



# Maintenance of Effort, Medicaid & Year-End Closeout – Special Education

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*Idaho State Department of Education*

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION

# Agenda



- LEA Maintenance of Effort Overview
- Standards for determination
- MOE Test
- Maintenance of Effort Exceptions
- MOE in the IDEA Part B Application
- Accounting for Medicaid in MOE
- MOE Year-End Projections & Balancing
- Medicaid Year-End Balancing
- Medicaid Reconciliation





# Local Educational Agency (LEA) Maintenance of Effort Overview



## 34 CFR §300.203 LEAs Maintenance of Effort

- IDEA Part B Funds must not be used to reduce the state and local level of expenditures for the education of children with disabilities.
- The amount of local, or State and Local Funds expended for the education of children with disabilities, is the amount of funds that establishes the level of expenditures to be maintained from year-to-year and establishes the MOE level.



# Maintenance of Effort = General Fund or State & Local SPED Expenses



Maintenance of Effort (MOE) refers to the amount of state & local (general fund) expenditures an LEA contributes or spends on special education programs.

Idaho identifies 3 iFARMS function program codes designated for MOE:

1. 100-521 Instructional school aged expenses
2. 100-522 Instructional preschool (3-5 yr old) expenses
3. 100-616 Noninstructional support services

# IDEA Regulations Funding Goals



- The US Federal government supports state and local governments by providing IDEA federal grants.
- The US Federal government needs to ensure that state and local governments support the education of students with disabilities in that State by **maintaining or increasing the level of expenditures from year to year.**



# Standards for MOE Determination



# Standards for Determining Maintenance of Effort



## Title 34 CFR §300.203 (a)

- The federal code establishes the eligibility standard based on the LEA's prior year expenditures.
- The federal code outlines in detail the 4 basic standards used by the Idaho State Department of Education Special Education to determine whether the LEA passed or failed the maintenance of effort test.



# Standards for Determining Maintenance of Effort cont'd



## The 4 basic criteria for compliance and eligibility:

- Combination of State and Local Funds – total amount
- Combination of State and Local Funds – per capita basis (Child count)
- Local Funds Only – total amount
- Local Funds Only – per capita basis (Child count)

From year to year, the LEA needs to spend at least the same amount as in prior fiscal years.



# Maintenance of Effort Test



# Maintenance of Effort Test



The Special Education Department at the SDE performs the MOE test by comparing expenditures from the most recent year for which information is available to expenditures in the last fiscal year the LEA met the MOE test.

The test has two components:

1. Compliance test
2. Eligibility test



# Compliance and Eligibility Test



- The MOE **compliance** test compares the LEA's special education actual **expenditures** from the most recent fiscal year to prior year expenditures.
- The MOE **eligibility** test compares the LEA's special education **budgets** to prior year expenditures.





# Maintenance of Effort Exception



## **Title 34 CFR §300.204 Exception to Maintenance of Effort**

A LEA may reduce the level of its expenditures (local, or State and local; in total or per capita) below the level of those expenditures for the preceding fiscal year under certain circumstances.



# MOE Exception cont'd



- Voluntary departure by retirement or departure for just cause of special education or related services personnel;
- Decrease in the enrollment of children with disabilities;
- Termination of costly expenditures for long-term purchases, such as the purchase of an IEP software program;
- Termination of an exceptionally costly obligation to a particular child with a disability because the child:
  - Has left the jurisdiction of the administrative unit;
  - Has reached the age at which the obligation to provide FAPE to the child is terminated; or
  - No longer needs the program of special education.

# Exceptions in the IDEA Part B Application



- Inside the Maintenance of Effort Worksheet and Assurance Form, you will enter in the category of your proposed exception.
- Attach documentation for your calculation to match the requested amount of the exception.

## State and Local Maintenance of Effort Worksheet and Assurance Form - 2021-2022

MOE Threshold Calculation	Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet	Admin Review
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### Allowances for Exceptions to Maintenance of Effort Actual Expenditures

The district's Maintenance of Effort Assurance form indicates that the actual expenditures for Special Education services in school year 2020-2021 are less than those expenditures in the previous year. IDEA Part B includes certain exceptions to the Maintenance of Effort requirement (34 CFR §300.204) that allow for reductions in expenditures by the LEA.

Indicate below if your district's reduction in expenditures is attributable to any of the following. Enter the amount of the reduction in the appropriate field.

