

MSY Reconciliation Requests

What Needs to Happen?

Outreach

- Send an email to MSY@medicaid.ohio.gov
- Use subject line "MSY Reconciliation Request"
- Include the following:
 - Name of the youth
 - MSY ID
 - Balance of funds to return
 - Reason funds are being returned
- **INCLUDE** any expenditure verifications (e.g. invoices) not previously submitted
- *Reconciliation requests should not be submitted until all invoicing with providers has been completed*

Follow Up

- ODM will review the reconciliation request
- ODM will compare the county's reported balance with ODM's balance
- ODM will send an email providing next steps on how to return funds
- Once the email is received the county should move forward with next steps

Reminders

- The county should submit expenditure verifications (e.g. invoices) as soon as they are available
- *Do not* return funding before outreaching to the MSY box and receiving follow up
- If the authorized funding is not used within the timeframe identified on the request, counties should email the MSY box for guidance on next steps

If you have questions regarding the MSY Program please outreach to MSY@medicaid.ohio.gov we will be happy to assist.

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