Please note the following requirements when completing or revising your CYEFR for the Medical Assistance Program (Medicaid):

- If you claimed any Medicaid Administrative Outreach funds for the fiscal year, you should complete the Medical Assistance Program report in your CYEFR.
- Medicaid expenditures considered an expenditure of federal funds to be reported on your CYEFR by your organization include only the amounts claimed for Administrative Outreach.
- Fees For Services (FFS) to individuals are not considered an expenditure of federal funds by your organization and should not be reported on the CYEFR or in your federal single audit on the Schedule of Expenditures of Federal Funds (SEFA), if you are required to have a single audit performed.
- The total Medical Assistance Program amount reported in your CYEFR should agree with the amount reported on your SEFA for Medicaid (CFDA 93.778), if you were required to have a single audit completed for the fiscal year.
- All Medicaid funds are federal participating so you should not have any entries on your CYEFR under the “State” column or “Other” column.
- In most instances, the total CYEFR amount claimed for Medicaid will be the total amount provided in the annual funding letter we send out.
- Your amounts claimed for the fiscal year may be different than DHFS’ records due to timing differences such as for what quarters claims are made, and the type of accounting basis your organization follows. Your accounting system may also report cash received during the fiscal year which may lead to differences.
- While performing our reconciliation of your CYEFR reported Medicaid amount to DHFS’ records, we attempt to take into consideration and account for obvious timing differences and accounting system recognition differences such as reporting on a cash basis. The most common timing difference we find is that total Medicaid Administrative Outreach reported on the CYEFR and SEFA, if applicable, includes the fourth quarter of the previous fiscal year of the audit and the first three quarters of the fiscal year of audit. We do not take issue with these types of differences.