

Inform Families about Medicaid Consent

Each year, the DOE receives reimbursement from the federal government for some of the related services that are provided to students with Individualized Education Programs (IEPs). In order to ensure that the DOE receives federal reimbursement for services, you must distribute and collect [Medicaid Reimbursement Parent Consent forms](#) from families of all students with IEPs who have not already provided their consent. Note that you only need to collect the form once—a family's consent remains active throughout the child's enrollment. Please consult the [MEDL](#) or [RSEM](#) screens in ATS (directions provided below) to verify a student's consent status. In accordance with the [Compliance Checklist items CL05 and CL06](#), please take the following steps to help ensure that the DOE receives funding for services provided to students:

- **Inform Families Who Have Already Given Consent**

([Compliance Checklist CLO5](#)): Families of students with IEPs who completed a [Medicaid Reimbursement Parent Consent Form](#) during or before the 2020–21 school year do not need to complete a new form for the 2021–22 school year. Please work with your staff to check the [MEDL](#) and [RSEM](#) screens in ATS to determine which students already have a form with a "SIGNED" status. You must send home this [Annual Written Notification](#) to families of students with a "SIGNED" status; note that families do not need to respond or return the notification, which may be emailed. After sending the [Annual Written Notification](#) to these families, you or a designee must complete the [Medicaid Notification Survey](#) by March 4.

- **Distribute Medicaid Reimbursement Parent Consent Forms to Families of Students with IEPs Who Do Not Have a Signed Form on File (**

[Compliance Checklist CLO6](#)): Families of students with IEPs, who do not have a consent status of "SIGNED" on the [MEDL](#) or [RSEM](#) screens in ATS, will need to complete a form for the 2021–22 year. After checking the [MEDL](#) and [RSEM](#) screens in ATS to identify students who do not have a "SIGNED" consent form, you must print the [Medicaid Reimbursement Parent Consent form](#) from the [MEDL](#) screen in ATS and backpack or mail it to the parents of these students. You may also share the link for the [Medicaid Consent and CIN Collection Portal](#), which allows families to securely provide electronic consent. You may also use this [template](#) to acquire consent. As in years past, you or a designee should scan returned paper forms into your ATS scanner, which will cause the automatic upload of relevant data into ATS.

Note that forms that do not have barcodes cannot be scanned into ATS using your ATS scanner. To enter the data from these forms into ATS, you should direct your staff to use the [MEDU](#) screen in ATS to enter the responses provided by students' families on the Medicaid consent forms. Note that the [MEDU](#) screen should only be used to enter Medicaid consent forms that do not have barcodes or to enter forms with barcodes that have been damaged and cannot be processed using your ATS scanner. After you have entered the information from the

form into ATS, please keep the original copy of the form on record in the student's special education file, so that you can provide documentation in the future, if necessary.

dFor more information on Medicaid consent forms, as well as answers to frequently asked questions, see the [Medicaid page](#). School staff can also refer to the [comprehensive guide](#) on distributing the Annual Written notification and collecting Medicaid consent.

For questions, email medicaidops@schools.nyc.gov.