

**The New York State Education Department
Medicaid Unit
Contract Payment Process and Required Documentation**

Report Due Dates

The Standard Voucher and supporting documentation are due at the end of each quarter listed below.

January 1, 2012-March 31, 2012 (due: April 30, 2012)	April 1, 2012-June 30, 2012 (due: July 31, 2012)	July 1, 2012-September 30, 2012 (due: October 31, 2012)
October 1, 2012 - December 30, 2012 (due: January 31, 2013)	January 1, 2013-March 31, 2013 (due: April 30, 2013)	April 1, 2013-June 30, 2013 (due: July 31, 2013)

Payment Process

A standard voucher should be filed quarterly showing the actual expense for that time period. Each quarter, the standard voucher with attached documentation should be sent to the address below.

Kelly Gicobbi
Education Finance Specialist 1
STAC, Special Aids & Medicaid Unit
NYS Education Department
89 Washington Avenue, Rm. 514W EB
Albany, NY 12234

Required Documentation for Quarterly Payments

- A signed, completed Standard Voucher,
- A Medicaid FS-10 form showing the detail of the actual expenses for the quarter. Through the contract process, you will need to attach copies of receipts for all purchases,
- A short narrative – include a short description of each expense category summarizing your activities, and
- A roster showing summary of contacts, and attendance at trainings.
Please type or print legibly.
- Copy of M/WBE Quarterly Compliance Report

Links:	Standard Voucher	Medicaid FS-10	Training Documentation
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If you have any questions or need further clarification please contact
Kelly Gicobbi at (518) 486-7828 or kgicobbi@mail.nysed.gov