

DATE: July 31, 2025 **PPL 24-004R**

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

SUBJECT: SMAA invoice template and deactivated Standardized Account Code Structure (SACS) resource code 5640.

PURPOSE: The purpose of this Policy and Procedure Letter (PPL) is to notify LEC Coordinators that the current SMAA invoice template is valid until otherwise specified by the Department of Health Care Services (DHCS), with the exception of deactivated SACS resource code 5640.

REFERENCE: [SMAA Manual Section 10](#)

BACKGROUND:

On a quarterly basis, LECs submit an SMAA invoice for all eligible LEAs within their respective regions to receive Federal Financial Participation for time spent on Medicaid activities. The current SMAA invoice, titled “RMTS Master Invoice 20-21 Q2+”, contains SACS resource codes to identify the appropriate areas for reimbursement. Additionally, [page 10 in Section 10](#) of the SMAA Manual requires all claiming units to use and rely on its financial information system and the uniformity of the State’s SACS or Budget and Accounting Manual (BAM). Further, [PPL 24-002](#), Using the Charter School Unaudited Actuals Financial Report – Alternative Form, allows charter schools to use the referenced form to show equivalencies with SACS resource codes.

POLICY:

LECs and LEAs may continue to use the current SMAA invoice template until otherwise specified by DHCS. However, LECs and LEAs may no longer claim the deactivated SACS resource code 5640, referenced in the excluded SACS Resource range of 3000-5999 in Section 10 of the SMAA Manual.

For questions regarding this PPL, please e-mail the SMAA mailbox at SMAA@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY CHARLES ANDERS

Charles Anders, Acting Chief
Local Governmental Financing Division
Department of Health Care Services