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DIRECTOR

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



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GOVERNOR

DATE: September 11, 2015 PPL No. 15-026

TO: Local Educational Consortia (LEC)  
Local Governmental Agency (LGA), and  
Local Educational Agencies (LEA) Coordinators

Subject: Submission of State Fiscal Year 2014/2015 Quarter 1 and Quarter 2  
Invoice Claims to the School-Based Medi-Cal Administrative Activities  
(SMAA) Program

The purpose of this Policy and Procedure Letter (PPL) is to provide guidance to the LEC, LGA, and LEA coordinators on the submission of invoices for state fiscal year (SFY) 2014/15 Quarter 1 (Q1) and Quarter 2 (Q2) for the School-Based Medi-Cal Administrative Activities (SMAA) program. As per the October 7, 2014, deferral settlement letter from the Centers for Medicare and Medicaid Services (CMS) to the Department of Health Care Services (DHCS), LEAs can claim interim payments for all quarters prior to the implementation of the revised claiming plan at 100% of each LEA's approved interim payment for the same quarter in SFY 2013/14.

In other words, LEAs may submit claims for SFY 2014/15 Q1 and Q2 for the same interim settlement amount as their SFY 2013/14 Q1 and Q2 claims. Using the SFY 2013/14 SMAA invoice available on the SMAA web page<sup>1</sup>, LEAs must follow the step-by-step guide below using the same Medi-Cal percentage and total expenditures as the SFY 2013/14 Q1 and Q2 invoices to submit their SFY 2014/15 Q1 and Q2 claims:

- Step 1: For FY 2014/15 Q1 claims, enter all of the data from the SFY 2013/14 Q1 invoice on Tab 1.
- Step 2: Update the Contract Number, Contract year/quarter and Period of Service to reflect the SFY 2014/15 period.
- Step 3: The invoice template will calculate the weighted average percentage and the MAA claimable amount in Column C Row 63 on Tab 4.

The invoice template will also apply the Federal Financial Participation (FFP) rate to determine the total federal share shown in Column C Row 65 on Tab 4 (Page 4 Detail Invoice).

SMAA Invoice Webpage

<sup>1</sup> <http://www.dhcs.ca.gov/provgovpart/Pages/SMAAInvoices.aspx>

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- Step 4: Verify that the MAA claimable amount shown is the same as the amount on the SFY 2013/14 Q1 invoice.
- Step 5: Submit a complete invoice package including a signed (in blue ink) detail invoice to your LEC or LGA for processing.
- Step 6: Repeat steps 1-5 for SFY 2014/15 Q2 claims.
- Step 7: The LEC or LGA then completes a settlement summary invoice page based on the amount identified in Step 4 and applies the appropriate deferral settlement percentage below:
- Continuing claiming units:
    - <\$25,000 = 90%;
    - \$25,001-\$50,000=75%;
    - >\$50,001=40%
  - Non-continuing claiming units:
    - <\$25,000 = 100%;
    - \$25,001-\$50,000=70%;
    - >\$50,001=35%

If you have any questions or require further assistance regarding this PPL, please contact Tony Teresi, Chief, DHCS SMAA Unit at (916) 449-5182, or [Tony.Teresi@dhcs.ca.gov](mailto:Tony.Teresi@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY MICHELLE KRISTOFF**

Michelle Kristoff, Chief  
Medi-Cal Administrative Claiming Section