The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel: <i>Note: for termination of staff you must upload documentation including staff member and replacement staff member documentation.</i>	\$0
Current Files <b>Loss of student related services.pdf</b>	
The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child—	
Has left the jurisdiction of the LEA:	\$3,657
Has reached the age at which the obligation to provide FAPE to the child has terminated:	\$0
No longer needs the program of special education:	\$3,747
The termination of costly expenditures for long-term purchase, such as the acquisition of equipment or the construction of school facilities:	\$0
Total:	\$7,404



# MOE Exception Example 1



## 34 CFR §300.204

Voluntary departure by retirement or departure for just cause of special education or related services personnel;

- In FY 2021-22, the LEA's MOE Expenditures \$500,000
- In FY 2022-23, the LEA lost a teacher (retired, **did not fill position in 2022-23**) with a salary of \$60,000/year
- In FY 2022-23, the LEA has \$60,000 eligible *expenditure exception*
- If the LEA elects to take the exception, the MOE threshold will be reset at \$440,000 (\$500,000-\$60,000)

# MOE Example 1

## Voluntary departure by retirement or departure for just cause of special education or related services personnel;



### State and Local Maintenance of Effort Worksheet and Assurance Form - 2020-2021

MOE Threshold Calculation	Section I Annual Report	Section II Expenditures	Section III Budget	<b>Expenditure Exception Worksheet</b>	Budget Exception Worksheet	Admin Review
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### Allowances for Exceptions to Maintenance of Effort Actual Expenditures

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Indicate below if your district's reduction in expenditures is attributable to any of the following. Enter the amount of the reduction in the appropriate field.

The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel:

*Note: for termination of staff you must upload documentation including staff member and replacement staff member documentation.*

Current Files

- [contracts\\_idea\\_2020.pdf](#)
- [2019-2020 Exception Explanation.xlsx](#)



The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child—

Has left the jurisdiction of the LEA:	\$14,192
Has reached the age at which the obligation to provide FAPE to the child has terminated:	\$0
No longer needs the program of special education:	\$0
The termination of costly expenditures for long-term purchase, such as the acquisition of equipment or the construction of school facilities:	\$0
<b>Total:</b>	<b>\$30,029</b>



And start tracking now as part of your spending analysis. Forecast your MOE expenditures to meet MOE, then spend IDEA appropriately.



# MOE Exception Example 2

## 34 CFR §300.204

- In FY 2021-22, the LEA's MOE Expenditures \$500,000
- In FY 2021-22, child count was 100. Per student MOE was \$5,000
- In FY 2022-23, child count decreased by 10 and is now 90
- The LEA has \$50,000 ( $\$5,000 * 10$ ) eligible exception
- If the LEA elects to take the exception, the MOE threshold will be reset at \$450,000 ( $\$500,000 - \$50,000$ )



## Title 34 CFR §300.205 Adjustment to Local Fiscal Efforts

With certain exceptions, for any fiscal year in which an LEA's Part B allocation exceeds the amount the LEA received for the previous year, the LEA may reduce its State and Local support of special education by up to 50 percent of the amount of the increase in its Part B allocation.

# MOE Adjustment to Local Efforts/ Reduction Example



## 34 CFR §300.205

- The LEA's Part B allocation for 2022-23 was \$34,811
- The LEA's Part B allocation for 2023-24 was \$42,478
- Allocation increase is \$7,667 and 50% is \$3,834
- The LEA may reduce its state and local expenditures for 2023-24 by \$3,834

### State and Local Maintenance of Effort Worksheet and Assurance Form - 2021-2022

MOE Threshold Calculation	Section I Annual Report	<b>Section III Budget</b>	Budget Exception Worksheet	Admin Review
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Save

#### Budget Amounts for FY ending 6/30/2022

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2022.

IFARMS 100-521: Special Education Program	\$139,981
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-816: Special Education Support Services Program	\$0
<b>Combined Total</b>	<b>\$139,981</b>

List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above

School Based Medicaid State Match	\$5,000
Professional Development	\$3,000
Transportation Costs	\$0
Other (Describe below)	\$0
<b>Adjusted Total</b>	<b>\$147,981</b>

Estimated Child Count - November 2021	19
<b>Average Per Pupil budgeted amount FY 2022</b>	<b>\$7,788</b>
Exception Amount (from Budget Exception worksheet)	\$20,576
<b>Adjustment to Local Fiscal Efforts</b>	
2021-2022 Allocation: \$42,478	
2020-2021 Allocation: \$34,811	
Allocation Increase: \$7,667	
Allocation Increase * 50%: \$3,834	
Less CEIS Budget Amount: \$0	\$0
<b>Max Adjustment (Reduction) to Local Fiscal Efforts: \$3,834</b>	

# MOE Adjustment to Local Efforts/ Reduction Example continued



## Additional Requirements:

- LEA must “meet requirements” in Results Driven Accountability (RDA) Determinations under IDEA section 613(a)(2)(C). An SEA must prohibit an LEA from taking the MOE reduction if the LEA’s determination is Needs Assistance, Needs Intervention, or Needs Substantial Support.
- The amount taken as an adjustment to local efforts must be expended for activities and programs allowable under the Elementary and Secondary Education Act (ESEA).
- The LEA must be able to track the use of the adjustment to local efforts, and produce an expenditure report to the SDE.



# MOE in the IDEA Part B Application



# IDEA Preliminary and Final Application



**The IDEA Part B Application has been broken up into two submissions:**

- **Preliminary application:**

- Open on May 1 with a submission due date of June 15.
- LEA will report **MOE budgets** used for the **eligibility test**.
- Eligibility test compares MOE budget in Section III to the expenditures in MOE history.

