

CDE requires the One-Time consent form to be completed by the parent/guardian in person or via email response. Unfortunately, CDE does not allow the consent to be written by the case manager "approval given at virtual meeting."

Process & Procedures For: Case Managers & Providers



CONTACT:

PHONE:
719-423-4033

FAX:
719-549-7130

WEBSITE:
www.pueblod60.org

EMAIL:
michelle.camille@pueblocitieschools.us

MAIL CODE:
ESS/Medicaid

MEDICAID MANAGER:
Michelle Camille

LOCATION:

D#60 Central HS
216 E. Orman
Pueblo, Co. 81004

IN-PERSON

The parent/guardian must circle the Yes or No, sign and date the form. (do not complete any of the fields in IC for the parent) If one or more is missing, the consent is not valid. Mail the completed consent to the ESS/Medicaid office. Do not include it with the IEP.

VIA-EMAIL

1. Requesting Statement
2. One-Time Consent Form – In IC create the students One-Time consent form and attach to the email (instructions how to create the One-Time consent form is in this attachment).
3. Notification to Access Benefits Letter (Required per IDEA Part B Final Regulation to Parent Consent to Access Public Benefits).
4. Medicaid CDE School Health Parent Guide.

Forward the parent/guardians email response to:
michelle.camille@pueblocitieschools.us

Make sure the required attachments are included when you forward this to Michelle Camille. The Medicaid Manager will print the parent/guardian's response and attach to the consent in the email. The Medicaid Manager will update IC with the SHS consent on file flag and ezEdMed.

One-Time Consent and the Annual Notification Process

One-Time Consent Form on File

If a student has a One-Time consent on file, IC will show a red flag

 SHSconsent on file

for those students. The flag will inform the case manager to whether or not they need to offer the Medicaid One-Time consent form and the Medicaid Notification to Access Benefits letter. If the student has a red flag 'SHSconsent on file' no action is needed.

The Medicaid Manager will manage the SHSconsent on file flag in IC.

One-Time Consent Form Not on File

The case manager will print the **Medicaid One-Time Consent form** and the **Medicaid Annual Notification** letter from IC (instructions below). The district is legally obligated under the IDEA Part B Regulations Regarding Parental Consent to provide the Notification to Access Benefits letter at the time the One-Time Consent form is offered.

Parent/Guardian must circle '**Yes**' or '**No**' that they give the district consent, sign and date (parent must date form, no preprinted dates). If the parent does not circle 'yes' or 'no', sign and/or date the form, the consent is not valid.

Mail the completed form to the Medicaid Manager at mail code - ESS - Medicaid. **Mail separate from the IEP red folder.**

Location of the One-Time Consent form and Annual Notification to Access Benefits

These forms are available in English and Spanish and are located in IC.

Special Ed → General → New Document → Create New Simple Form → select **Medicaid One-Time Consent** and the **Medicaid Annual Notification** letter, in the appropriate language, in the drop-down menu

Medicaid Parent Guide (English & Spanish) - Special Ed → Blank Forms → Medicaid Parent Guide English or Spanish

Annual Notification to Access Benefits Letter Process

To ensure the district is compliant, the Notification to Access Benefits letter will be included in the student handbook every school year.

