

LEA Medi-Cal Billing Option Program - CRCS Submission Checklist

The Cost and Reimbursement Comparison Schedule (CRCS) report is due November 30 on an annual basis. Please ensure that your submission of the CRCS report meets all of the requirements that are stated below. Audits and Investigation's Audit and Review Analysis Section will respond to your submission by either accepting it or rejecting it. They will notify you by e-mail. LEAs are required to maintain the original hard copy CRCS with all worksheets and the Certification page signed in blue ink on site for DHCS A&I audit purposes, if necessary.

Check ✓	Certification page: <ul style="list-style-type: none"> • Complete, signed, dated
<i>Common Submission Errors</i>	
<ul style="list-style-type: none"> • LEA Identification not filled out • PDF copy not signed and dated 	
Check ✓	Electronic files: <ul style="list-style-type: none"> • Submit both Excel and PDF copies <ul style="list-style-type: none"> ○ Excel version of the completed CRCS form ○ Scanned version of the original signed CRCS form (i.e., PDF, JPEG, etc.) • Include all pages <ul style="list-style-type: none"> ○ Excel should include all tabs (Cert – B4) ○ PDF should include ALL pages (1a – 9b), including blank ones • Excel and PDF copies of the CRCS should reconcile. They should be exactly the same (other than the PDF copy should be signed/dated).
<i>Common Submission Errors</i>	
<ul style="list-style-type: none"> • Not submitting both PDF and Excel copies • Missing pages • Do not reconcile 	
Check ✓	Naming convention: <ul style="list-style-type: none"> • Naming conventions for the PDF, Excel, and Email subject line should be: FY1314.NPI.ProviderName.SubmissionDate.CRCS • Example: FY1314.123456789.ABCUnified.120515.CRCS