



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: School District Administrative Claiming (SDAC) Coordinator
District Chief Financial Officers (CFOs)

FROM: Vanesha Perrin,
Director, Office of Medicaid Services

DATE: October 7, 2024

RE: Medicaid SDAC Budget Amendment Guidance

The South Carolina Department of Health and Human Services (SCDHHS) established and notified Local Education Agencies (LEAs) of their School District Administrative Claiming (SDAC) contract budgets for the current contract period (i.e., fiscal year (FY) 2024 – 2026), which remained the same as the previous contract's (i.e., FY20 – FY23) budgets. The SCDHHS has shared with the South Carolina Department of Education (SCDE) that multiple districts have exceeded the current contract's FY24 budget, and many districts have already exceeded their FY25 budgets. Districts will not receive the full claimable amount per the quarterly SDAC invoice if the district's budget has been exceeded or is exceeded going forward. Additionally, budget increase requests submitted for FY24 and FY25 will not be approved or granted to those districts who have exceeded the contract's budgets.

Although budget amendments will not be granted for FY24 and FY25, the SCDHHS may consider budget amendments for FY26 and will utilize FY24 and FY25 data to do so. Therefore, it is imperative for districts to do the following:

1. Continue to enter the district's quarterly funding and cost data.
The quarterly funding and cost data entered by districts are available by generating the quarterly SDAC reports which allows districts to verify all financial information entered by the district. The SDAC reports are then reviewed and approved by the Office of Medicaid Services (OMS) staff. Once the reports are approved, the OMS staff will generate the district's quarterly invoice.
2. Continue to submit quarterly invoices.
The quarterly SDAC invoices will reflect the full claimable amount that your district would have received or been entitled to if the budget would have permitted. Collectively

ELLEN E. WEAVER · STATE SUPERINTENDENT OF EDUCATION
428 WHOLESALE LANE · WEST COLUMBIA, SC 29172
PHONE: 803-734-8500 · FAX: 803-734-3389 · ED.SC.GOV

the FY24 and FY25 invoices will provide the SCDHHS with insight regarding an appropriate district budget going forward. If a district's budget limit has been reached and the district does not continue to submit quarterly invoices, the district will run the risk of the SCDHHS assigning the same budget as the last two contracts which could result in the budget not being sufficient to fully support the district's claimable amount in the future. Again, please continue to submit the quarterly invoices; your future budget depends on it.

3. Continue to submit budget amendment request forms and supporting documentation. The budget amendment request form must include details specific to the basis for the request (e.g., the state of South Carolina mandated staff raises for all employees, increased minimum salaries by 10%, increased employee fringe benefits, larger participant roster, increased costs of purchased services and supplies due to fee increases for professional and technical services). Please provide as much detail as possible within the budget amendment request form and include the supporting Excel spreadsheet to reflect the district's cost data for newly added staff, or cost data updates (e.g., increased salary) for existing staff.

If you have any questions, please contact Ophelia McClary at omcclary@ed.sc.gov or Marquita Taylor at mstaylor@ed.sc.gov. The Office of Medicaid Services appreciates your continued support of the SDAC program.