



DAVID MAXWELL-JOLLY  
*Director*

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



ARNOLD SCHWARZENEGGER  
*Governor*

November 16, 2009

**PPL No. 09-021**

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

SUBJECT: Notification of the Time Survey period for Local Educational Agencies  
Claiming MAA for the Third Quarter of Fiscal Year 2009-2010.

This Policy and Procedure Letter (PPL) is notification of the designated third 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 third quarter of FY 2009-2010 begins on Friday, January 8, 2010, 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: [DHCS SMAA Manual](#).

Local Educational Consortiums (LECs) and Local Governmental Agencies (LGAs) must ensure LEAs 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

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Local Governmental Agency Coordinators for  
School-Based Medi-Cal Administrative Activities

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cc: Mr. Patrick Sutton  
LGA MAA/TCM Consultant  
221 Encounter Bay  
Alameda, CA 94502

cc: Laurie Weaver  
Chief, Office of Family Planning  
Center for Family Health  
California Department of Public Health  
1615 Capitol Avenue, MS 8400  
Sacramento, CA 95814