



CALIFORNIA DEPARTMENT OF  
**HEALTH CARE SERVICES**

Michelle Baass | Director

**DATE:** January 17, 2025

ALL PLAN LETTER 25-001

**TO:** ALL MEDI-CAL MANAGED CARE HEALTH PLANS

**SUBJECT:** 2024-2025 MEDI-CAL MANAGED CARE HEALTH PLAN  
MEDS/834 CUTOFF AND PROCESSING SCHEDULE

**PURPOSE:**

The purpose of this All Plan Letter (APL) is to provide Medi-Cal managed care health plans (MCPs) with the 2024-2025 Medi-Cal Eligibility Data System (MEDS)/834 cutoff and processing schedule.

**REQUIREMENTS:**

The enclosed MEDS/834 cutoff and processing schedule covers the period of December 2024 through January 2026. These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Enterprise Technology Services Division and are critical to ensuring timely processing of eligibility files and data. When applicable, it is important for DHCS to receive all enrollments and disenrollments on a daily basis. MCPs must adhere to the enclosed cutoff dates and timelines to allow adequate processing time and to ensure timely payments.

In addition to the MEDS/834 cutoff and processing schedule, enclosed is the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) Secure Data Exchange Services (SDES) file posting schedule for 2025.

If you have any questions regarding this APL or the enclosed schedules, please contact your Managed Care Operations Division contract manager. For questions regarding the HCO schedule, please contact HCO at 1-866-710-4522.

Sincerely,

Michelle Retke, Chief  
Managed Care Operations Division

Enclosures

## MANAGED CARE PLAN/MEDS/834 RESPONSIBILITIES

### January 2025

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All Medi-Cal Managed Care Plans (MCPs) are reminded of the importance of keeping the California Department of Health Care Services (DHCS), Managed Care Operations Division (MCPD) informed of any Plan changes as described below.

### **NOTIFICATION/REQUEST PROCESS**

MCPs are reminded of the extreme importance of notifying the Managed Care Operations Division (MCPD) Systems Support Unit (SSU) of any MCP/MEDS/834 changes prior to the 15<sup>th</sup> of any given month by sending an email to [ssuhelpdesk@dhcs.ca.gov](mailto:ssuhelpdesk@dhcs.ca.gov). This receipt deadline is necessary to meet DHCS Enterprise Technology Services (ETS) processing timelines and make the changes effective within 45-60 days. It is requested that MCPs send the original copy of their notification (which includes the original signature of person authorized to submit the change) to their assigned MCPD Contract Manager. Examples of MCP/MEDS/834 changes for which notification must be given are, but not limited to: MCP/MEDS/834 MIS Coordinator name change, address and phone number changes, or distribution changes, etc.

- Please include the following MCP information in the email notification:
  - Plan Name
  - Plan Code(s) (Specify all “Active” Plan Codes)
  - Plan Mailing Address
  - MEDS/834 MIS Contact  
(Name, Phone/Page/Fax Numbers, and E-mail Address)
  - MEDS/834 MIS Backup Contact  
(Name, Phone/Page/Fax Numbers, and E-mail Address)
  - The nature of the MCP/MEDS/834 change
  
- Medi-Cal 834 files are available via the 834 SFTP site. Please contact your Contract Manager should you have any questions.
  
- Month-End 834 files will be available by 5:00 p.m., two days after MEDS renewal. MCPs are asked to wait until 5:00 p.m. and then, if the HCP file is not available, please contact ETS @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

| <b>Process Month</b> | <b>Month of Eligibility</b> | <b>MCP file input due</b><br>(MCP to EITS by 2:30 PM) | <b>MEDS Renewal</b> | <b>834 file available</b><br>(SFTP site no later than 5:00 PM) |
|----------------------|-----------------------------|-------------------------------------------------------|---------------------|----------------------------------------------------------------|
| <b>Dec-2024</b>      | <b>Jan-2025</b>             | (Wed) Dec 18, 2024                                    | (Mon) Dec 23, 2024  | (Thu) Dec 26, 2024                                             |
| <b>Jan-2025</b>      | <b>Feb-2025</b>             | (Wed) Jan 22, 2025                                    | (Mon) Jan 27, 2025  | (Wed) Jan 29, 2025                                             |
| <b>Feb-2025</b>      | <b>Mar-2025</b>             | (Wed) Feb 19, 2025                                    | (Mon) Feb 24, 2025  | (Wed) Feb 26, 2025                                             |
| <b>Mar-2025</b>      | <b>Apr-2025</b>             | (Wed) Mar 19, 2025                                    | (Mon) Mar 24, 2025  | (Wed) Mar 26, 2025                                             |
| <b>Apr-2025</b>      | <b>May-2025</b>             | (Fri) Apr 18, 2025                                    | (Wed) Apr 23, 2025  | (Fri) Apr 25, 2025                                             |
| <b>May-2025</b>      | <b>Jun-2025</b>             | (Mon) May 19, 2025                                    | (Thu) May 22, 2025  | (Tue) May 27, 2025                                             |
| <b>Jun-2025</b>      | <b>Jul-2025</b>             | (Thu) Jun 19, 2025                                    | (Tue) Jun 24, 2025  | (Thu) Jun 26, 2025                                             |
| <b>Jul-2025</b>      | <b>Aug-2025</b>             | (Mon) Jul 21, 2025                                    | (Thu) Jul 24, 2025  | (Mon) Jul 28, 2025                                             |
| <b>Aug-2025</b>      | <b>Sep-2025</b>             | (Wed) Aug 20, 2025                                    | (Mon) Aug 25, 2025  | (Wed) Aug 27, 2025                                             |
| <b>Sep-2025</b>      | <b>Oct-2025</b>             | (Thu) Sep 18, 2025                                    | (Tue) Sep 23, 2025  | (Thu) Sep 25, 2025                                             |
| <b>Oct-2025</b>      | <b>Nov-2025</b>             | (Wed) Oct 22, 2025                                    | (Mon) Oct 27, 2025  | (Wed) Oct 29, 2025                                             |
| <b>Nov-2025</b>      | <b>Dec-2025</b>             | (Wed) Nov 19, 2025                                    | (Mon) Nov 24, 2025  | (Wed) Nov 26, 2025                                             |
| <b>Dec-2025</b>      | <b>Jan-2026</b>             | (Thu) Dec 18, 2025                                    | (Tue) Dec 23, 2025  | (Fri) Dec 26, 2025                                             |
| <b>Jan-2026</b>      | <b>Feb-2026</b>             | (Wed) Jan 21, 2026                                    | (Mon) Jan 26, 2026  | (Wed) Jan 28, 2026                                             |

