

# The SBAP Monthly

School-Based ACCESS Program (SBAP) Monthly Bulletin

October 2025



## Annual Cost Reporting

The SBAP uses a cost-based reimbursement methodology which relies on accurate and timely cost reporting for both the quarterly Medicaid Administrative Claiming (MAC) process and annual cost reconciliation of direct services. The annual cost report for Fiscal Year (FY) 2024-2025 direct services opened for Local Education Agencies (LEA) in e-SivicMACS on October 15, 2025. Cost reports are due by the close of the calendar year: **December 31, 2025**. Of course, holidays, school breaks, and personal vacations may affect your LEA's reporting objectives. We recommend that you start early and reach out for assistance when needed to ensure your cost report is submitted timely.

## Random Moment Time Study (RMTS) Reminders

The October – December 2025 quarter of the RMTS is underway. Do you know how to check your LEA's response rates and outstanding moment assignments? Check out the Resources section of e-SivicMACS for helpful tools and user guides.

## Specialized Transportation

Remember: while some students need specially adapted transportation every day that they attend school, that transportation is NOT always a Medicaid-allowable service. LEAs are responsible for the cost of transporting students for educational purposes, even when students require an accommodation due to a disability. Medicaid may reimburse the cost of travel when the purpose of the transportation is the delivery of a health-related service as described in the student's Individualized Education Program (IEP). As a result, specialized transportation claims are always contingent upon a paid health service on the same date. Additional information can be found in Section 3.14 of the SBAP Handbook: <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/providers/documents/school-based-access-program/2024-sbap-handbook.pdf>.

## Training Opportunities and Contacts

Sivic Solutions Group (SSG) holds regular live trainings. You can register to attend through the Training Calendar: <https://pasbap.ssghosting.com/MAIN/Home.aspx?m=1>.

Looking for even more support? We are always happy to assist. Reach out to:

- Your Regional LEA Liaison
  - North and South Central PA: [PASBAPCentral@sivicsolutionsgroup.com](mailto:PASBAPCentral@sivicsolutionsgroup.com) or 717-881-5365
  - Eastern PA: [PASBAPEast@sivicsolutionsgroup.com](mailto:PASBAPEast@sivicsolutionsgroup.com) or 610-737-0213
  - Western PA: [PASBAPWest@sivicsolutionsgroup.com](mailto:PASBAPWest@sivicsolutionsgroup.com) or 412-742-0846
- The SSG Help Desk ([pasupport@sivicsolutionsgroup.com](mailto:pasupport@sivicsolutionsgroup.com))
- The Department of Human Services (DHS) SBAP Policy Resource Account ([RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov))

## Resources Reminder

Continue to check the SBAP webpage (<https://www.pa.gov/agencies/dhs/resources/for-providers/ma-for-providers/sbap>) for additional information, trainings, frequently asked question documents, or other important resources.

Are your contacts up to date? DHS and SSG are working together to improve communications! Ensure your LEA has all relevant staff listed to receive SBAP notifications by submitting updates to [RA-PWSBAPforms@pa.gov](mailto:RA-PWSBAPforms@pa.gov). The current contact information update form is available online (<https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/providers/documents/school-based-access-program/sbap-contact-form.pdf>).