

Medicaid End of the Year Check List

Items to Check:	Name	Date Completed	Date Submitted
School Leader			
School Medicaid Contract on file			
Medicaid Data Sheet on file			
Private Provider Contracts on file			
CGM Sow Contract on file			
SNAP Invoice on file			
Nurse DHEC Cert. on file			
Staff List on file and updated			
LLR License updated			
OIG Report updated			
Staff signature sheet updated			
Supervisory Log updated			
Student Medicaid List updated			
Insurance for Medicaid Student List updated			
Student Medicaid Eligibility form updated			
Medicaid claims on file			

Make sure there is a Medicaid file for each student and staff member for each year. The file can be electronic or hard copy.