



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



EDMUND G. BROWN JR.
GOVERNOR

PPL 13-014

Date: December 10, 2013

To: Local Governmental Agency (LGA) Coordinators for the County Based
Medi-Cal Administrative Activities (CMAA) Program

SUBJECT: Subrecipient Monitoring

This Policy and Procedure Letter (PPL) is notification of the subrecipient monitoring finding as it relates to the Medicaid A-133 Audit-Single for State Fiscal Year 2012/13. To ensure the Department of Health Care Services (DHCS) is in compliance with the Summary of Findings dated June 30, 2012, the CMAA program will monitor all monies passed through to each subrecipient from all LGA's participating in the CMAA Program.

“Subrecipient” means a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. Guidance on distinguishing between a subrecipient and a vendor is provided in OMB Circular A-133 revised Federal Register published June 26, 2007 and Exhibit E of the DHCS CMAA Contract.

On February 1, 2014 each LGA must submit a detailed report of all monies passed through to each subrecipient during the 2012/2013 Fiscal Year. The report will identify the total number of subrecipients per LGA, the Claiming Unit name which hosts the subrecipient, the entity that is the subrecipient, the date the subrecipient was paid, the amount received by the subrecipient, and the fiscal year the services were provided in.

The attached spreadsheet may be used as a guide to providing DHCS with the essential information; however, LGA's may also use their own spreadsheet provided it includes all of the required information listed above.

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If you have any questions or require further assistance regarding this PPL, please contact your CMAA Analyst.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Administrative Claiming, Local and Schools Services Branch

Enclosure

cc: Mr. Patrick Sutton
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