

Submit Required Financial Reporting

Introduction

Districts must submit financial information to Public Consulting Group (PCG), the organization that administers the Illinois school Medicaid program, at the end of every quarter and in an annual cost report due each year. PCG provides [an online portal](#) and a comprehensive manual (available to logged-in users) that should be reviewed thoroughly prior to submitting costs.

Districts must also update the list of providers delivering Medicaid-reimbursable services prior to the start of every quarter (view [Update Provider Information Required by PCG](#)). Districts need to determine who will be responsible for updating the provider and financial information in the PCG portal, and implement a process for providing that staff member with all the necessary information prior to the quarterly deadlines.

Required Financial Information

During the quarterly reporting process, districts will need to provide:

- Salary and benefits for all employees in the provider [cost pool lists](#), including how much of each employee's salary and benefits are paid for with federal funds (even if that amount is \$0)
- Payments for contracted providers in the cost pool lists, including how much of each contractor's payments are paid for with federal funds (even if that amount is \$0)
- Student counts
- Other district-wide expenses as detailed in the PCG manual, including:
 - Recipient Eligibility Verification (REV) costs: this must be on a separate invoice and the max allowability is the lesser of the cost paid for the service or \$1 per Special Education Student
 - Insurance costs (see table on pg. 2)

Report	Do Not report
<ul style="list-style-type: none"> • Liability <ul style="list-style-type: none"> ○ If liability and property are billed together, get an itemized statement that shows them individually • Vehicle • Pupil transportation insurance • If not reported in detailed benefits: <ul style="list-style-type: none"> ○ Worker's compensation ○ Unemployment 	<ul style="list-style-type: none"> • Property/Building • Health • Life • Dental

- Rental costs

Report	Do Not report
<ul style="list-style-type: none"> • Bus leases • Building/facility rental • Non-data processing equipment, i.e. copy/postage machine rentals 	<ul style="list-style-type: none"> • Daily operating expenses • Purchased services • Computers • Repairs/maintenance agreements

- Interest

Report	Do Not report
<ul style="list-style-type: none"> • Bond interest expenses if they are associated with: <ul style="list-style-type: none"> ○ Acquisition ○ Construction ○ Reconstruction ○ Remodeling of a building ○ Purchase of equipment 	<ul style="list-style-type: none"> • Payment on the principal amount of the bond

All quarterly costs are submitted on a cash basis. Financial information is due approximately six weeks after the end of the quarter; specific deadlines are available within the PCG claiming system.

During the annual cost reporting process, districts will need to provide and/or certify existing cost information for the prior year. PCG opens the cost reporting form in February, and the information is due near the end of March. Districts are encouraged to take part in the comprehensive training on completing the cost reporting process that PCG provides.

Guiding Questions

- ☐ Who will enter the district's quarterly financial information in the PCG portal?
 - ☐ Medicaid coordinator
 - ☐ Business manager
 - ☐ Other:

- ☐ How will that person obtain the necessary information?
 - ☐ Coordinate with Medicaid coordinator
 - ☐ Coordinate with business manager
 - ☐ Other:

- ☐ Who will enter the district's annual financial information (cost report) in the PCG portal?
 - ☐ Medicaid coordinator
 - ☐ Business manager
 - ☐ Other:

- ☐ How will that person obtain the necessary information?
 - ☐ Coordinate with Medicaid coordinator
 - ☐ Coordinate with business manager
 - ☐ Other:

- ☐ Who will retain backup documentation, including employee records pertaining to payroll, timesheets, contracts, and benefits including insurance and retirement
 - ☐ Business office
 - ☐ Medicaid coordinator
 - ☐ Other:

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