

Alert Update August 14, 2025

In-building Relocation of the MAP Centralized Submitter Window at the Brooklyn South Medicaid Office

This Alert is to advise Medicaid Providers, Hospitals, Client Representatives, Community Based Organizations, and Advocates, that effective Monday, July 14, 2025, the Medical Assistance Program's Centralized submitter window at the Brooklyn South Medicaid Office moved to the **5th floor** at its current location of 495 Clermont Ave.

The MAP Centralized submitter window is used by **approved entities and representatives** such as Authorized Client representatives, Hospitals, who submit:

- Medicaid applications in bulk.
- Medicaid renewals in bulk.
- Surplus bills in bulk.
- Medical bills for services related to a surplus/excess income case.
- Medicaid undercare actions in bulk.
- Third party health insurance inquires (i.e. requests for adding or removing third party health insurance from cases, third party premium payment)
 - **NOTE:** Please prepare your transmittal accordingly and ensure that each transmittal correspond with the submissions to the specific unit, clearly listing the type of submission. In addition, **please present Identification listing your agency name, or a letter identifying you as a representative on the agency's letterhead.**

The process for entities that are not authorized to use the MAP Centralized submitter window remains unchanged. These entities as well as consumers will continue to obtain a ticket for the 4th floor; the same applies to Homecare (HCSP) and Managed Long-Term Care (MLTC) plans, those entities may obtain a ticket to the 4th floor to window 6.

PLEASE SHARE THIS ALERT WITH ALL APPROPRIATE STAFF