**1/18/11**

**Special Education Secretary**

**Medicaid Instructions**

Grant County Schools can bill Medicaid for any special education student that receives: Occupational Therapy (OT), Physical Therapy (PT), Speech Therapy, and/or Special Transportation.

If a special education student receives any or all of the above mentioned services, as Special Education Secretary, you will need to make sure each year a new form is completed by the guardian stating that the child does or does not have a medical card and whether or not they receive Medicaid/KCHIP. This will need to be taken care of at the annual review (ARC) meeting.

Conference Summary: Please be sure the following section of the Conference Summary is marked and addressed:

**IV. MEDICAID (OPTIONAL):**

Annual written notice was provided to the parent in order to submit claims for Medicaid Reimbursement.

In addition to covered services on the student’s IEP and/or covered evaluations outlined through evaluation planning, collateral services will be provided by qualified providers as needed.

Conference Summary Minutes: Please be detailed and thorough regarding Medicaid in the minutes. Please make notations such as:

1. Medicaid was addressed paperwork was sent home for parent to complete.

2. Medicaid was addressed parent advised the student receives Medicaid, gave consent, completed and signed the annual notice.

3. Medicaid was addressed parent advised student doesn’t receive Medicaid, parent completed the annual notice.

4. Medicaid was addressed and parent advised of any changes with student’s Medicaid status.

5. The annual notice was completed or the annual notice was completed and signed.

Page 1 of 2

In regards to ARC meetings in which the guardian does not attend or attends by phone, please keep a log and be sure to follow-up to see if the Medicaid Notice is returned. Once the Medicaid Notice is returned, file the original copy in the folder and forward a copy to Velma Bowen @ the district office. If the guardian doesn’t return the notice, please notify Velma Bowen @ the district office via e-mail. She will then handle the issue and make sure any needed follow-up or contact is made to obtain the new annual notice from the guardian. Once Velma obtains the completed annual notice from the guardian, she will send you a copy to be filed.

If the guardian attends the ARC meeting you should have a newly completed Medicaid annual notice, please file the original and forward a copy to Velma Bowen @ the district office.

Page 2 of 2