- **Final application:**

- Open after the preliminary approval with a submission due date of November 15.
- LEA will report **MOE actual expenditures** used for the **compliance test**
- MOE compliance test compares actual expenditures in Section II to prior year expenditures
- LEAs might have to update their budgets in Section III accordingly if the actual expenditures in Section II are higher than the budget reported in Section III during the preliminary application.



# Preliminary Application - Budget



## Preliminary application

State and Local Maintenance of Effort Worksheet and Assurance Form - 2021-2022

MOE Threshold Calculation | Section I Annual Report | **Section III Budget** | **Budget Exception Worksheet** | Admin Review

**Notice no Expenditure Section**

Save

### Budget Amounts for FY ending 6/30/2022

*Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2022.*

IFARMS 100-521: Special Education Program	\$139,981
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
<b>Combined Total</b>	<b>\$139,981</b>
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above	
School Based Medicaid State Match	\$5,000
Professional Development	\$3,000
Transportation Costs	\$0
Other (Describe below)	\$0
<b>Adjusted Total</b>	<b>\$147,981</b>
Estimated Child Count - November 2021	19
<b>Average Per Pupil budgeted amount FY 2022</b>	<b>\$7,788</b>
Exception Amount (from Budget Exception worksheet)	\$20,576

# Final Application – Prior Year Expenditures & Final Budget



## Final application

State and Local Maintenance of Effort Worksheet and Assurance Form - 2021-2022

MOE Threshold Calculation	Section I Annual Report	<b>Section II Expenditures</b>	Section III Budget	<b>Expenditure Exception Worksheet</b>	Budget Exception Worksheet	Admin Review
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### General Fund Expenditures for FY ended 6/30/2021

**Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2021. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2021**

IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$44,598
<b>Combined Total</b>	<b>\$44,598</b>

List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above

School Based Medicaid State Match	\$14,365
Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
<b>Adjusted Total</b>	<b>\$58,963</b>
Child Count 11/1/ 2020	21
<b>Average Per Pupil Expenditure FY 2021</b>	<b>\$2,807</b>

# IDEA Application Threshold Table and MOE



Maintenance of Effort history table incorporated in FY 2019-2020

## State and Local Maintenance of Effort Worksheet and Assurance Form - 2021-2022

MOE Threshold Calculation	Section I <i>Annual Report</i>	Section II <i>Expenditures</i>	Section III <i>Budget</i>	Expenditure Exception Worksheet	Budget Exception Worksheet	Admin Review	
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School Year	Fiscal Year for Section I	Combined Total	Other Expenditures	Medicaid Reimbursements	Post Annual Report Adjustments	Adjusted Total	Exceptions	Child Count	Per Pupil Amount
2013-2014	2012	\$57,461	\$0	\$0	\$0	\$57,461	\$0	16	\$3,591
2014-2015	2013	\$58,761	\$0	\$0	\$0	\$58,761	\$0	10	\$5,876
2015-2016	2014	\$66,140	\$0	\$0	\$0	\$66,140	\$0	10	\$6,614
2016-2017	2015	\$71,721	\$0	\$0	\$0	\$71,721	\$0	14	\$5,123
2017-2018	2016	\$71,721	\$0	\$0	\$0	\$71,721	\$0	29	\$2,473
2018-2019	2017	\$141,457	\$0	\$0	\$0	\$141,457	\$0	25	\$5,658
2019-2020	2018	\$141,471	\$0	\$0	\$0	\$141,471	\$0	29	\$4,878
2020-2021	2019	\$141,490	\$0	\$0	\$0	\$141,490	\$0	43	\$3,290
2021-2022	2020	\$141,512	\$0	\$0	\$0	\$141,512	\$0	39	\$3,629

Adjusted Total Threshold = \$141,512

Per Pupil Amount Threshold = \$6,614

# Common Issues related to MOE



1. The belief that the amount reported for MOE needs to be the same amount as last year.
2. Keeping excess maintenance of effort expenditures in other function codes and not reporting that amount for special education.
3. The misconception that Medicaid State Match does not have anything to do with IDEA.



**Just remember that Maintenance of effort (for Special Education requirements) means special education expenditures not including federal funds.**



# Accounting for Medicaid in Maintenance of Effort



# Medicaid Funds = Federal Funds



## Two pieces of Federal legislation address how Medicaid reimbursements should be viewed as Federal Funds:

- 34 CFR §300.154(g)(2). *Reimbursements* from federal funds, e.g. Medicaid, will not be considered “State/local” for purposes of maintenance of effort.
- 2 CFR §200.502. Medicaid *expenditures* for providing patient care services to Medicaid eligible individuals are not considered federal awards expended unless a State requires the funds to be treated as federal awards expended because reimbursement is on a cost reimbursement basis.

The Idaho Medicaid State Plan reimburses LEAs’ Federal Medicaid dollars on a cost reimbursement basis; therefore, reimbursed Medicaid School-Based Services expenditures are *treated as a Federal award expended* in accordance with the uniform grant guidance.



