

From: English, Nanci <Nanci.English@fldoe.org>
Sent: Tuesday, April 2, 2024 4:36 PM
Subject: Medicaid In Schools Guidance

Dear Medicaid Contacts,

Tip of the week:

Records Request Letter

When a district receives a [Medicaid Certified School Match](#) (MCSM) Records Request Letter from the state Medicaid agency the district **must** provide the records by the date identified in the request. If an extension is needed due to school closures, routing delays, or other extenuating circumstances, the request **must** be submitted to the identified state Medicaid agency representative in a timely manner.

When IEP and/or non-IEP medical/health records are requested, the district **must** follow the Family Educational Rights and Privacy Act (FERPA) guidelines. Please click [here](#) to access the Joint Guidance on the Application of the FERPA And the Health Insurance Portability and Accountability Act of 1996 (HIPAA) To Student Health Records.

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of students' "education records". Pursuant to FERPA, the school district **may** release the student's IEP and/or POC to the state Medicaid agency that **covers the date of service** identified in the MCSM Records Request Letter. The request for additional IEPs and/or POCs **must** be identified through an additional Records Request Letter identifying a separate covered service.

Certification of Completeness of Records

The Medicaid district contact is **NOT** the official custodian of records. The school district **is** the official custodian of records. The school district **is** the enrolled Medicaid provider. Follow appropriate district procedures for routing and signature.

School Closure Attestation

Click [here](#) to access FDOE Archived Guidance and Information related to 2020 school closures. Please share as appropriate.

Parental Consent

Click [here](#) to access parental consent and annual notification guidelines found in the Medicaid Implementation and Program Readiness section of the Medicaid in Schools website.

If you have any questions, please let me know.

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Please note that Florida has a very broad public records law. Most written communications to or from state officials are public records available to the public and media upon request.