



TOBY DOUGLAS  
DIRECTOR

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



EDMUND G. BROWN JR.  
GOVERNOR

April 12, 2011

**LOCAL EDUCATIONAL AGENCY (LEA) MEDI-CAL BILLING OPTION PROGRAM  
COST AND REIMBURSEMENT COMPARISON SCHEDULE (CRCS)  
DOCUMENTATION TRAINING**

Under the Local Education Agency (LEA) Medi-Cal Billing Option Program, 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) is used to compare each LEA's total actual costs for LEA services to interim Medi-Cal reimbursement for the preceding fiscal year. LEAs must complete and submit a CRCS to the DHCS annually by November 30<sup>th</sup> for the preceding fiscal year.

***Continued enrollment in the LEA Program is contingent upon submission of the CRCS. Failure to complete the CRCS could jeopardize participation in the LEA program and will jeopardize LEA reimbursements, which will have a direct financial impact.*** The CRCS along with completion and submission instructions can be found at [www.dhcs.ca.gov/provgovpart/Pages/LEA.aspx](http://www.dhcs.ca.gov/provgovpart/Pages/LEA.aspx).

The CRCS should be completed by or under the supervision of knowledgeable program personnel who are responsible for the program along with financial and accounting personnel. 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 and supported by your internal accounting systems' financial reports. All supportive documentation will be subject to review or audit by state and/or federal authorities.

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To assist LEAs with the above requirements, the DHCS will conduct training sessions that will cover the following topics:

- CRCS submission process;
- Audit process;
- Interim Reimbursement and Units of Service Report; and
- Documentation that must be maintained to support the filed CRCS and the Medi-Cal Billings.

Enclosed is the flyer that identifies the training dates and locations. Please distribute this flyer to your program and financial personnel. Educating and informing those that complete the CRCS of the regulatory requirements will help keep your LEA Program from jeopardizing its federal funding.

If a vendor is used to complete your CRCS or process Medi-Cal billings, vendor representatives are welcome to attend the training also. However, the ultimate responsibility of filing the CRCS and providing supporting documentation is that of the LEA, therefore, vendor representatives must be accompanied by personnel from your LEA Program.

If you have any questions, please contact Cori Miglietto at (916) 650-6467.

*Original signed by:*

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Medi-Cal Billing Option Program  
Financial Audits Branch  
Audits and Investigations

Enclosure