February 9, 2009

PPL NO. 09-003

TO: Local Governmental Agency (LGA) Coordinators for the County-Based Medi-Cal Administrative Activities (CMAA) Program

SUBJECT: MAA Invoicing and Supporting Documentation Requirements for “Other Costs”

The purpose of this Policy & Procedure Letter (PPL) is to notify LGAs participating in the CMAA program that effectively immediately, the Department of Health Care Services (DHCS) requires a detailed list of all Other Costs included in the MAA invoice for every quarter invoice submitted. This list will serve as the supporting document for the “Other Costs” claimed in the invoice.

The supporting document is to contain the following information:

1. A clear title indicating it is the supporting document to the invoice for “Other Costs” by fiscal year and quarter.
2. A heading entitled “Account Description” under which each cost is accounted for and specifically described. If general descriptions such as “Other,” “Special Office,” “Departmental Expense,” or “Other Direct Costs,” are used, the specific item is to be listed under this general heading.
3. A second heading labeled “Amount” or “Allocated Cost” showing the amount for each itemized cost.
4. A third heading which clearly identifies to which Cost Pool the “Other Cost” is being claimed.

Please see the attached documents for a sample of an acceptable document for format and information content.

Before signing the invoice, the MAA coordinator must review all invoice documentation and ensure that all costs claimed are necessary for the proper and efficient administration of the Medi-Cal program. All coordinators must know and understand all of the costs claimed in the invoice and determine if they are claimable prior to submitting the invoice to DHCS.
If you have any questions, please contact Ms. Linda Hayes, CMAA Unit Chief, at (916) 341-3969 or Linda.Hayes@dhcs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local and
Schools Services Branch

cc: Ms. Cathleen Gentry
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Enclosure