

## SDAC Timely Filing Requirements

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Dear Medicaid contacts,

The Agency for Health Care Administration has requested receipt of district SDAC claiming workbooks within 18 months from the last day of the last month in the claimed quarter. This will allow the Agency enough time for review and to address any district concerns before submitting the claim to CMS for payment. According to the SDAC guide, CMS must receive your district's claiming invoice within two years from the last day of the last month in the claimed quarter. Please share with your consultants as appropriate.

School District Administrative Claiming Guide - page 7-3

### **Timely Filing Requirements**

Implementing Federal regulations for timely filing of quarterly claims are specifically provided for by 45 CFR 95.1-34, Subpart A. Per the regulation, Federal reimbursement is available if the state (AHCA) files a claim for expenditures within two years after the calendar quarter in which the district made the expenditure. The expenditure is not considered filed until it is received by CMS on the CMS-64 Expenditure Report, due within thirty days after any quarter has ended. Therefore, in order to meet the two-year timely filing limit for a claim, a district or special school must submit the claim to the Agency in such a timely manner so that it can be received by CMS within two years from the last day of the last month in the claimed quarter. Adjustments or revisions to a previously paid claim have the same two-year timely filing requirement as an original paid claim.

Quarter	AHCA Requested 18-Month Deadline	AHCA Must Receive No Later Than	CMS Must Receive Within Two Years	Received Claiming Workbook
Q1 2022	September 30, 2023	March 15, 2024	March 31, 2024	x
Q2 2022	December 31, 2023	June 15, 2024	June 30, 2024	x
Q3 2022	March 31, 2024	September 15, 2024	September 30, 2024	x
Q4 2022	June 30, 2024	December 15, 2024	December 31, 2024	x
Q1 2023	September 30, 2024	March 15, 2025	March 31, 2025	x
Q2 2023	December 31, 2024	June 15, 2025	June 30, 2025	in process for all groups
Q3 2023	March 31, 2025	September 15, 2025	September 30, 2025	
Q4 2023	June 30, 2025	December 15, 2025	December 31, 2025	

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[Medicaid School Program](#)

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