**Medicaid School-Based Services (SBS) Program**

**Parental/Legal Guardian Consent Check-List**

**OVERVIEW**

This Parental/Legal Guardian Consent Check-List can be used by Local Education Agencies (LEAs) to follow when gathering, documenting, and maintaining parental/legal guardian consent in order to be reimbursed by Medicaid for services provided to students.

According to [IDEA and Section 300.154 of the U.S. Department of Education](https://sites.ed.gov/idea/regs/b/b/300.154/d/2), in order for LEAs to receive Medicaid reimbursement through the SBS Program, LEAs are required to:

1. Obtain written consent from the parent/legal guardian of the student prior to the reimbursement occurring.
2. Annually provide written notification to the parent/legal guardian.

\* If annual notifications are not sent out, the consent form becomes null. LEAs must maintain sufficient documentation of signed forms and notifications sent to parents/legal guardians.

For additional information on parental/legal guardian consent, the WY SBS Program Consent form, and/or other WY SBS Program materials visit the SBS Program website at: <https://health.wyo.gov/healthcarefin/medicaid/school-based-services/>

For additional information on federal consent guidance and IDEA Section 300.154 find the guidance here: <https://sites.ed.gov/idea/regs/b/b/300.154/d>