc.<br/>           Post Office Box 3817<br/>           Columbia, SC 29230<br/>           Phone: (803) 799-1970<br/>           Fax: (803) 799-1238<br/>           Email: ghendrix@babcock.org</p> <p>Bright Start<br/>           3202 Millwood Ave.<br/>           Columbia, SC 29205<br/>           Phone: (803) 929-1112<br/>           Fax: (803) 929-1418</p> <p>Epworth Children's Home<br/>           Post Office Box 50466 2900 Millwood Ave<br/>           Columbia, SC 29250<br/>           V/Fax: (803) 256-7394</p> <p>Richland County Recreation Commission<br/>           5819 Shakespeare Rd.<br/>           Columbia, SC 29223<br/>           Phone: (803) 754-7275<br/>           Fax: (803) 786-2028</p> |  |

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| <u>County</u> | <u>Names and Addresses</u>   |   |
|---------------|--|---|
| Saluda        | Emerald Center Board for Disabilities and Special Needs<br>Post Office Box 3004<br>Greenwood, SC 29648<br>Phone: (864) 942-8900<br>Fax: (864) 942-8945   | <b>Other services<br/>available in<br/>Abbeville, Edgefield,<br/>Greenwood, and<br/>McCormick counties.</b> |
| Spartanburg   | Spartanburg Disabilities and Special Needs Board<br>366 N. Church St., Suite 700<br>Spartanburg, SC 29303<br>Phone: (864) 596-3574<br>Fax: (864) 596-3018<br>Email: jblackwood@co.spartanburg.sc.us<br><br>The Charles Lea Center<br>195 Burdette St.<br>Spartanburg, SC 29307<br>Phone: (864) 585-0322<br>Fax: (864) 591-0780<br>Email: abrumfield@teleplex.net |   |
| Sumter        | Sumter Disabilities and Special Needs Board<br>Post Office Box 2847<br>Sumter, SC 29151-2847<br>Phone: (803) 778-1669<br>Fax: (803) 775-9184<br>Email: SCDSNB@FTC--1.net   |   |
| Union         | Union Disabilities and Special Needs Board<br>Post Office Box 903<br>Union, SC 29379<br>Phone: (864) 427-7700<br>Fax: (864) 427-1777   |   |
| Williamsburg  | Williamsburg Disabilities and Special Needs Board<br>61 Greenlee St.<br>Kingstree, SC 29556<br>Phone: (843) 355-5481<br>Fax: (843) 355-5483  |   |

**SECTION 5 ADMINISTRATIVE SERVICES****LOCAL DISABILITIES & SPECIAL NEEDS BOARDS AND SERVICE ORGANIZATIONS**

| <b><u>County</u></b> | <b><u>Names and Addresses</u></b>   |
|----------------------|---|
| York                 | York Disabilities and Special Needs Board<br>Post Office Box 30<br>Rock Hill, SC 29731<br>Phone: (803) 628-5999<br>Fax: (803) 324-7984<br>Email: <a href="mailto:jsmith@ycdbsn.org">jsmith@ycdbsn.org</a> |

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## **SECTION 5 ADMINISTRATIVE SERVICES**

