



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



EDMUND G. BROWN JR.  
GOVERNOR

**PPL No. 11-004**

Date: March 21, 2011

TO: Local Governmental Agencies (LGA) for  
Medi-Cal Administrative Activities (MAA)

SUBJECT: Two-Tier Certified Public Expenditures (CPE) Certification  
Statement for Non-LGA Public Agencies

This Policy and Procedure Letter is notification of the implementation of a two-tier CPE certification process for non-LGA Public Agencies with independent sources of funding for MAA.

It has long been the established policy of the Department of Health Care Services (DHCS) and the Welfare & Institutions Code (W&I) §§ 14132.44 and 14172.47 that LGAs were the sole certification authority to DHCS to ensure appropriate and accurate CPE claims submitted either by governmental or non-Local Public Entities (LPE) for reimbursement, in compliance with the criteria for CPE.

DHCS recognizes the vital role LPEs play in assisting the performance of administrative activities, to ensure those activities are necessary for the proper and efficient administration of the Medi-Cal program. Furthermore, DHCS recognizes that LPEs utilizing independent sources of funding for MAA may not certify directly to DHCS those expenditures made by LPEs. In order to facilitate LPEs' ability to submit claims, DHCS enables LPEs to certify and LGAs to attest to the validity of the expenditures submitted for reimbursement.

#### Two-Tier Certification Statement

1. LPE Certification. Utilizing the certification statement, LPEs may certify the independent source of funds for MAA, provided the financial officer or other individual duly authorized by the governing board has the authority to attest and sign on behalf of the LPE; and
2. LGA Attestation. CPEs must be supported by auditable documentation that identifies relevant claims for reimbursement purposes. Accordingly, LGAs may attest to the LPEs certification of CPE, provided MAA

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Attestation is complete when the LGA Coordinator or another individual whom is duly authorized by the governing board signs the statement.

The certification form should be attached to the front of each individual invoice and transmitted to DHCS as a package including any additional documents to support the claim. The invoice and certification form should be utilized to support each individual claim for CPE reimbursement.

If you have any questions or require further assistance regarding this PPL, please contact Ms. Lisa Nicholson at (916) 650-6433 or [Lisa.Nicholson@dhcs.ca.gov](mailto:Lisa.Nicholson@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY GERI BAUCOM**

Geri Baucom, Chief  
Administrative Claiming Local and  
School Services Branch

Enclosure

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