



California
Department of
Health Services

SANDRA SHEWRY
Director

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



ARNOLD SCHWARZENEGGER
Governor

April 5, 2006

PPL No. 06-005

TO: Local Educational Consortia and
Local Governmental Agencies for
Medi-Cal Administrative Activities Coordinators

SUBJECT: Late Invoices

This Policy and Procedure Letter notifies the Local Governmental Agencies (LGAs) and Local Educational Consortia (LECs) of the Medi-Cal Administrative Activities (MAA) invoice submission requirements.

- Pursuant to the 2005 School-Based MAA Manual pages 11-18: "All LEC/LGA (claiming for LEA) invoices must be submitted to DHS within 15 months of the end of the quarter claimed".
- Pursuant to the County MAA Manual pages 4-1-2 and 8-4-1: "The LGA must provide DHS with complete invoice and expenditure information no later than 18 months after the end of the quarter for which a claim is being submitted" and "...all LGA invoices must be submitted to the Department of Health Services within 18 months of the end of the quarter claimed".

Invoices submitted after these dates ***may*** not be paid. Many claiming units wait until the last moment to submit claims, creating a peak workload demand that can delay review and payment of invoices that have been submitted timely to DHS.

Effective immediately, if the LEC or LGA anticipates a delay in submitting invoices by the above due dates, the enclosed form must be signed and submitted by the LEC/LGA Coordinator, at least two weeks prior to the due date.

LGA Coordinators
Page 2
April 3, 2006

If you have any questions concerning this policy, please contact Linda Hayes, Chief County-Based MAA Unit at (916) 341-3969 LHayes@dhs.ca.gov or Barbara Schultz, Chief School-Based MAA Unit at (916) 552-9616 BSchultz@dhs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local
and Schools Services Section

Enclosure

cc: Ms. Cathleen Gentry
LGA MAA/TCM Consultant
455 Pine Avenue
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