



DIANA M. BONTÁ, R.N., Dr. P.H.  
Director

State of California—Health and Human Services Agency  
**Department of Health Services**



GRAY DAVIS  
Governor

October 9, 2003

**PPL No. 03-011**

TO: Local Educational Consortiums (LEC)  
Local Governmental Agencies (LGA)  
Medi-Cal Administrative Activities (MAA) Coordinators

SUBJECT: **MAA CLAIMING PLAN AND CLAIMING PLAN AMENDMENT  
SUBMITTALS FOR FIRST QUARTER (JULY-SEPTEMBER) OF EVERY  
FISCAL YEAR (FY)**

This Policy and Procedures Letter (PPL) provides instructions to LECs and LGAs regarding the submittal of MAA Claiming Plans and Amendments for every FY until further notice.

By November 1<sup>st</sup> of every FY, LECs and LGAs must submit a MAA Claiming Plan or Amendment for the first quarter. For example, to have an effective date of July 1, 2003, the Claiming Plan or Amendment must be postmarked or there must be an Express (overnight) Mail, FedEx, or UPS receipt dated no later than November 1, 2003. The Department of Health Services, and when necessary, the Centers for Medicare and Medicaid Services (CMS), must approve the plans.

If you should have any questions concerning this policy, please contact your claiming analyst or Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 552-9616 or by email at [Etouhey@dhs.ca.gov](mailto:Etouhey@dhs.ca.gov).

Sincerely,

**Original Signed by Mary Lamar-Wiley**

Mary Lamar-Wiley, Acting Chief  
Medi-Cal Benefits Branch

cc: See Next Page



Do your part to help California save energy. To learn more about saving energy, visit the following web site:  
[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

Local Educational Consortiums (LEC)  
Local Governmental Agencies (LGA)  
Medi-Cal Administrative Activities (MAA) Coordinators  
Page 2  
October 9, 2003

cc: Ms. Susan Ruiz  
Health Insurance Specialist  
Division of Medicaid – Region IX  
Centers for Medicare & Medicaid Services  
75 Hawthorne Street, Fifth Floor  
San Francisco, CA 94105-3903

Mr. Brian Burdullis, Accountant  
Division of Medicaid and Children's Health  
Centers for Medicare & Medicaid Services  
801 I Street, Room 210  
Sacramento, CA 95814

Ms. Cathleen Gentry  
Local Governmental Agency  
MAA/TCM Consultant  
455 Pine Avenue  
Half Moon Bay, CA 94019

Mr. Stan Johnson  
County Financial Program Support  
Department of Mental Health  
1600 9<sup>th</sup> Street, Room 120  
Sacramento, CA 95814