January 8, 2024

Dear School-Based Medicaid Program participating Local Education Agency,

As set forth in 42 CFR §§ 455.100-106, all MassHealth participating providers, including Local Education Agencies (LEAs) must disclose information regarding ownership and control, business transactions, and criminal convictions, including submission of all relevant tax identification numbers (TINs), in order to ensure proper administration of the MassHealth program. This information is required to be updated and revalidated at least every five (5) years. Failure to complete the revalidation process, and failure to disclose any of the required information by **May 1, 2024,** may result in MassHealth’s termination of your LEA’s provider contract.

The revalidation process involves completion and submission of the Federally Required Disclosures Form (FRDF), and in certain circumstances updating other forms, such as a Change of Address form, if MassHealth does not have the most current information. All documents and instructions have been posted to the MassHealth School-Based Medicaid Program (SBMP) website here: [LEA Provider Revalidation Information and Resources | Mass.gov](https://www.mass.gov/info-details/lea-provider-revalidation-information-and-resources---unpublished?auHash=hgmluGBDrGj4mGGLzCYKu63sZ6I3mM8rT9MFNGvqXbc).

To assist you in properly completing the FRDF and other forms if necessary, listed below is pertinent information for your LEA as currently on file with MassHealth:

1. Disclosing Entity SL/DBA Name: Example Public School District
2. NPI: 1234567890
3. PID/SL: 1100123456A

Please review the documents and instructions carefully to ensure the FRDF and any other forms as needed are completed accurately to avoid delays in revalidation. Completed and signed FRDF and other forms, as applicable, should be returned directly to MassHealth by fax or mail to:

Fax: (617) 988-8974

Mail: Provider Enrollment and Credentialing

P.O. Box 278

Quincy, MA 02171-0278

Certified Mail: Provider Enrollment and Credentialing

1 Enterprise Drive

Suite 310

Quincy, MA 02169

If you have questions, please reach out to the School-Based Medicaid Program at 1-800-535-6741 or by email at [SchoolBasedClaiming@umassmed.edu](mailto:SchoolBasedClaiming@umassmed.edu).

Sincerely,

Margot Tracy

School-Based Medicaid Manager

Executive Office of Health and Human Services | MassHealth

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