## Medicaid State Match OSEP MEMO 15-10

LEAs must include state and local funds spent for the education of children with disabilities regardless of whether it uses those same funds to comply with other matching requirements i.e. Medicaid state match.

- Medicaid claimable expense was \$100,000
- Reimbursed portion was 71% or \$71,000
- State **match expense** was 29% or \$29,000
- Any portion of state match used for the education of children with disabilities **must be included in the maintenance of effort report**



## Title 34 CFR §300.154 Reimbursements from Federal Funds

- *Reimbursements* from Federal Funds, including Medicaid, will not be considered “State and Local” funds and cannot be used for the purposes of maintenance of effort provisions.
- SDE requires that you keep your Medicaid expenses and reimbursements separate
  - Do not commingle with other general fund expenses
  - School-based Medicaid Services is fund number **260**.



# Accounting for MOE in the IDEA Part B Application



- The IDEA Part B Application has several worksheet tabs for MOE.
- Inside the application, you must report the School Based Medicaid State Match expense in section II
- You must also budget that expense in section III

## State and Local Maintenance of Effort Worksheet and Assurance Form - 2021-2022

MOE Threshold Calculation	Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet	Admin Review
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### General Fund Expenditures for FY ended 6/30/2021

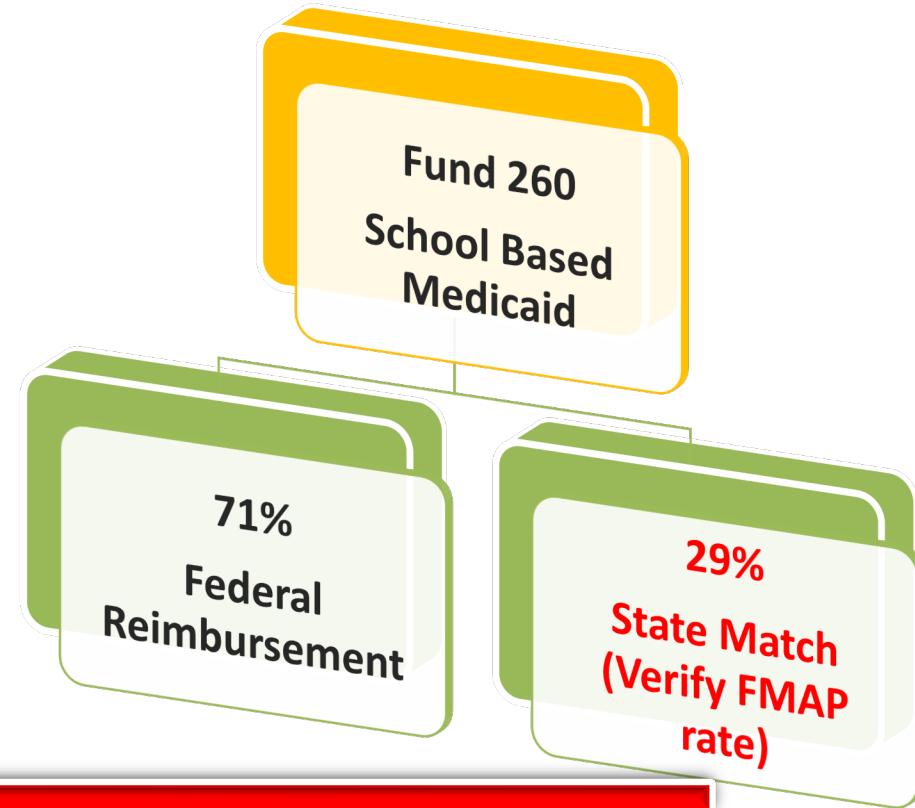
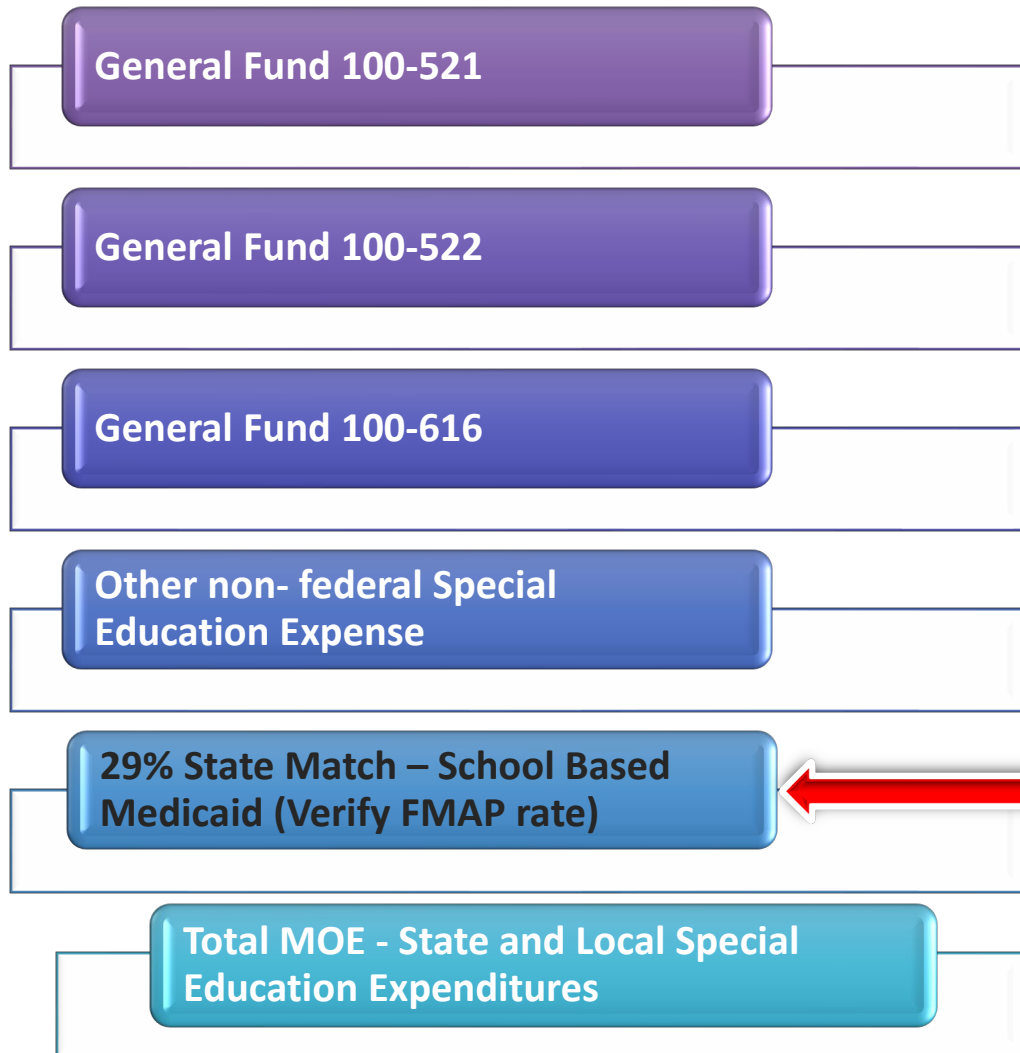
Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2021. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2021

