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DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

DATE: January 2, 2019

PPL No. 19-001

TO: All Local Governmental Agency (LGA) Coordinators for the  
County-Based Medi-Cal Administrative Activities (CMAA) Program

**SUBJECT: CMAA Invoice Support Documentation Requirements**

The purpose of this Policy and Procedure Letter (PPL) is to notify LGAs that the invoice support documentation requirements have been revised. The revised requirements supersede all prior changes to the supporting document requirements, and are in effect immediately.

To ensure the CMAA program is providing efficient oversight of CMAA reimbursements, Department of Health Care Services is requiring supporting documentation submissions for cost pools 1, 2, 4, 5, and 6 with each invoice. The documentation must include organization charts to demonstrate the relationships between CMAA participants and their support and/or supervisors. The documentation must also include detailed lists of all staff names in each cost pool, classifications, and the salaries and benefits claimed. In addition, the invoice checklists (appendices M(3)a and M(3)b) have been revised to include this requirement in PPL 19-002.

For further assistance regarding this PPL, please e-mail the CMAA Unit at [cmaa@dhcs.ca.gov](mailto:cmaa@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY HEATHER EVERHART**

Heather Everhart, Chief  
County-Based Administrative Activities Unit