### **LOCAL DISABILITIES & SPECIAL NEEDS BOARDS AND SERVICE ORGANIZATIONS**

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## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County              | Telephone No.  | Address   |
|---------------------|----------------|---|
| 1. Abbeville County | (864) 366-5638 | Medicaid Eligibility<br>Abbeville County DHHS<br>Human Services Building<br>903 W. Greenwood St.<br>Abbeville, SC 29620<br><br>Post Office Box 130<br>Abbeville, SC 29620 |
| 2. Aiken County     | (803) 643-1938 | Medicaid Eligibility<br>Aiken County DHHS<br>County Commissioner's Building<br>1410 Park Ave. S.E.<br>Aiken, SC 29801<br><br>Post Office Box 2748<br>Aiken, SC 29802      |
| 3. Allendale County | (803) 584-8137 | Medicaid Eligibility<br>Allendale County DHHS<br>521 Barnwell Road<br>Allendale, SC 29810<br>521 Barnwell Road<br>Post Office Box 326<br>Allendale, SC 29810              |
| 4. Anderson County  | (864) 260-4541 | Medicaid Eligibility<br>Anderson County DHHS<br>224 McGee Rd.<br>Anderson, SC 29625<br><br>Post Office Box 160<br>Anderson, SC 29622-0160                                 |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County             | Telephone No.  | Address  |
|--------------------|----------------|--|
| 5. Bamberg County  | (803) 245-3932 | Medicaid Eligibility<br>Bamberg County DHHS<br>374 Log Branch Rd.<br>Bamberg, SC 29003<br><br>Post Office Box 544<br>Bamberg, SC 29003   |
| 6. Barnwell County | (803) 541-3825 | Medicaid Eligibility<br>Barnwell County DHHS<br>29 Allen St.<br>Barnwell, SC 29812<br><br>Post Office Box 648<br>Barnwell, SC 29812  |
| 7. Beaufort County | (843) 470-4625 | Medicaid Eligibility<br>Beaufort County DHHS<br>1905 Duke St.<br>Beaufort, SC 29902-4403<br><br>Post Office Box 1255<br>Beaufort, SC 29901-1255                                |
| 8. Berkeley County | (843) 719-1170 | Medicaid Eligibility<br>Berkeley County DSS<br>2 Belt Dr.<br>Moncks Corner, SC 29461<br><br>Toll Free:<br>1-800-249-8751<br>Post Office Box 13748<br>Charleston, SC 29422-3748 |
| 9. Calhoun County  | (803) 874-3384 | Medicaid Eligibility<br>Calhoun County DHHS<br>2831 Old Belleville Rd.<br>St. Matthews, SC 29135<br><br>Post Office Box 378<br>St. Matthews, SC 29135                          |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County                         | Telephone No.                | Address   |
|--------------------------------|------------------------------|---|
| <b>10.</b> Charleston County   | (843) 740-5900               | Medicaid Eligibility<br>Charleston County DHHS<br>326 Calhoun St.<br>Charleston, SC 29401-1124  |
|                                | Toll Free:<br>1-800-249-8751 | Post Office Box 13748<br>Charleston, SC 29422-3748  |
| <b>11.</b> Cherokee County     | (864) 487-2521               | Medicaid Eligibility<br>Cherokee County DHHS<br>1434 N. Limestone St.<br>Gaffney, SC 29340-4734 |
|                                |                              | Post Office Box 89<br>Gaffney, SC 29342   |
| <b>12.</b> Chester County      | (803) 377-8135               | Medicaid Eligibility<br>Chester County DHHS<br>115 Reedy St.<br>Chester, SC 29706               |
| <b>13.</b> Chesterfield County | (843) 623-5226               | Medicaid Eligibility<br>Chesterfield County DHHS<br>201 N. Page St.<br>Chesterfield, SC 29709   |
|                                |                              | Post Office Box 855<br>Chesterfield, SC 29709   |
| <b>14.</b> Clarendon County    | (803) 435-4305               | Medicaid Eligibility<br>Clarendon County DSS<br>3 S. Church St.<br>Manning, SC 29102            |
|                                |                              | Post Office Box 788<br>Manning, SC 29102  |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County                       | Telephone No.                                  | Address  |
|------------------------------|--|--|
| <b>15. Colleton County</b>   | (843) 549-1894                                 | Medicaid Eligibility<br>Colleton County DHHS<br>Bernard Warshaw Building<br>215 S. Lemacks St.<br>Walterboro, SC 29488 |
|                              |  | Post Office Box 110<br>Walterboro, SC 29488  |
| <b>16. Darlington County</b> | (843) 398-4427                                 | Medicaid Eligibility<br>Darlington County DHHS<br>300 Russell St., Room 145<br>Darlington, SC 29540                    |
|                              |  | Post Office Box 2077<br>Darlington, SC 29532   |
| <b>17. Dillon County</b>     | (843) 332-2289                                 | 404 S. Fourth St., Suite 300<br>Hartsville, SC 29550   |
|                              |  | (843) 774-2713<br>Medicaid Eligibility<br>Dillon County DHHS<br>1213 Highway 34 W.<br>Dillon, SC 29536                 |
| <b>18. Dorchester County</b> | (843) 563-9524<br>Toll Free:<br>1-800-249-8751 | Post Office Box 351<br>Dillon, SC 29536  |
|                              |  | Medicaid Eligibility<br>Dorchester County DSS<br>201 Johnston St., Bldg. 17<br>St. George, SC 29477                    |
| <b>18. Dorchester County</b> | (843) 821-0444<br>Toll Free:<br>1-800-249-8751 | 216 Orangeburg Rd<br>Summerville, SC 29483   |
|                              |  | Post Office Box 13748<br>Charleston, SC 29422-3748   |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County                | Telephone No.  | Address   |