IFARMS 100-521: Special Education Program	\$122,847
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
<b>Combined Total</b>	<b>\$122,847</b>

List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above

School Based Medicaid State Match	\$0
Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
<b>Adjusted Total</b>	<b>\$122,847</b>
Child Count 11/1/ 2020	42
<b>Average Per Pupil Expenditure FY 2021</b>	<b>\$2,924</b>
Exception Amount (from Expenditure Exception worksheet)	\$7,404

# Accounting for IDEA Part B MOE cont'd

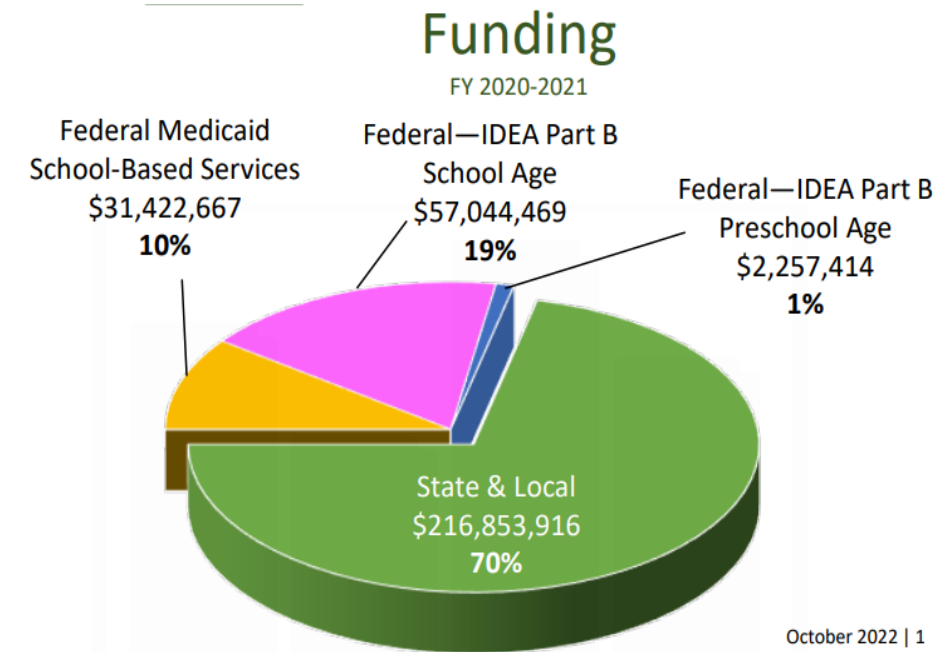


# Reporting Special Education Funding



## SDE has reporting requirements to our state legislature

- How much was spent on Special Education with State and Local Funds
- How much was spent on Special Education with Federal Funds?
- How much of Federal Medicaid reimbursement was included?
- The SDE subtracts out the Medicaid match, so it doesn't look like you get more funding than you earn after match.





