



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

PPL No. 12-010

DATE: April 30, 2012

TO: Local Educational Consortia (LEC) and
Local Governmental Agency (LGA) Coordinators for
School-Based Medi-Cal Administrative Activities (SMAA)

SUBJECT: **Notification of the Time Survey Period for Local Educational
Agencies (LEAs) Claiming MAA for the First Quarter of Fiscal Year
(FY) 2012-2013**

This Policy and Procedure Letter (PPL) is notification of the designated first quarter time survey week for FY 2012-2013 for LEAs. The time survey results are used to determine the percentage of time spent on allowable MAA.

The time survey week for the first quarter of FY 2012-2013 begins on Monday, September 17, 2012. Staff are required to time survey for five consecutive days when students are in session, in accordance with the latest approved California SMAA Manual which is available for download at:

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

LECs and LGAs must ensure LEAs use the latest official Time Survey Template which is available for download at:

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

If you have any questions or require further assistance regarding this PPL, please contact Ms. Barbara Schultz, Chief of the SMAA Unit, by telephone at (916) 552-9049 or by email at Barbara.Schultz@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY GERI BAUCOM

Geri Baucom, Chief
Administrative Claiming, Local and School Services Branch

cc: Mr. Patrick Sutton
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