

## **ANNOUNCEMENT**

### **Medicaid Administrative Claiming Enrollment Independent School Districts**

In order to participate in the Medicaid Administrative Claiming (MAC) program, Texas school districts, including public charter schools, must first enter into a MAC contract with the Health and Human Services Commission (HHSC). In addition to the contracting process, each district must also meet HHSC training requirements and participate in the Random Moment Time Study (RMTS). The RMTS includes the certification of the participant list and participation in the time study.

Beginning with the April-June 2013 quarter, all participation documents must be approved and a MAC contract must be executed prior to the close of the RMTS participant list for the quarter in which the district wishes to claim. The effective date (execution date) of the MAC contract is the date signed by the designated HHSC contact. Since the 4<sup>th</sup> quarter (July-September) does not have a time study, the district must have an approved contract by the close of the 3<sup>rd</sup> quarter's participant list (April-June quarter) in order to claim the 3<sup>rd</sup> and 4<sup>th</sup> quarter. Please see matrix below.

|                                  | <b>MAC Enrollment – Independent School Districts and<br/>Charter Schools</b> |                     |
|----------------------------------|--|---------------------|
|                                  | <b>Federal Fiscal Year 2013</b>  |                     |
|                                  | April-June 2013  | July-September 2013 |
| Executed<br>Contract<br>Deadline | March 15, 2013   | March 15, 2013      |

Districts that are interested in participating should consider beginning the process as soon as possible, as it may take a several months to complete all paperwork and training requirements. All required participation documents are located on the HHSC MAC website: <http://www.hhsc.state.tx.us/rad/mac/isd-mac.shtml>.

If you have any questions, please contact the HHSC MAC Unit at [MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us) or at 512-491-1802.