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*Director*

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



ARNOLD SCHWARZENEGGER  
*Governor*

July 31, 2009

**PPL No. 09-018**

TO: Local Educational Consortia and  
Local Governmental Agency Coordinators for  
School-Based Medi-Cal Administrative Activities

SUBJECT: Notification of Local Educational Consortia/Local Governmental Agency Medi-Cal  
Administrative Activities Time Survey for Local Educational Agencies Claiming  
MAA for the Second Quarter of Fiscal Year 2009-2010.

This Policy and Procedure Letter (PPL) is notification of the designated second quarter time survey week for FY 2009-2010 for Local Educational Agencies (LEAs). The time survey results are used to determine the percentage of time spent on allowable Medi-Cal Administrative Activities (MAA).

The time survey week for the second quarter of FY 2009-2010 begins on Saturday, October 17, 2009, and requires staff to time survey for five consecutive days when students are in session, in accordance with the 2009-2010 California School Based MAA Manual. It is available to download at

<http://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/Manuals/SMAA%20Manual/2009/SMAA%20Manual%202009.pdf>.

Local Educational Agencies (LECs) and Local Governmental Agencies (LGAs) must use the official 2009-10 Time Survey Template. It is available to download at

<http://www.dhcs.ca.gov/provgovpart/Pages/SMAATimeSurveyForms.aspx>.

If you have any questions concerning this PPL, please contact Ms. Barbara Schultz, Chief of the School-Based MAA Unit, at (916) 552-9616 or by email at [Barbara.Schultz@dhcs.ca.gov](mailto:Barbara.Schultz@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY ELIZABETH TOUHEY**

Elizabeth Touhey, Chief  
Administrative Claiming Local and  
Schools Services Branch

cc: see next page

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School-Based Medi-Cal Administrative Activities  
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