# MOE Year-End Projections & Balancing the Three Funding Streams



# MOE Year-End Projections



Balancing your special education funds for year-end fiscal closeout requires strategy.

1. Review prior year threshold to meet MOE.
2. Project expenditures in MOE accounts through 6/30/XX.
3. Analyze the Medicaid fund 260 in order balance to zero. (are all claims in?)
4. Resume IDEA Part B federal grant reimbursements. (if funds are spent, add to MOE)

# Review prior year threshold to meet MOE



Q: Where do I look for the threshold amount to meet my MOE through 6/30/XX?

A: Look at your section II of the IDEA Part B application reported expenditures in last year's IDEA Part B Application.

(Hint: you may need to change the year to view last year's application)

## State and Local Maintenance of Effort Worksheet and Assurance Form - 2022-2023

MOE Threshold Calculation	Section I Annual Report	<b>Section II Expenditures</b>	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet	Admin Review
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### General Fund Expenditures for FY ended 6/30/2022

*Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2022. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2022*

IFARMS 100-521: Special Education Program	\$236,743
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$51,146
<b>Combined Total</b>	<b>\$287,889</b>
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above	
School Based Medicaid State Match	\$11,205
Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
<b>Adjusted Total</b>	<b>\$299,094</b>
Child Count 11/1/ 2021	33
<b>Average Per Pupil Expenditure FY 2022</b>	<b>\$9,063</b>
Exception Amount (from Expenditure Exception worksheet)	\$0

# Project expenditures in MOE through 6/30/XX



- Review encumbrances for final payrolls, including any summer accrual payrolls, if applicable.
- Verify if all purchase orders or p-card expenditures are posted through June.
- Double check if any other costs or other expenditures will be posted, so that you can determine if you have met MOE.

# Analyze the Medicaid fund 260



Year-end closing requires that you balance the Medicaid fund 260 to zero.

Why? Because Medicaid pays before IDEA Part B.

## Process:

1. Have we billed for all services through June? If not, when will that be done?
2. Once you know you have billed Medicaid for services incurred through June, ask if your SPED Director (or Business office) has received the claim statement (see right).
3. If you can see what the final reimbursement will be, create a receivables back to 6/30/XX.
4. Verify on the claims statement if any additional match is required (and capture in MOE). If so, make the payment to Health & Welfare.
5. Run a revenue/expenditure reconciliation including posted receivables & pending encumbrances, to calculate how much revenue or expense will be remaining.
6. Determine if you need to journal entry excess expense back to IDEA or MOE accounts, or if you need to pull in additional expenditures from IDEA or MOE to balance to zero.



SCHOOL DISTRICT [REDACTED]  
[REDACTED] 2-7991

REMIT PAYMENT TO:  
IDHW, Bureau of Financial Services  
PO Box 83720  
Boise ID 83720-0036

QUESTIONS:  
Ariel Towns  
(208) 334-0604  
ariel.towns@dhw.idaho.gov

### Medicaid Match Funds STATEMENT DATE: July 2021

School Based Payments Processed by DHW				
Date	Eligibility Category	Payment Amount	CHIP Match Required	Medicaid Match Required
6/30/2021	Balance Forward - Match Due*			
7/6/2021	Medicaid	15.07		88.68
	CHIP	50.97	515.81	
7/26/2021	Medicaid	91.49		003.47
	CHIP	89.20	260.15	
* Denotes payment was not released due to insufficient matching funds in trust.				
Match Required				68.11

Trust Account Activity		
Date	Type	Amount
6/30/2021	Balance Forward	60.49
7/6/2021	Match Withdrawn	(64.49)
7/12/2021	Deposit	300.00
7/26/2021	Match Withdrawn	(263.62)
7/31/2021	Interest	55.42
Trust Account Balance		37.80

SUMMARY - MATCH REQUIREMENTS	
Match Required (from above)	\$ 68.11
Less: Match Withdrawn During Current Month	(68.11)
Ending Match Required	-
Trust Amount Available for Match	37.80
<b>NO PAYMENT REQUIRED</b>	\$ -



# Resume IDEA Part B federal grant reimbursements



- If your Medicaid fund is balanced, and you already met MOE, you can resume grant reimbursements for IDEA funds.
- Many LEAs pause reimbursements in the 4<sup>th</sup> quarter until they know Medicaid is balanced out (in case they need to move expenses to Medicaid fund 260)
- If your Medicaid fund was overspent, you can journal entry expenses to IDEA grants, or MOE.

# Balancing the Medicaid Fund – Over spent



- Q: What if we **overspend** our Medicaid fund?
- A: You should balance your Medicaid fund by year end, back to zero.

You (or your Auditor) would transfer expenditures (journal entries) out of your Medicaid fund back to capture as MOE, such as 100-616 or 100-521 or IDEA if funds remain.

**\*\*\*Otherwise, you are underreporting your Maintenance of Effort\*\*\***



# Balancing the Medicaid Fund – Under spent



- Q: What if we *underspend* our Medicaid fund?
- A: You should balance your Medicaid fund by year end, back to zero.

