



RMTS Vendor Fee Worksheet (VFW) Instructions

VFW Version 10.14.21

When Local Educational Agencies (LEAs) claim vendor fees, their vendor fee reimbursement is limited to no more than 15% of the LEA's total School-Based Medi-Cal Administrative Activities (SMAA) Program claim amount for the reported State Fiscal Year (SFY). Each LEA claiming vendor fees will complete a VFW for each SFY in order to determine their reimbursable vendor fee percentage, and submit it to the Local Educational Consortia (LEC) or Local Government Agency (LGA) with whom they contract. If the amount of claimed vendor fees exceeds the 15% limit for the reported SFY, the LEA will remit payment for the overage to the Department of Health Care Services (DHCS) by check when they submit the VFW.

DHCS requires a VFW from each LEA participating in SMAA that wishes to receive reimbursement for vendor fees incurred during a service period, except for direct charge claiming units. It is important that the vendor fees inputted on the VFW correspond with the SFY in which the LEA incurred the vendor fees, regardless of when the claiming unit pays the vendor fees and claims them on an invoice. This is referred to as the reported SFY. All supporting documentation, which are identified below, for vendor fees must be maintained in the LEA's audit file.

LEAs may only claim vendor fees after the vendor has rendered all of its services for the reported SFY and the vendor's invoices have been received and paid; LEAs may not claim vendor fees before vendor costs have been incurred and paid. When ready to claim vendor fees, LEAs must report the vendor fees on the appropriate SMAA Random Moment Time Survey (RMTS) quarterly invoice based on the actual date(s) the LEA incurred the vendor fees, or the vendor rendered services.

LEAs must submit the VFW to their contracted LEC or LGA. Within three years of the end of the reported SFY, the LEC or LGA must submit the VFW and supporting documentation to DHCS. Supporting documentation must include:

1. A copy of the vendor invoice sent to the LEA, showing the incurred costs
2. Proof of payment from the LEA to the vendor for the incurred costs.
 - The proof of payment must have the district name on it. It may be a copy of the check or the LEA's general ledger.

Once the LEA enters all the data on the VFW from the reported SFY, including the Indirect Cost Rate (ICR), claimable costs, and incurred vendor fees, the VFW calculates the overall percentage of vendor fees in relation to the total claim amount, and displays the amount of any overage due to DHCS.



Steps for Completing the RMTS VFW

Step 1:

Input the Claiming Unit Name (cell B3), the LEC or LGA Name (cell B4), and the current date (cell J3).

Step 2:

Input the SFY of the service period being reported in cell F8. This information will then auto populate in cells A12, A19, and I12.

Step 3:

Input the Indirect Cost Rate (ICR) from the reported FY in cell J8.

Step 4:

Amounts for the “Claimable Costs: Time Survey Staff” box will come from tabs 6 and 7 of the quarterly invoices from the reported SFY. Enter this data on the VFW in columns C through F, rows 12 through 15.

Find the values on Tab 6 (Participant Pool 1), cells D72 and E72, and from Tab 7 (Participant Pool 2), cells D94 and E94, of the quarterly invoice.

NOTE: The ICR is already applied to these amounts within the invoice.

Step 5:

Amounts for the “Non-Enhanced Claimable Costs: Direct Charge Staff” box will come from tabs 3 and 4 of the quarterly invoices within the reported SFY. Enter this data on the VFW in columns C through F, rows 19 through 22.

Find the values on Tab 3 (Participant Pool 1), cells E36 and J36, and from Tab 4 (Participant Pool 2), cells E43 and J43, of the quarterly invoice.

NOTE: The VFW will automatically apply the ICR to the totals in cell H19 through H22.

Step 6:

Input the vendor fees incurred during each quarter of the reported SFY in cells L12 through L15. The vendor fees should be located on the quarterly SMAA RMTS invoices from the quarters in which they were paid, on tab 4, column P, in the rows for code 15.

Step 7:

The total Vendor Fee Percentage (VFP) will display in cell J19. If this percentage exceeds 15% of the annual claim amount, the Gross Fee Overage (GFO) amount will be displayed in cell K19.



Step 8:

If the GFO displays an amount in cell K19, the VFW applies the 50% Federal Medical Assistance Percentage (FMAP) and calculates the final remittance amount due to DHCS in cell L19. The LEA must remit this amount by check to DHCS for the amount displayed in cell L19 in order to comply with the 15% vendor fee limit.

Step 9:

The LEA must complete and sign the certification section electronically, then send the VFW to the LEC/LGA, along with the necessary backup documentation and, if applicable, a remittance check payable to DHCS. The LEA must also keep copies in their audit file.

Step 10:

The LEC/LGA must complete and sign the certification section of the VFW electronically as well. When the LEC/LGA is ready to submit the VFW, they should email the SMAA mailbox at SMAA@dhcs.ca.gov to inform their SMAA analyst of any checks they are sending by mail. They will then submit the VFW and backup documentation to DHCS electronically while mailing any applicable remittance check to DHCS. Checks must be made out to the Department of Health Care Services and addressed to the SMAA Program with attention to the SMAA analyst for that LEC/LGA.

A VFW that does not have both the LEA and the LEC/LGA electronic signatures will be returned to the LEC/LGA Coordinator as incomplete.

NOTE: LEAs wishing to claim vendor fees must submit the VFW even if it does not result in an overage of the 15% limit so that DHCS can include this information in the Department's records.