

A process for identifying and assessing the health care needs of Medicaid beneficiaries served by the school district, and planning, coordinating, and monitoring the delivery of preventive and treatment services to meet their needs will be established.

The purpose of administrative claiming activities of State Aid for Medical Assistance (Medicaid) funds is to provide efficient operation of the State Medicaid Plan. These activities aid the potentially eligible Medicaid beneficiary to:

- gain eligibility to Medicaid
- gain access to screening services
- receive follow up referrals made to additional medical providers
- establish a medical home
- develop/coordinate/follow through on a treatment plan for Medicaid beneficiaries
- assist caretakers to be able to meet the Medicaid clients' need to achieve a more optimal health condition

Administrative claiming forms will be completed by school nurses under the direction of the treasurer of the board. The school district will certify the non-federal match for Title XIX funds claimed for Medicaid administration in compliance with applicable federal laws and regulations. Matching funds will be derived from public unrestricted monies.

The school district will return to the agreed upon lead agency any federal funds which are deferred and/or ultimately disallowed on claims from Medicaid Administration submitted to HCFA by DHS on behalf of the school district. The school district shall be liable for the full amount of any claim disallowed and related penalties incurred in the event of a federal audit. In accordance with applicable federal laws and regulations, records supporting Title XIX federal claims will be retained in the school building office for five years from the final claim date.

The school district will follow federal and state guidelines when requesting reimbursement for activities. As requested, the school district will retain 10% of the reimbursement received in a reserve fund for a period of at least five (5) years from the time of receipt.

Funds generated by Medicaid reimbursable activities performed on behalf of Medicaid beneficiaries by school nurses will be utilized for the "enhancement of health-related services for children" thru the purchase of health-related equipment, health-related supplies or to enhance current health services.

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