DATE:        April 29, 2011

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 First Quarter of Fiscal Year 2011-2012

This Policy and Procedure Letter (PPL) is notification of the designated first quarter
time survey week for FY 2011-2012 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 first quarter of FY 2011-2012 begins on Tuesday,
September 6, 2011, and requires staff to time survey for five consecutive days when
students are in session, in accordance with the latest approved California School-Based
MAA Manual which is available for download at:

Local Educational Consortia (LECs) and Local Governmental Agencies (LGAs) must
ensure LEAs use the latest official Time Survey Template which is available for

If you have any questions concerning this PPL, please contact Ms. Barbara Schultz,
Chief of the School-Based MAA Unit, at (916) 552-9049, or by email at:
Barbara.Schultz@dhcs.ca.gov.

Sincerely,

[Signature]

Geri Baucom, Chief
Administrative Claiming, Local and School Services Branch
LEC and LGA Coordinators for
School-Based MAA
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