|-----------------------|----------------|---|
| 19. Edgefield County  | (803) 637-4040 | Medicaid Eligibility<br>Edgefield County DHHS<br>120 W. A. Reel Dr.<br>Edgefield, SC 29824                |
|                       |                | Post Office Box 386<br>Edgefield, SC 29824  |
| 20. Fairfield County  | (803) 635-5502 | Medicaid Eligibility<br>Fairfield County DHHS<br>1136 Kincaid Bridge Rd.<br>Winnsboro, SC 29180-7116      |
|                       |                | Post Office Box 1139<br>Winnsboro, SC 29180-5139  |
| 21. Florence County   | (843) 673-1761 | Medicaid Eligibility<br>Florence County DHHS<br>2685 S. Irby St., Box I<br>Florence, SC 29505             |
|                       | (843) 394-8575 | 345 S. Ron McNair Blvd<br>Lake City, SC 29560   |
| 22. Georgetown County | (843) 546-5134 | Medicaid Eligibility<br>Georgetown County DSS<br>330 Dozier St.<br>Georgetown, SC 29440-3219              |
|                       |                | Post Office Box 371<br>Georgetown, SC 29442   |
| 23. Greenville County | (864) 467-7926 | Medicaid Eligibility<br>Greenville County DSS<br>301 University Ridge, Suite 6700<br>Greenville, SC 29601 |
|                       |                | Post Office Box 9399<br>Greenville, SC 29604-9399   |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County                      | Telephone No.  | Address   |
|-----------------------------|----------------|---|
| <b>24.</b> Greenwood County | (864) 229-5258 | Medicaid Eligibility<br>Greenwood County DHHS<br>1118 Phoenix St.<br>Greenwood, SC 29646-3918<br><br>Post Office Box 1016<br>Greenwood, SC 29648                  |
| <b>25.</b> Hampton County   | (803) 914-0053 | Medicaid Eligibility<br>Hampton County DHHS<br>102 Ginn Altman Ave., Suite B<br>Hampton, SC 29924<br><br>Post Office Box 693<br>Hampton, SC 29924                 |
| <b>26.</b> Horry County     | (843) 381-8260 | Medicaid Eligibility<br>Horry County DHHS<br>1601 11 <sup>th</sup> Ave., 1 <sup>st</sup> Floor<br>Conway, SC 29526<br><br>Post Office Box 290<br>Conway, SC 29528 |
| <b>27.</b> Jasper County    | (843) 726-7747 | Medicaid Eligibility<br>Jasper County DHHS<br>10908 N. Jacob Smart Blvd.<br>Ridgeland, SC 29936<br><br>Post Office Box 1150<br>Ridgeland, SC 29936                |
| <b>28.</b> Kershaw County   | (803) 432-3164 | Medicaid Eligibility<br>Kershaw County DHHS<br>110 E. DeKalb St.<br>Camden, SC 29020-4432<br><br>Post Office Box 220<br>Camden, SC 29021-0220                     |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County                      | Telephone No.                    | Address   |
|-----------------------------|----------------------------------|---|
| <b>29.</b> Lancaster County | (803) 286-8208                   | Medicaid Eligibility<br>Lancaster County DHHS<br>1599 Pageland Highway<br>Lancaster, SC 29720-2409  |
| <b>30.</b> Laurens County   | (864) 833-6109                   | Medicaid Eligibility<br>Laurens County DHHS<br>93 Human Services Rd.<br>Clinton, SC 29325-7546<br><br>Post Office Box 388<br>Laurens, SC 29360-0388 |
| <b>31.</b> Lee County       | (803) 484-5376                   | Medicaid Eligibility<br>Lee County DHHS<br>820 Brown St.<br>Bishopville, SC 29010<br><br>Post Office Box 406<br>Bishopville, SC 29010               |
| <b>32.</b> Lexington County | (803) 785-2991<br>(803) 785-5050 | Medicaid Eligibility<br>Lexington County DHHS<br>605 West Main St.<br>Lexington, SC 29072-2550  |
| <b>33.</b> McCormick County | (864) 465-2627                   | Medicaid Eligibility<br>McCormick County DHHS<br>215 N. Mine St.<br>Highway 28 N.<br>McCormick, SC 29835  |
| <b>34.</b> Marion County    | (843) 423-5417                   | Medicaid Eligibility<br>Marion County DHHS<br>1311 N. Main St.<br>Marion, SC 29571-6012<br><br>Post Office Box 1837<br>Marion, SC 29571             |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County                | Telephone No.                    | Address  |
|-----------------------|----------------------------------|--|
| 35. Marlboro County   | (843) 479-4389                   | Medicaid Eligibility<br>Marlboro County DHHS<br>County Complex<br>1 Ag St.<br>Bennettsville, SC 29512<br><br>Post Office Box 1074<br>Bennettsville, SC 29512-1074  |
| 36. Newberry County   | (803) 321-2155                   | Medicaid Eligibility<br>Newberry County DHHS<br>County Human Services Center<br>2107 Wilson Rd.<br>Newberry, SC 29108<br><br>PO Box 1225<br>Newberry, SC 29108     |
| 37. Oconee County     | (864) 638-4420                   | Medicaid Eligibility<br>Oconee DHHS<br>223 B Kenneth St.<br>Walhalla, SC 29691   |
| 38. Orangeburg County | (803) 515-1793                   | Medicaid Eligibility<br>Orangeburg County DHHS<br>2570 Old St. Matthews Rd., N.E.<br>Orangeburg, SC 29118<br><br>Post Office Box 1407<br>Orangeburg, SC 29116-1407 |
| 39. Pickens County    | (864) 898-5815                   | Medicaid Eligibility<br>Pickens County DHHS<br>212 McDaniel Ave.<br>Pickens, SC 29671<br><br>Post Office Box 160<br>Pickens, SC 29671-0160                         |
| 40. Richland County   | (803) 714-7562<br>(803) 714-7549 | Medicaid Eligibility<br>Richland County DHHS<br>3220 Two Notch Rd.<br>Columbia, SC 29204-2826  |