**State Holidays**

- January 1, 2025 New Year's Day
- January 20, 2025 Dr. Martin Luther King Day
- February 17, 2025 President's Day
- March 31, 2025 César Chávez Day
- May 26, 2025 Memorial Day
- July 4, 2025 Independence Day
- September 1, 2025 Labor Day
- November 11, 2025 Veteran's Day
- November 27, 2025 Thanksgiving Day
- November 28, 2025 Day After Thanksgiving
- December 25, 2025 Christmas Day
- January 1, 2026 New Year's Day
- January 19, 2026 Dr. Martin Luther King Day

**Legend:**

- MEDS - Medi-Cal Eligibility Data System
- MCP - Medi-Cal Managed Care Health Plan
- SPD - Seniors and Persons with Disabilities
- SFTP - Secure File Transfer Protocol

# MAXIMUS 2025 CALENDAR

**JANUARY • 1** 21  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

JULIAN DATES 1-31

**FEBRUARY • 2** 19  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |    |

JULIAN DATES 32-59

**MARCH • 3** 20  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

JULIAN DATES 60-90

**APRIL • 4** 22  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

JULIAN DATES 91-120

**MAY • 5** 21  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

JULIAN DATES 121-151

**JUNE • 6** 21  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

JULIAN DATES 152-181

**JULY • 7** 22  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

JULIAN DATES 182-212

**AUGUST • 8** 21  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

JULIAN DATES 213-243

**SEPTEMBER • 9** 21  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

JULIAN DATES 244-273

**OCTOBER • 10** 23  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

JULIAN DATES 274-304

**NOVEMBER • 11** 17  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

JULIAN DATES 305-334

**DECEMBER • 12** 22  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

JULIAN DATES 335-365

## CUT-OFF DATES '25

| MONTH     | CUT-OFF  | MOE      |
|-----------|----------|----------|
| JANUARY   | 01.27.25 | 02.01.25 |
| FEBRUARY  | 02.24.25 | 03.01.25 |
| MARCH     | 03.24.25 | 04.01.25 |
| APRIL     | 04.23.25 | 05.01.25 |
| MAY       | 05.22.25 | 06.01.25 |
| JUNE      | 06.24.25 | 07.01.25 |
| JULY      | 07.24.25 | 08.01.25 |
| AUGUST    | 08.25.25 | 09.01.25 |
| SEPTEMBER | 09.23.25 | 10.01.25 |
| OCTOBER   | 10.27.25 | 11.01.25 |
| NOVEMBER  | 11.24.25 | 12.01.25 |
| DECEMBER  | 12.23.25 | 01.01.26 |

## MAXIMUS HOLIDAYS '25

|                            |             |
|----------------------------|-------------|
| NEW YEAR'S DAY             | 01.01.25    |
| MARTIN LUTHER KING JR. DAY | 01.20.25    |
| PRESIDENT'S DAY            | 02.17.25    |
| CESAR CHAVEZ DAY           | 03.31.25    |
| MEMORIAL DAY               | 05.26.25    |
| INDEPENDENCE DAY           | 07.04.25    |
| LABOR DAY                  | 09.01.25    |
| VETERAN'S DAY              | 11.11.25    |
| THANKSGIVING               | 11.27-28.25 |
| CHRISTMAS DAY              | 12.25.25    |

## SCHEDULES '25

- MONTHLY RECON
- SYSTEMS MONTHLY SECURITY PATCH
- BI-WEEKLY INTERNAL SECURITY SCAN
- WPF/HIF/MER FOR POSTING THE NEXT BUSINESS DAY
- ◆ PRESENTATION SCHEDULE

**JANUARY • 2026** 20  
BUSINESS DAYS

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

JULIAN DATES 1-31

| MONTH   | CUT-OFF  | MOE      |
|---------|----------|----------|
| JANUARY | 01.26.26 | 02.01.26 |