

**Lamoille North Supervisory Special Education Expenditures – Medicaid Reimbursement**  
**Effective Date: July 1, 2005**

Title 16, Section 2959a

It is the intent of the general assembly that the State of Vermont shall maximize its receipt of federal Medicaid dollars available for reimbursement of medically-related services provided to students who are Medicaid eligible

Lamoille North Supervisory Union (LNSU) uses the Sp.Ed. Doc System to generate the documentation needed to bill Medicaid for services provided to students in LNSU schools. Detailed instructions for the case managers regarding the use of the system are attached. Case managers need to follow the steps below to execute their required work process. LNSU schools are required to maintain at least an 85% participation rate for reimbursement based on the total number of eligible students in the school. This participation rate was established in the fall of 2000 by LNSU Board action. This rate must be maintained so that LNSU schools are eligible for other types of reimbursement from the Vermont Department of Education to assist in paying for exceptional, unusual or unanticipated special education costs.

1. Contact the Medicaid Clerk for all students on Individual Education Plans (IEP) to determine if they have Medicaid insurance.
2. The school will obtain a signed release from the parent (or the student if over age 18) for permission to bill Medicaid.
3. Once permission is obtained to bill for child the case manager will use the Sp.Ed.Doc system to generate the monthly Level of Care Sheet (LOC) and monthly documentation logs.
4. Required paperwork will be sent to the Medicaid Clerk in Central Office no later than the published submission dates which are attached.
5. The documentation logs will be signed for the provider and if the provider is a para professional, also by the supervisor.
6. The Medicaid Clerk will print IEP and Evaluation documents needed for Medicaid file audits from the Sp.Ed.Doc. system to keep on file in Central Office.
7. Schools will work with the Medicaid Clerk to resolve any questions and to meet deadlines for the submission of claims.



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