



JENNIFER KENT
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: May 1, 2018

PPL No. 18-010

TO: All Local Governmental Agency (LGA) and
Local Educational Consortia (LEC) Coordinators for the
School-Based Medi-Cal Administrative Activities (SMAA) Program

SUBJECT: Submitting Quarterly SMAA Invoices to DHCS for Payment

The purpose of this Policy and Procedure Letter (PPL) is to provide guidance to the LECs/LGAs on revised procedures for submitting SMAA quarterly invoices to the Department of Health Care Services (DHCS) for payment. This procedure is being implemented to safeguard against the potential for missing invoices. Effective July 1, 2018, all LECs and LGAs submitting quarterly SMAA invoices to DHCS via the United States Postal Service, Fed-Ex, United Postal Service or any other direct mail service must include with the submission a detailed list of the invoices included in that submission. In addition, please email the list to the designated LEC/LGA SMAA analyst so that we may follow up with the DHCS mailroom if we do not receive the package in a reasonable amount of time. This list must include the complete Local Educational Agency (LEA) name (must match the invoice exactly), the fiscal year and quarter, and the invoice amount to be reimbursed. For example:

<u>LEA Name</u>	<u>FY/Qtr.</u>	<u>Invoice Amount</u>
ABC Unified School District	18-19-Q3	\$25,000

The list will be verified against the actual invoices received and an email confirmation will be sent back to the LEC/LGA as verification that the list matches with the invoices in the submission package.

If you have any questions or require further assistance regarding this PPL, please contact me at (916) 445-5215 or Tony.Teresi@dhcs.ca.gov

Sincerely,

ORIGINAL SIGNED BY

Tony Teresi, Chief
School-Based Medi-Cal Administrative Activities Program