## SECTION 5 ADMINISTRATIVE SERVICES

### DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES

| County                     | Telephone No.  | Address   |
|----------------------------|----------------|---|
| 41. Saluda County          | (864) 445-2139 | Medicaid Eligibility<br>Saluda County DHHS<br>613 Newberry Highway<br>Saluda, SC 29138<br><br>Post Office Box 245<br>Saluda, SC 29138   |
| 42. Spartanburg County     | (864) 596-2714 | Medicaid Eligibility<br>Spartanburg County DHHS<br>Pinewood Shopping Center<br>1000 N. Pine St., Suite 23<br>Spartanburg, SC 29305<br><br>Post Office Box 4847<br>Spartanburg, SC 29305 |
| 43. Sumter County          | (803) 774-3447 | Medicaid Eligibility<br>Sumter County DHHS<br>105 N. Magnolia St., 3rd Floor<br>Sumter, SC 29150-4941<br><br>Post Office Box 2547<br>Sumter, SC 29151                                   |
| 44. Union County           | (864) 424-0227 | Medicaid Eligibility<br>Union County DHHS<br>200 S. Mountain St.<br>Union, SC 29379<br><br>Post Office Box 1068<br>Union, SC 29379  |
| 45. Williamsburg<br>County | (843) 355-5411 | Medicaid Eligibility<br>Williamsburg County DSS<br>831 Eastland Ave.<br>Kingstree, SC 29556<br><br>Post Office Box 767<br>Kingstree, SC 29556   |

**SECTION 5 ADMINISTRATIVE SERVICES****DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES**

| <b>County</b>          | <b>Telephone No.</b> | <b>Address</b>   |
|------------------------|----------------------|--|
| <b>46. York County</b> | (803) 366-1900       | Medicaid Eligibility<br>York County DHHS<br>1890 Neelys Creek Road<br>Rock Hill, SC 29730<br><br>Post Office Box 710<br>Rock Hill, SC 29731-6710 |

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**SECTION 5 ADMINISTRATIVE SERVICES**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY OFFICES**

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