

To all Business Managers and SPED Personnel:

Thank you for your work getting Medicaid forms signed and IEPs sent to me. As I file Medicaid claims for 14 school districts, I want to reiterate some of the rules set by Medicaid and describe my process for filing claims so that we have another successful year.

I have attached two (2) forms for your district to distribute to families. I do not need new Medicaid Consent forms filled out annually. The only new Medicaid Consent forms that need to be signed are for children new to the district, that have recently begun receiving services, or that were missed previously. The Notification to Access Public Benefits form (notification form) needs to be sent to families that have signed consent forms yearly. This notification form does not need to be signed by a parent. You will need to provide a copy of the original Notification to each family that has signed a consent form for their child. You should have had a Notification filled out for each child that a Consent form was signed for previously, and those forms should be in each child's file at your district. Please send the parent/guardian a copy of the Notification from the student's file and write the new date that the Notification was sent out on the bottom of the original form next to the date you sent it the year prior. I do not need copies of the notification forms.

Original Medicaid Consent forms and Notification forms should be kept in your district in the students' files for 6 years after the last claim was paid. Remittances are sent to your business office.

For new Medicaid Consent forms being signed this year: All new Medicaid consent forms for students currently eligible and receiving services should be signed and sent to me as soon as possible. I suggest that you include the consent forms in beginning-of-the-year packets for parents or present the consent form to parents at the IEP meeting. The sooner I get the consent forms, the sooner I can get doctor's permissions signed and begin billing Medicaid for services to obtain funding your school for those services. I only need consent forms for students that are Medicaid eligible and for whom consent is given. Please keep the originals at your office and send only copies to me. The consent forms can be sent to me via email or fax. As has been the practice previously, please make sure that the consent form is filled out in its entirety - I need **all** of the child's information as well as the doctor's name. Each consent form must also be signed by a parent and dated.

I am able to bill for OT, PT, and Speech services as indicated on the IEP or 504. I can bill for all evaluations and Psych services as long as I have a signed Medicaid consent form for that student prior to any eval. I can bill for nursing services if nursing services listed on the student's IEP, 504 plan, or nursing care plan, and receives nursing services from a licensed nurse. We cannot bill for nursing services that are not outlined on a plan (for example, acute nursing needs rather than a chronic condition). If you have a student that is receiving contracted billable services either in school or in a day program outside of school, I can bill for those services as well as long as you have secured a special rate for that organization and I receive the detailed invoices for those services each month.

Medicaid allows only 6 months for billing. It is imperative that I receive Medicaid consent forms, IEP information, and logs in a timely manner so that I am able to bill for

all services a student receives. I have sent new logs and information to all providers. If your district has any new providers please let me know so I can get them the documents they need.

If you have any questions about the billing process, logs, or getting the forms signed, please let me know.

I know that it can be difficult to get forms filled out. Your cooperation ensures that your school receives the monies it is due from Medicaid. Please contact me with any and all questions or concerns you have regarding Medicaid rules, my process with billing, or the forms.

Sincerely,
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