



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

January 28, 2007

To Benefits Administrator/Claim Coordinator:

Please accept this letter as a request for denial of services provided to recipient Last, First Name (DOB 07-31-78) for the 2006-2007 school year. Under the Individuals with Disabilities in Education Act (IDEA), school districts are required to provide therapy services to students with disabilities that are outlined in their Individualized Education Plan (IEP). School districts receive federal funding and may also access the public health insurance (Medicaid) and private health insurance of the student to fund these services. However, in the event any of the following situations apply, the district will not access the private insurance of the student.

- The parents refused to sign the consent to access the Private Insurance.
- Accessing the insurance will result in a decrease of available lifetime coverage or any other insured benefit.
- Accessing the insurance will result in the family paying for services that would otherwise be covered.
- Accessing the insurance will cause an increase in premiums or lead to discontinuation of benefits.
- Accessing the insurance will cause a loss of eligibility for home and community-based waivers.

In order for Medicaid not to bill the private insurance, our district is requesting a denial from your company up-front for school-based services. According to Section 42 of the Code of Federal Regulations (CFR), Medicaid must bill any third party liability insurance before paying claims, unless a denial is given by the third party liability insurance. Thus, we are asking you to please send a letter to the address below stating that you will not pay for any school-based IEP services during the 2006-2007 school year for Last, First Name.

If you have any questions, please feel free to call me at (573) 522-2523. The denial letter may be sent directly to my attention at: School District Name, Attn: Shelley Witherbee, PO BOX 480, Jefferson City, MO 65102. A postage paid envelope has been enclosed for your convenience. Thank you for your time and consideration. We appreciate your willingness to assist us in this matter.