



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Special Education
 Old Capitol Building
 PO Box 47200
 Olympia WA 98504-7200

**POTENTIAL STUDENTS WHO ARE MEDICAID ELIGIBLE
 WORKSHEET**
Instructions for 2017-18

All districts providing special education services to students who are Medicaid eligible should complete the Potential Students who are Medicaid Eligible Worksheet (Form SPI 1679), pursuant to Bulletin 002-18 Use the district's Medicaid eligibility reports provided by the district's billing consultant to maintain the district's database of potential billable students who are Medicaid eligible. Complete this form with the final count of potential billable students who are Medicaid eligible as of March 30, and return it to the Office of Superintendent of Public Instruction (OSPI) no later than **June 29**.

Form SPI 1679 is required for all safety net award applicants. The information provided on this form will be used by OSPI when calculating the 2017-18 safety net awards. Pursuant to WAC 392-140-675, special education safety net awards will be reduced for those districts not maximizing Medicaid billing for students receiving special education services.

Required School District Demographic/Contact Information:

- Billing Consultant Name (use drop down list)
- District (use drop down list)
- Date Completing Form
- Final March 2018 Eligibility Report Date
- Name of person completing this form
- Email of person completing this form
- Phone of person completing this form
- Fax (if submitting via fax)

Line Item Instructions:

Section 1. Students who are Medicaid Eligible: Insert the total number of **unduplicated** students who are eligible for special education services and who are Medicaid eligible listed on the March 2018 eligibility report provided by the district's billing consultant company.

Section 2. Non-billable Students who are Medicaid Eligible: Insert in sections a–e the appropriate number of **unduplicated** students who are eligible for special education services and who are Medicaid eligible that would be considered non-billable. This includes all students that did not generate a billing:

- a) The student(s) is/are no longer enrolled in this district.
- b) The student(s) has/have exited Special Education.
- c) The student(s) receive(s) Specially Designed Instruction (SDI) in academic areas only, and is/are not scheduled to be re-evaluated during this school year.
- d) The student(s) receive(s) services delivered by a non-billable provider.
- e) The student(s) receive(s) services covered by third-party insurance.

Section 3. Potential Billable Students who are Medicaid Eligible: Section 3 automatically subtracts the student total in Section 2 from Section 1. This will provide the total number of potential **billable** students who are Medicaid eligible (including students who were evaluated and found eligible for special education, students who were re-evaluated, and students receiving services from a billable provider).

Email (in Excel format) or fax completed worksheet to:

medicaidreports@k12.wa.us

Phone: 360-725-6075 ~ Fax: 360-586-0247

