

# Instructions for the RTC Vendor Fee Worksheet Calculations

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The vendor fee calculation is done on an annual basis. The exception would be those claiming units who do not have all quarters deferred in a fiscal year. In the case where all four invoices are not deferred, the fees will be calculated for the deferred quarter/s only within that fiscal year. This process applies to invoices through 11/12-4. Beginning with the 12/13 invoices, the vendor fee calculation must accompany each invoice and will be calculated on a quarterly basis. Each claiming unit will use the attached form to report fees.

On the form, the amount claimed (not reimbursed) must be input for each quarter and is found on the MAA Invoice page 4, column C, row 63. If the invoice is revised or corrected, the figures from the recalculated invoice must be used. Invoices that will be revised for any reason or due to the Reasonableness Test Criteria, other than for vendor fees, must be recalculated first, and then this form can be completed.

The vendor fees incurred for the corresponding quarter comes from a claiming unit's accounting source (GL, invoices, etc.). It is imperative that the fees be matched to the quarter in which they were incurred, regardless of when they were paid by the claiming unit or when they were claimed for reimbursement on the MAA invoice. All supporting documentation for the vendor fees must be maintained in the district's audit file.

The Indirect Rate (ICR) must be added to the form for the applicable fiscal year.

Once the ICR, amount claimed on the MAA invoice and applicable vendor fees are input into the worksheet, it calculates the overall percentage of vendor fees. This will determine whether or not the claiming unit owes money back to DHCS.

If there is no overage or repayment due, the CBO or fiscal agent for the claiming unit must certify that the information is true and correct and the signed form will be submitted to the LEC/LGA for certification. A separate form must be submitted for each fiscal year.

If the claiming unit owes money back to DHCS, the claiming unit must submit a warrant payable to Department of Health Care Services to their LEC/LGA. The warrant and signed form must be submitted to your LEC/LGA.

If the amount owed back to DHCS exceeds the money owed to the claiming unit for the corresponding fiscal year, the claiming unit must submit a warrant for the full amount payable to Department of Health Care Services. The warrant and signed form must be submitted to your LEC/LGA.

The vendor fees on the invoice/s that will be corrected or revised due to the RTC or any other reason, need not be changed to reflect any vendor fee overpayment. This form will serve as the calculation for vendor fees.