This means, you need to first meet Maintenance of Effort (MOE), but then you zero out Medicaid, and lastly, you spend IDEA funds.

\*\*\*If you leave revenue in fund 260, you are either over reporting your MOE, or over claiming IDEA funds, or both.

# Three Funding streams for Special Education



**Review: Balancing the three sources of Special Education funds is necessary, and required.**

- **First meet Maintenance of Effort** (apply any qualifying exceptions). Analyze MOE accounts 100-521,100-522,100-616, etc. Encumber expense through June.
- **Second, Balance Medicaid.** Make sure your Medicaid fund is spent out, but not overspent. Encumber expense through June, apply expected reimbursements(accrued if applicable). Sweep/journal entry or adjust final expenditures between MOE and IDEA funds.
- **Third, finalize IDEA federal funds.** If you have met MOE, and spent Medicaid and spent out IDEA Part B federal funds, sweep your final expenses to MOE ARPA IDEA is grouped with Regular Year federal IDEA funds- so spend these after meeting MOE & Medicaid.



**\*\*\*Note: You should not carry a negative fund balance in IDEA funds, or Medicaid.**

# Year End Close Out Recap – Medicaid



- When do we draw the line in the sand for year end with our Medicaid reimbursements?
- Billing frequency and how caught up on claims you are will affect the timing of reimbursements and your reconciliation process. Less Medicaid could mean higher MOE.
- Communicate regularly with the billing staff, to determine when your final claim for the year will be submitted.
- Pause your quarter 4 IDEA grant reimbursements.
- Finally, setup your final receivables, and spend out plan.





# Medicaid Match Reconciliation



# Match Statement Reconciliation



When you get your Match Statement, you need to do two things:

## 1. Record match expense

- Reduce Prepaid If you have a trust balance

## 2. Create a receivable

- Use 445900 revenue function



**REMIT PAYMENT TO:**  
 IDHW, Bureau of Financial Services  
 PO Box 83720  
 Boise ID 83720-0036

**QUESTIONS:**  
 Cassandre DiBonaventura  
 (208) 334-5021  
[cassandre.dibonaventura@dhw.idaho.gov](mailto:cassandre.dibonaventura@dhw.idaho.gov)

**Medicaid Match Funds**  
**STATEMENT DATE: April 2020**

School Based Payments Processed by DHW

Date	Eligibility Category	Payment Amount	CHIP Match Required	Medicaid Match Required
3/31/2020	Balance Forward - Match Due*			-
4/27/2020	Medicaid	11,322.07		2,656.16
* Denotes payment was not released due to insufficient matching funds in trust.				
<b>Match Required</b>				<b>2,656.16</b>

Trust Account Activity

Date	Type	Amount
3/31/2020	Balance Forward	885.92
4/30/2020	Interest	1.38
<b>Trust Account Balance</b>		<b>887.30</b>

SUMMARY - MATCH REQUIREMENTS

Match Required (from above)	\$	2,656.16
Less: Match Withdrawn During Current Month		-
Ending Match Required		<b>2,656.16</b>
Trust Amount Available for Match		887.30
<b>Remaining Match Needed - PLEASE REMIT PAYMENT</b>	<b>\$</b>	<b>1,768.86</b>

# Adjustments to Prepaid Asset Balances



If you carry a prepaid match trust asset balance with Health & Welfare (MEDIC), record your Medicaid match trust payments as an expense, such as 260-616350. Then, you will then need to process an entry to adjust the asset account 260-111500 to actual.

ADJUST MEDICAID TRUST ACCOUNT BALANCE TO ACTUAL			
	PER STATEMENT	TRIAL BALANCE	ADJUSTMENT
	2,132.22	2,892.20	(759.98)
	260-111500		759.98
	260-616350	759.98	



# Viewing Medicaid School Based Services (SBS) Reimbursement



For your accounts receivable, the payment (reimbursement) information can be viewed through multiple methods:

- Medicaid Match Fund Statement from IDHW or Remittance Advice (RA) from [www.idmedicaid.com](http://www.idmedicaid.com)



REMIT PAYMENT TO:  
IDHW, Bureau of Financial Services  
PO Box 83720  
Boise ID 83720-0036

QUESTIONS:  
Ariel Towns  
(208) 334-0604  
ariel.towns@dhw.idaho.gov

SCHOOL DISTRICT [REDACTED]  
[REDACTED]-7991

Medicaid Match Funds  
STATEMENT DATE: July 2021

School Based Payments Processed by DHW

Date	Eligibility Category	Payment Amount	CHIP Match Required	Medicaid Match Required
6/30/2021	Balance Forward - Match Due*			
7/8/2021	Medicaid	15.07		88.68
	CHIP	50.97	515.81	
7/28/2021	Medicaid	91.49		003.47
	CHIP	89.20	260.15	
* Denotes payment was not released due to insufficient matching funds in trust.				
Match Required				88.11

