

# Medicaid Federal Match Intake

Use this intake form to outline your agency's proposed administrative work and how it will support Medicaid state plan services.

## 1 Contact information

Name Agency

Email Phone

Federal funds are available through the Health Care Authority (HCA) to provide partial reimbursement to state agencies for performing administrative activities that support the goals of the Medicaid state plan.

Examples of Medicaid-related administrative activities eligible for reimbursement may include:

- Education about Medicaid Programs
- Medicaid Application Assistance
- Medicaid-related Program Planning
- Improving Access to Care for Medicaid Clients
- Medicaid-related Policy Development
- Outreach to Medicaid Clients or Providers

Only certified public expenditures (CPE) local match funds used to support the full cost of the Medicaid-related administrative activity may be used to claim Federal Financial Participation (FFP). The FFP reimbursement rate is 50% and based on eligible quarterly expenditures. Agencies must provide documentation of the sources of funds used as local match on an HCA-approved CPE form.

Per 2 CFR 200, only the Medicaid-related portion of staff time can be claimed. Agencies must track and measure the amount of staff time spent conducting this work. Charges for salaries and wages must be based on records that accurately reflect the Medicaid-related activities performed.

Agencies are prohibited from entering sub-recipient subcontracts for the purposes of accomplishing the work outlined in a Medicaid federal match agreement.

## 2 Proposal Summary

**Federal match is only available for administrative activities that are in support of Medicaid state plan services.**

Describe how this administrative work supports Medicaid state plan services.

**List all positions, including the number of staff in each position along with a description for each position that clearly illustrates how their job duties connect to the work outlined in this proposal, and the percentage of eligible funding for each position.**

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Number of positions

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Position type	Description
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Position type	Description
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Position type	Description
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Position type	Description
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Position type	Description
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Under a federal match agreement, you may only claim the Medicaid-portion of personnel expenses incurred each quarter. How do you plan to measure the Medicaid-related portion of the quarterly expenses?

Describe the populations impacted by this work.

Is there a Medicaid-related Health Equity component to the proposed work? If yes, how will this work reduce inequities?

Is this proposed work due to a legislative mandate?      No      Yes

*If yes*, provide the bill number and describe the mandated work.

### 3

### Federal Funds

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**Fifty percent is allotted from federal funds received under the Medical Assistance Program, CFDA #93.778 and the United States Department of Health and Human Services and 50% is allotted from the contractor's eligible CPE Local Match funds.**

Funds provided by the contractor must:

- Be local tax based,
- Not be local funds already being used as match for other federal programs, and
- Meet applicable federal matching fund regulations.

Do you have a funding source that follows these requirements?      No      Yes

*If yes*, describe any eligible funding sources:

### 4

### Deliverables

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Examples of deliverables in the existing federal match contracts that may be required to complete as part of this contract:

- Collaborate with HCA in planning meetings or as part of a structured workgroup.
- Submit workplans, summaries and quarterly progress reports outlining work conducted under the contract which may include:
  - o Benchmark events and outcomes
  - o Successes and/or barriers
  - o Data reports
  - o Performance metrics
  - o Presentations and webinars
  - o Publications and media
  - o Survey results

List any other deliverables in your proposed work:

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Task/deliverable

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Task/deliverable

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Task/deliverable

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Task/deliverable

## 5

## Resources

- Learn more about **Medicaid Federal Match for State Agencies**
- View an example **Medicaid Federal Match Contract**