
LEA MEDI-CAL ANNUAL REPORT (BUD-P008)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure outlines the process for the LEA Medi-Cal Billing Option Annual Report.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Supervisor, Medi-Cal

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Budget Services

4.0 DEFINITIONS:

- 4.1 CFO - Chief Financial Officer
- 4.2 Collaborative – Committee membership representing schools, public agencies, community advocates and parents which create a focus for local collective decision making about planning, implementing, financing, and monitoring the child and family support system.
- 4.3 DHS – California Department of Health Services
- 4.4 Escape - Financial Software for SCUSD
- 4.5 LEA – Local Educational Authority

5.0 PROCEDURE:

- 5.1 Once a year the Department of Health Services (DHS) requests LEA Medi-Cal Billing providers to complete an Annual Report. This report includes a description of the LEA's collaborative, service priorities, and reinvestment expenditures.
 - 5.1.1 The report is Fiscal Year expenditures.
 - 5.1.1.1 Gather financial data from Escape software
 - 5.1.2 The report is due October 30th.
 - 5.1.3 DHS must receive the original hardcopy of the report.
 - 5.1.4 The report is required whether or not the LEA has submitted Medi-Cal claims.
 - 5.1.5 The report is submitted with two attachments:
 - 5.1.5.1 Certification of state matching funds for LEA services – requiring CFO signature
 - 5.1.5.2 Statement of commitment to reinvest – requiring Collaborative signatures

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Copy of Annual Report and attachments

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Annual Report	File Cabinet	6 years	Discard as desired	Limited to Accounting Services

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/12/04	A	Initial release
07/19/06	B	Correct location

***** End of procedure *****