

Medicaid Transportation Claims Cost Report for School Districts and Charter Schools for the 2009-2010 School Year Instructions

1. Complete the Education Agency/Contact Information section.

Use 2008-2009 expenditures from your LEA's Annual Financial Report (AFR) to complete the following:

2. *Section 1*, for object codes 100 through 800, report all salaries, benefits and other expenditures **that relate to special transportation only**. Enter the total in the Total block. If special transportation costs are not broken out on your AFR, use Attachment A to calculate your special transportation mileage percentage. This percentage is then used to prorate your special transportation costs and populate the appropriate object codes.
3. *Section 2*, enter the total number of students transported on specialized vehicles in the 2008-2009 school year.
4. *Section 3*, enter the total number of school days students were transported on specialized vehicles in the 2008-2009 school year.
5. *Section 4*, divide the total of *Section 1* by the figure in *Section 2* (Number of Students Transported in Specialized Vehicles) and enter the result in *Section 4*.
6. *Section 5*, divide the figure in *Section 4* by the total in *Section 3*. The result is the average cost per day for special transportation.
7. Transportation reimbursement is approximately 54 percent of the average per day cost. Leader's processing fee for each transportation transaction is \$1.25. The Medical Assistance (MA) cap for transportation billing is \$50 per day. If your rate exceeds the MA cap, transportation claims will be paid up to the cap (approximately \$27).
8. Forward the completed worksheet to your LEA's SBAP Coordinator, who will send it to Leader along with the list of eligible students receiving special busing in the 2009-2010 school year.

LEA Coordinators: Please submit to Leader Services via fax: (570) 455-4526 or mail: P.O. Box O, Hazleton, PA 18201-0058