

**From:** English, Nanci <[Nanci.English@fldoe.org](mailto:Nanci.English@fldoe.org)>  
**Sent:** Tuesday, April 23, 2024 3:38 PM  
**Subject:** Medicaid In Schools Guidance

Dear Medicaid Contacts,

Tip of the week - April 22, 2024:

### School District Administrative Claiming (SDAC) - Who Should be Included in the Sample Pool

Pursuant to the [SDAC guide](#), as a general rule, school district staff spending time on any of the Medicaid reimbursable SDAC activities described in Chapter 2 **may** be included in the SDAC sample pool. This includes direct employees of the school district, contract employees, part time employees, temporary employees and any other category of individuals receiving pay from the school district. (page 3-1)

Direct replacement staff **must** be of the same title, FIRM code and job duties of those they replace. They **must** have the same position/budget number and **may** be included in the sample and reimbursement. Position numbers that have been re-classified to another chapter 3 category **may** also be included. (page 3-1)

The sample pool **may** include those eligible to bill under the Medicaid School Certified Match Program. (page 3-1)

Staff in these job categories **cannot** automatically be included in sample pools. A district **must** also determine whether they, in fact, render SDAC reimbursable activities. Both factors **should** be met in order to avoid audit exceptions. (page 3-2)

Clerical staff (aides, other than school health aides, secretaries and clerks), supervisory staff and administrators who provide direct support or supervision exclusively to sample pool participants usually do not participate in time studies. If a school district determines that staff in these positions actually perform SDAC reimbursable activities, the district **may** request approval from the Medicaid area office school services representative to have them included in the sample pool. (page 3-4)

Clerical and supervisory staff included in the reimbursement claim **must** also be certified. Clerical aides such as secretaries, non-professional administrative aides and non-accounting type clerks do not need certification. (page 3-4)

The [job certification form](#) **must** be completed by the school district for each specific job title/job code different from the categories specified in Chapter 3 for personnel included in the sample pool. (page 3-6)

This form **must** be sent to the Medicaid area office for submission to Headquarters staff for review and approval. Headquarters staff will return the completed form to the Medicaid area office who will then return the original, signed copy of the form to the school district. This signed form **must** be retained by the school district and produced if requested by state or federal officials. The Medicaid area office will also retain a copy of the form. It is not necessary for a school district to send another form to the Medicaid area office if new staff are hired under a previously approved job title/job code. A record of

staff changes ***should*** be maintained with the original approved job title/job code form in school district files. (page 3-6)

It should be noted that if either support or supervisory staff support or supervise other than people in the claim, their costs ***must*** be pro-rated before claiming. (page 3-6)

**Please note:**

Staff 100 percent funded by other federal grants ***cannot*** be included in the sample pool.

The state Medicaid agency has provided a "[pre-approved](#)" list of job codes/titles that do not require certification but ***must*** have a likelihood of performing an outreach activity to be included in the sample pool. Each participant included in your district's sample pool ***should*** have an [outreach activity](#) checklist completed.

If a position is vacant, the position ***may*** be included in the sample pool. If a sample participant is no longer in their position, they ***may*** be replaced with someone with the same title, FIRN code and job duties of those they replace as long as they are in the same position/budget number. If a sample participant is no longer in their position, activity code 13 ***should*** be selected.

If a vacated position is ***not*** filled before the end of the time study period, then ***only*** those proportional costs incurred during the portion of the study period they were employed would be allowable in the cost pool.

If a sampled position is ***not*** included in the sample pool, then ***no*** costs would be allowable for that position.

For a district to include costs incurred for staff who provide direct support or supervision to sample staff but are not included in the sample pool, the district ***must*** have a [job code certification](#) form for the non-sampled staff approved.

For job code certifications, the district ***must*** submit the job code certification form, district specific job description, and outreach activity checklist to the Medicaid area office staff. The email address is [SDAC@ahca.myflorida.com](mailto:SDAC@ahca.myflorida.com).

If you have any questions, please let me know. Share with consultants and staff as appropriate. Have a great week!

Nanci English, MPA, Medicaid in Schools Project Consultant  
[Medicaid in Schools Program](#)  
Bureau of Exceptional Education and Student Services  
Florida Department of Education  
325 West Gaines Street, Room 644  
Tallahassee, Florida 32399-0400  
Telephone Number 850-245-5075



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