<u>Procedure for Implementing the Eligibility Effective Date for Students</u>

Effective 4/8/2024

Medical Lake School District #326

Directly Certified Students:

1. Download the Direct Certification lists for All Matches and Medicaid Matches from EDS OSPI
2. Save in the Direct Certification folder
3. Print lists
4. Go through each approved student and set the effective date back to the date of eligibility listed
5. Refund any monies that have been paid in the current school year
6. Sign and date the lists
7. Store list in the DC section of the Application files
8. Upload the lists to Skyward for both Medicaid free and reduced, and All Matches Free
9. Check student profile for siblings, and change status of all who live in approved home

Homeless Students:

1. Write Date when application is received
2. Make effective date retroactive back to the first day of the school year
3. Refund any monies that have been paid in the current school year
4. Store in Homeless section of the Application files

Paper Applications:

1. Write the date received on top front page of all applications and initial
2. Make effective date the date that is written on application by guardian
3. Refund any monies paid after the effective date
4. Check for Psuedo Applications in Skyward every week, print and process immediately
5. Print approval/denial letters every day when you are finished processing the applications, fold them and stuff them into envelopes then send put them in the outgoing mail bin
6. File all apps in the Application File in the cabinet.

Fairchild Applications:

1. When receiving an application from a family residing on Fairchild AFB, you must call and let them know they do not have to include their housing allowance (BAH) if they live on base. Change their income if the did include their BAH, process it, and follow the other steps for printing letters and mailing them out.