

MAXIMUS

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Date: October 25, 2005
To: AZ LEAs participating in the School Based Claiming Program
From: MAXIMUS
Subject: New DSC Match Verification Worksheet for Direct Service Claiming (DSC)

All LEAs participating in the AZ School Based Claiming Program are required to certify that they have expended the appropriate amount of State/Local funds to meet the Title XIX State match requirements on a quarterly basis. LEAs currently meet this regulation by signing both the DSC and MAC Certification of Match forms and returning those to MAXIMUS. MAXIMUS has received several questions concerning how LEAs should calculate whether or not they meet the matching requirement for the DSC program. MAXIMUS and AHCCCS have worked to create a universal form for all school districts to use.

Attached you will find an interactive Excel spreadsheet that can be used to calculate whether or not the LEA meets the DSC matching requirement for a particular period. Also attached is an explanation of how the worksheet works.

In order to verify the certification of match forms submitted to date, each LEA is being required to submit the following documentation:

Signed Updated Certification of Match Form (Original must be mailed to MAXIMUS)
Completed DSC Match Verification worksheet (Mail or e-mail to AZDirect@maximus.com)

The information should be provided for the following quarters:

- **January – March 2004 (Q1-04)**
- **April – June 2004 (Q2-04)**

PLEASE NOTE: The Matching funds required listed in the worksheet is an updated amount based on Service Date. MAXIMUS updated this amount due to the fact that, for timeliness purposes, initially it is necessary for MAXIMUS to calculate this amount based on the date the claim is processed (Processed Date) in order to have the LEA certify the funds immediately after the quarter ends. The updated Certification of Match forms for Quarters 1 and 2, 2004 are based on the date the child received service (Service Date). The service date match is a more accurate match figure by eliminating fluctuations in billing patterns. The figure cannot be calculated until the 12 month rebilled claim deadline has passed.

The information must be e-mailed or postmarked no later than **November 30, 2005**.

We will be announcing upcoming regional trainings that are planned for the week of November 14.

If you have any questions, please contact your MAXIMUS Account Manager at 480-736-0195.