



ASEC Alert

Please read thoroughly! All MA correspondence and questions should be sent to lea@asec.net

When the MA Release of Information is signed please copy and file in your school district MA files. Then mail the original MA Release of Information to ASEC, Attn: Lea Duckstad, 1505 Central Ave NW, East Grand Forks, MN 56721.

If you have any questions feel free to contact Lea at the ASEC office 218-773-0315 or 1-866-687-2732

To: CASE MANAGERS, FYI to everyone else

Maximizing District Funding-You Can Help

With districts' struggling financially, you have an opportunity to help your district by identifying every student that is eligible for MA or MinnesotaCare. Since 2001 our districts have generated over **1.5 million dollars** in MA! We can do even better if we know of every student that is eligible.

In the past you have contacted the ASEC biller to check eligibility if you thought one of your students might be MA eligible or was receiving a MA eligible service. We can no longer do that without the one-time *MA Release of Information* from the parent. Because of HIPPA and FERPA requirements we must seek this release from ALL parents, not just from the parents of students we "think" might be MA eligible.

New Procedure

You will need to do some “catch up” so that we get this release for all existing students. If a student is already receiving a billable service such as MA eligible speech or PCA service, you do not need to get the *MA Release of Information* for that student. That has already been done. For all other students go to SpEd Forms and do the following:

1. After clicking on “Work with Students” click the check box by “MA Eligible Only”. Those students listed would be the students for which we already have one-time releases.
2. For all other students on your caseload you will need to seek a one-time MA Release of Information. You may either print the MA Release form for each student and get the one-time consent immediately, or you may get the consent as the IEP comes due. **The MA Release of Information form is found in SpEd Forms under the “Prior Written Notices, consents and other forms” section.** Obviously when placing a new student, you would get the release at the time of initial placement into special education. We have attached a sample narrative to this email that you may use to explain the reason for this release.

After this year this release will only need to be obtained on new students. We know you are all busy yet the few minutes it will take to obtain this consent could mean significantly more dollars your district can use for special education.