



1800 Second Street NE, Minneapolis MN 55418 | 612-789-1236 | www.actg.org

IEP Third Party Billing

A Chance To Grow has helped charter schools across Minnesota generate over \$2,000,000.00 in revenue for the Special Education Students through IEP 3rd Party Billing since 2011-2012.

We started out with a handful of schools and now are helping over 50 charter schools.

Since A Chance To Grow has knowledge on Charter School Finance we can provide extra customer service by ensuring that the schools that we work with are reporting their expenditures properly at year end.

This is a list of services that A Chance To Grow provides when working with Charter Schools and their IEP Third Party Billing.

- Check with National Plan and Provider Enumeration System (NPPES) to see if the school has already registered for a National Provider Identifier (NPI) number, if not we will register the school so they are in compliance with obtaining this number.
- Check with Minnesota Department of Human Services (DHS) to see if the school is currently enrolled to bill for IEP 3rd Party Billing. If it isn't, we will generate all the paperwork that is needed to get enrolled. This includes asking for a Request for Hardship (and providing the paperwork) to waive the enrollment fee for smaller Charter Schools that may not be able to afford this fee.
- Check eligibility of the special education students that is provided by the school and work with the contact at the school to obtain signed consent forms by letting the school know who is eligible and where the parent would need to sign the consent form (If the students are MA Eligible only, have MA plus private insurance, etc.)
- Work with the school and DHS to establish interim rates for billing.
- Stay up to date with changes that might affect IEP Third Party Billing through MDE and DHS and notify what the school would need to do to stay in compliance.
- Train school staff members and providers what they need to do for IEP 3rd party billing.
- Provide customer service for staff and providers as necessary.
- Generate and provide the necessary annual data for submitting to DHS at year end.
- Check the MDE website to make sure that billable expenditures are reported properly in the MDE reporting system through reports posted on their website, so the school will not lose money

during the annual data settle-up that is done 2 years after the school bills and notify the appropriate personnel at the school to get it fixed.

- Prepare all the paperwork for revalidation, when necessary.
- Help the school through an MDE or DHS audit by providing documentation as necessary.

If interested, please contact:

Barb Ewald
A Chance To Grow, Inc.
1800 2nd Street NE
Minneapolis, MN 55418

612-706-5517
bewald@actg.org