Trust Account Activity

Date	Type	Amount
6/30/2021	Balance Forward	50.49
7/8/2021	Match Withdrawn	(84.49)
7/12/2021	Deposit	80.00
7/28/2021	Match Withdrawn	(83.62)
7/31/2021	Interest	55.42
Trust Account Balance		37.80

SUMMARY - MATCH REQUIREMENTS

Match Required (from above)	\$ 88.11
Less: Match Withdrawn During Current Month	(50.31)
Ending Match Required	-
Trust Amount Available for Match	37.80
<b>NO PAYMENT REQUIRED</b>	\$ -

Idaho Medicaid Management Information System  
Remittance Advice\_SIS  
Remit Date:09/24/2021

Provider: 150 [REDACTED] SCHOOL DISTRICT [REDACTED]  
CLAIM TYPE: 1500

RA NUM: 625 [REDACTED]

Member	FDOS	TDOS	Rev/Proc & Mods Code	QTY Bld	QTY Pd	Billed Amt	Non Allowed Amt	Contract Allowed Amt	Ext Paid Amt	Medicaid Copay Amt	Client Cont Amt	Ext Copay Amt	Ext Coinsur Amt	Ext Deduct Amt	Paid Amt	Detail Message
<b>PAID</b>																
Member	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
CLAIM ID	2126 [REDACTED]	[REDACTED]	PT ACCT	54 [REDACTED]	[REDACTED]	MED REC #	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
1	08/27/2021	08/27/2021	H0004 HO	25.00	25.00	\$445.00	\$0.00	\$445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$445.00	
CLAIM TOTAL: \$445.00 \$0.00 \$445.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$445.00																
1	08/26/2021	08/26/2021	H0004 HN	24.00	24.00	\$309.84	\$0.00	\$309.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$309.84	
2	08/26/2021	08/26/2021	H2019	4.00	4.00	\$71.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CLAIM TOTAL: \$381.04 \$0.00 \$309.84 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$309.84																
Member	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
CLAIM ID	2126 [REDACTED]	[REDACTED]	PT ACCT	54 [REDACTED]	[REDACTED]	MED REC #	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
1	07/12/2021	07/12/2021	92507 HO	1.00	1.00	\$17.25	\$0.00	\$17.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.25	
CLAIM TOTAL: \$17.25 \$0.00 \$17.25 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$17.25																
1	07/21/2021	07/21/2021	92507 HO	1.00	1.00	\$17.25	\$0.00	\$17.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.25	
CLAIM TOTAL: \$17.25 \$0.00 \$17.25 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$17.25																
1	07/26/2021	07/26/2021	92507 HO	1.00	1.00	\$17.25	\$0.00	\$17.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.25	
CLAIM TOTAL: \$17.25 \$0.00 \$17.25 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$17.25																
Member	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
CLAIM ID	2126 [REDACTED]	[REDACTED]	PT ACCT	54 [REDACTED]	[REDACTED]	MED REC #	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
1	05/06/2021	05/06/2021	97530 HO	1.00	1.00	\$33.67	\$0.00	\$33.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.67	
CLAIM TOTAL: \$33.67 \$0.00 \$33.67 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$33.67																
1	05/27/2021	05/27/2021	97530 HO	1.00	1.00	\$33.67	\$0.00	\$33.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.67	
CLAIM TOTAL: \$33.67 \$0.00 \$33.67 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$33.67																
1	06/03/2021	06/03/2021	97530 HO	1.00	1.00	\$33.67	\$0.00	\$33.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.67	
CLAIM TOTAL: \$33.67 \$0.00 \$33.67 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$33.67																

\*\*\*\*\* Contains HIPAA PHI Sensitive Data \*\*\*\*\*

Run Date and Time: 9/27/2021 4:07:10 AM

Page 1



**If an LEA uses a Third Party Biller/Vendor for claiming, where do they pay the admin fee from?**

- Under the Idaho Medicaid State plan, **the admin fee is not part of the state match.** It is treated like an indirect cost to the program just like the cost of a business manager. LEAs do not bill Medicaid for Admin fees. Therefore, you cannot charge the Admin fee to fund 260(reimbursement account).

# Administrative Fee's continued



- 2 CFR § 200.403 Allowability of Costs. Administration fees for the Medicaid billing services are neither necessary for the Performance of the IDEA award, nor allocable to the award, or Maintenance of Effort (§ 200.405 Allocable costs).
- So, the Medicaid Admin fees cannot go in IDEA federal funds 257 or 258, they cannot go towards MOE 100-521,522,616 either. They must come out of General Fund (non federal). The [fiscal manual](#) shows this:

NEVER ALLOWED	<b>MEDICAID ADMINISTRATION SERVICES:</b> Costs for claiming Medicaid funds, including third-party administrators.	The costs for administering Medicaid services may not be charged to the IDEA grant because they are not necessary for the performance of the IDEA grant. 2 CFR 200 403-405
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- Example of where to charge this fee to: 100-6513XX

# Questions???



# Special Education Funding Contact Information



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