

**From:** MSB  
**Sent:** Monday, March 24, 2014 8:08 AM  
**To:** Massachusetts School Districts  
**Subject:** April 5th Rosters



MSB MA Community Email | March 24, 2014

Good Morning!

This is a friendly reminder that April 5th is a very important date for school-based Medicaid and Administrative Activity Claiming. Please send an electronic (MS Excel) version of your entire student body roster as of April 5, 2014 as well as an Excel version of your entire special education roster as of April 5, 2014. Please include students' last name, first name, date of birth, and gender.

Per School-Based Claiming Regulations, these requirements are outlined as follows:

Gather quarterly school district enrollment information as of the following dates: January 5th, April 5th, July 5th, and October 5th. This list should include those students who are enrolled in the LEA and those attending out of district schools when the LEA is financially responsible for the student except for regional schools and charter schools. If a student is attending a charter or regional school, only the charter or regional school is eligible to include that student in their Medicaid Eligibility Percentage calculation, and the public school district should not include any such student in their count.

Gather quarterly school district special education enrollment information as of the following dates: January 5th, April 5th, July 5th, and October 5th. This list should include those students who are enrolled in the LEA and those attending out of district schools when the LEA is financially responsible for the student except for regional schools and charter schools. If a student is attending a charter or regional school, only the charter or regional school is eligible to include that student in their Medicaid Transportation calculation and the public school district should not include any such student in their count.

Please submit your rosters to [sgravel@msb-services.com](mailto:sgravel@msb-services.com).

If you have any questions, please contact [Sharon Gravel](#) or [Steve Courter](#).

MSB

800.618.3111

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MSB | 97 High Street | Somersworth | NH | 03878