Local Educational Agency (LEA) Medi-Cal Billing Option Program
Medi-Cal Cost and Reimbursement Comparison Schedule (CRCS)
Additional CRCS Information

General Purpose

Under the LEA Medi-Cal Billing Option, LEAs must annually certify that the public funds expended for LEA services provided are eligible for federal financial participation pursuant to the requirements of the Code of Federal Regulations, Title 42, Section 433.51. The Department of Health Care Services (DHCS) must reconcile the interim Medi-Cal reimbursements to LEAs with the costs to provide the Medi-Cal services. The Cost and Reimbursement Comparison Schedule (CRCS) will be used to compare each LEA's total actual costs for LEA services to interim Medi-Cal reimbursement for the preceding fiscal year. Continued enrollment in the LEA Program is contingent upon submission of the CRCS.

General Instructions

LEAs must provide data, as applicable, in cells that are not shaded in gray in the Excel worksheets. Cells that are shaded in gray contain formulas and will auto-calculate based on data entered by an LEA or A&I. DO NOT enter data in the gray shaded areas or modify the CRCS forms. Doing so will void your CRCS form submission.

The CRCS should be completed by or under the supervision of knowledgeable program personnel who are responsible for financial and accounting information (e.g., Fiscal Services). The CRCS is designed to capture detailed cost information by practitioner type in order to compare the federal share of an LEA's actual costs expended and interim Medi-Cal reimbursement for LEA services. Information in the CRCS should be reported based on your internal accounting systems' financial reports. If your LEA's system cannot provide the information required in the CRCS, payroll and other relevant documentation may be used to complete the worksheets. All supportive documentation will be subject to review or audit by state and/or federal authorities.

One CRCS should be completed for each LEA provider number. When multiple school districts bill with one LEA provider number, one CRCS should be completed that represents all of the school districts operating under that provider number.

CRCS Forms

The CRCS schedules have been updated with minor modifications and the addition of a schedule to identify interim reimbursement and units of service. LEAs must continue to prepare their cost and hours information by practitioner type, in preparation for upcoming deadlines. DHCS is in the process of determining an efficient way to provide reimbursement and units information, if possible, to each LEA for inclusion on the CRCS forms. LEAs will then certify to all appropriate CRCS information.

Submission Requirements

FY 2006/07 and FY 2007/08 CRCS – LEAs should have already prepared practitioner costs and hours for each fiscal year. LEAs are required to submit their completed FY 2006/07 and FY 2007/08 CRCS forms to DHCS no later than October 30, 2009.

LEAs must submit two hard copies of each fiscal year CRCS form, as well as an electronic version of the CRCS. The original CRCS certifications must be signed in blue ink. The originals and copies should be mailed to the following address:

Department of Health Care Services
Medi-Cal Benefits Branch
MS4603, P. O. Box 997436
Sacramento, CA 95899-7436

The electronic versions of each fiscal year CRCS should be emailed to dhsailea@dhcs.ca.gov.

Questions Regarding CRCS

Questions regarding the completion of the CRCS worksheets and/or required documentation to be maintained with the CRCS should be emailed to: dhsailea@dhcs.ca.gov. The CRCS training DVD may be requested by emailing LEA@dhcs.ca.gov.

Standardized Account Code Structure (SACS)

Object codes from the Standardized Account Code Structure (SACS) have been used in the worksheets to identify allowable costs. Function codes from SACS may be used to identify costs by practitioner type, if applicable. Since

the use of function codes varies among LEAs, they have not been specifically identified in the worksheets. Function and object codes are described in the California School Accounting Manual, Part II Standardized Account Code Structure issued by the California Department of Education (CDE). All costs reported in the CRCS must be in accordance with Office of Management and Budget (OMB) Circular A-87 and (to the extent not governed by OMB Circular A-87) Generally Accepted Accounting Principles.

Required Documentation

A&I will conduct a field and/or desk review on the CRCS to audit submitted information and complete the final settlement. To facilitate this process, the reports and supporting documents must be maintained by each LEA. These documents must be capable of verification by DHCS Audits and Investigations staff. LEA providers may appeal the determinations made by DHCS pursuant to Welfare and Institutions Code, Section 14171.

Worksheets A and B: SACS-based financial reports and/or payroll reports supporting each salary and benefit amount entered in Columns A and B. SACS-based financial reports, if used, should identify the function and object codes for the expenditures included in Worksheets A and B. Payroll reports, if used, should identify the job titles associated with the expenditures included in Worksheets A and B. Workpapers and other schedules may also be maintained to further support each amount, as applicable.

Worksheet A-1/B-1: SACS-based financial reports or payroll reports supporting each amount entered in Columns A (materials and supplies), B (noncapitalized equipment), C (travel and conference), D (dues and memberships), E (contractor costs), and F (communications). SACS-based financial reports should identify the function and object codes of the expenditures included in this worksheet. Workpapers and other schedules may also be maintained to further support each amount, as applicable. If any costs in this worksheet were estimated using the specified allocation methodology, worksheets must be maintained that provide supportive detail of the cost allocation.

Worksheet A-2/B-2: Contractor invoices, contract language, or other documentation supporting each amount entered in Column B (total hours paid) and Column C (average contract rate per hour). Workpapers and other schedules may also be maintained to further support each amount, as applicable.

Worksheet A-3/B-3: Payroll report(s) supporting each amount entered in at least two of the following columns (the third column may be calculated based on data entered in the other two columns): Column A (number of FTE employees), Column B (annual hours required to work per FTE), and Column C (total hours required to work by employees). If the information in Columns A, B, or C is not directly available from your payroll system, workpapers and other schedules used to calculate the amounts in at least two of these columns should be maintained. Payroll reports and related documentation should identify the job titles of the practitioners.

NOTE: A CRCS that has been submitted without complete detail will not be accepted by DHCS. Reports, schedules, workpapers, and documentation used to prepare the CRCS must be maintained by your LEA for a minimum of three years from the date of final submission of the CRCS. In the case that audit findings have not been resolved within this time period, documentation must be maintained until such issues are fully resolved (42 CFR Section 433.32). If an acceptable CRCS is not received or an extension is not approved by DHCS by or prior to the submission due date, LEA payments will be withheld until the CRCS has been received and accepted for processing.