



State of California—Health and Human Services Agency  
Department of Health Care Services  
**LEA Medi-Cal Billing Option Program  
Frequently Asked Questions (FAQs)**



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GOVERNOR

**[Provider Participation Agreement \(PPA\) / Annual Report \(AR\)](#)**

**\*\*PLEASE REVIEW THE LEA MEDI-CAL BILLING OPTION PROVIDER MANUAL FOR COMPLETE LEA PROGRAM AND POLICY INFORMATION\*\***

- Q1. If we are already billing in the LEA Medi-Cal Billing Option Program, do we have to submit the Annual Report and the Provider Enrollment Information Sheet every fiscal year?**
- A. Yes. The AR is required of all LEAs participating in the LEA Medi-Cal Billing Option Program and each LEA is responsible for submitting an Annual Report, annually, by the mandated due date.
- Q2. How often do LEAs have to submit a PPA?**
- A. Effective July 1, 2015, the PPA will have an evergreen term in lieu of an expiration date. The Department will no longer require the PPA to be renewed at scheduled three-year intervals, and instead will remain in effect until terminated by either party, pursuant to Article V, Sections 4 and 5 of the PPA.
- Q3. If an LEA is new to the Medi-Cal Billing Option Program, should they submit an Annual Report?**
- A. Yes. If an LEA is new to the program, an Annual Report should be submitted. The LEA should check the "New Provider" box on the LEA Provider Enrollment Information Sheet, and submit the "Certification of Zero Reimbursement for LEA Services" form if they did not receive LEA Program Medi-Cal reimbursements.
- Q4. Who is authorized to sign the PPA?**
- A. Since the PPA is a legally binding contract, the individual designated/authorized by the district to sign contracts should sign the PPA. In most cases, this will be the Superintendent, Assistant Superintendent, or Business Services/Fiscal Officer.
- Q5. Are there guidelines that specify how to reinvest LEA Medi-Cal Billing Option Program reimbursement? What is considered allowable and unallowable ways to spend LEA reimbursement money?**
- A. The federal funds received by an LEA Provider for LEA Services shall be reinvested in services for school children and their families. These funds shall be used to supplement, not supplant, existing services.

LEA Medi-Cal Billing Option Program reimbursement may be reinvested in the allowable LEA services as outlined in the [LEA Provider Manual](#), including: assessment, treatment, targeted case management and school-based transportation services.

School-linked support services for children and families include services such as case-managed health, mental health, social, and academic support services benefiting children and their families. The services are intended to benefit children and their families and may include, but are not limited to the following examples as SB 620 originally outlined, and can now be found in [California Education Code, Section 8804\(g\)](#).

**Q6. How do I update my LEA address or contact information?**

- A. LEA contact information and address may be updated by using the Provider Enrollment Information Sheet contained in the Annual Report. If the LEA is updating its administrative or mailing address, it must check the “Update Address” box on the the Provider Enrollment Information Sheet when entering the new address.

To change billing and/or mailing address or request a new PIN, submit [DHCS Form 6209](#) (Medi-Cal Supplemental Changes Form) to the Provider Enrollment Division, complete the LEA contact information form, and forward it to the LEA email inbox. The LEA contact information form is located on the LEA Medi-Cal Billing Option Program Website.

**Q7. What is the processing time for the PPA?**

- A. If no corrections are needed, a properly completed and signed PPA will be forwarded to the Provider Enrollment Division (PED). Upon receipt, it may take PED up to 120 days to process the PPA and send the confirmation letter to the LEA.

**Q8. What is the goal of the Certification of State Matching Fund? What happens if your LEA estimates are too high or too low?**

- A. The goal of the Certification of State Matching Funds is for LEAs to estimate and report the budgeted amount to fund the activities covered under the LEA Program (e.g., salaries and benefits of employed practitioners and contracted practitioner costs). Since the LEA Program is financed jointly by the LEAs (50%) and the federal government (50% federal match), LEAs must budget enough funding to finance its 50% local share. If the LEA receives more in LEA Program reimbursement than reported on the Certification of State Matching Funds, an amendment should be submitted to DHCS, otherwise the LEA may be at risk of losing reimbursement in excess of the budgeted amount claimed.

**Q9. Who shall comprise the LEA collaborative group?**

A. The interagency collaborative shall consist of at least three individuals with varying interest in the reinvestment of funds for the LEA Program. The collaborative membership shall involve representatives from the schools, public agencies serving children and families, parent groups of pupils of qualifying schools, community representatives and private partners. The Department recommends that the collaborative be composed of one-third school and district representatives, one-third youth and family members, and one-third community agency representatives.

**Q10. How many times should the LEA collaborative meet?**

A. The local collaborative should meet at least two times per year. Meetings are required to promote full participation in the policy development and decision making of reinvesting LEA Program reimbursements. Please refer to Attachment 2 of the Annual Report.

**Q11. We have a separate form for the LEA collaborative meeting that each member has already signed. Can we just attach the form we already use?**

A. All LEA collaborative members must sign Attachment 2A of the Annual Report. No other forms used by the LEA, such as sign-in sheets or attendance reports, will be accepted.

**Q12. If an LEA changes vendors, is the LEA required to resubmit its PPA?**

A. No, an LEA is not required to resubmit a PPA when it changes vendors, but is required to update its Data Use Agreement (DUA). The DUA Custodianship Amendment (Attachment F Part I) is required to notify DHCS when the custodial entity (vendor) has changed, and must be submitted within 15 days of that change.