

FISCAL PROCEDURE CHECKLIST PRESCHOOL

The Early Intervention program has fiscal procedures in place that contain the following:

- Procedures for early identification of children who are, who may be, eligible for Medical Assistance.
- Strategies for enrolling preschool children in Medical Assistance.
- Providing written notice and obtaining parental permission to bill Medical Assistance.
- Procedures for obtaining medical necessity.
- Procedures to ensure timely submission of Medical Assistance billing.
- Monitoring local contracted providers for timely billing.
- Distribution of funds to local contracted providers.
- Identification of staff positions and private providers who are not eligible to bill Medical Assistance.
- Assurances that teachers/therapists do not exceed state caseload regulations.
- Ensuring staff are trained on new or updated procedures. *
- Effective date of the procedure.

*This item does not necessarily need to be found in every procedure; however, there must be at least one statement that indicates how training is provided on new or updated procedures.

REFERENCES

IDEA §611, Component 1

IDEA §619

Title 22 PA Code §14.155

Early Intervention Fiscal Guidelines

School Based Access Program Manual