



Incentive Notes

1. The Medicaid Office will email Medicaid Coordinators and Principals in early September with the amount of incentive funds their school earned for the year.
2. Complete and scan the [Authorized Purchaser Form](#) to heather.sams@pgcps.org
 - a. Orders will only be accepted from the authorized purchaser indicated on this form
 - b. The form is writeable and we can accept an electronic signature
3. Orders should be made via the [Medicaid Incentive Requisition Form](#) and scanned to heather.sams@pgcps.org
 - a. This form is writeable and we can accept an electronic signature
4. Medicaid incentive funds can *only be used for to enhance services for Special Education students*
 - a. All orders require a justification; use the justification box provided on the incentive order form or send it in an email
 - b. All justification must be detailed as to why the items are being ordered to enhance the services to special education students
 - c. Remember to sign the Incentive requisition form; it will not be accepted if not signed (electronic signature accepted)
 - d. Please contact the vendor for the shipping & handling details not Heather
 - e. PGCPS is tax exempt. You should not include tax on your order
5. Ordering of printers, printer ink or any similar electronics are not allowed with these funds. This includes technical items such as Laptops, Chromebooks, iPads, HDMI adaptors, Apple adaptors or laptop chargers.
6. The Medicaid Office does not maintain an approved vendor list.
7. Heather Sams will email the coordinator alerting the school your order has been processed and asking for you to please let her know when you receive the order(s) and to scan her the packing slip.
8. **Orders will be delivered in Heather Sams' name only. Please let your front desk person know this information.**

9. Remember it is on you to keep track of your orders. The Medicaid Office does not know when the orders will be delivered or have been delivered. If you have questions regarding your order status, please contact the vendor and give them the PO#. Heather can assist you with the PO #'s of your order(s).
10. Some vendors give PGCPs discounts. You should contact the vendor for the discount and a quote of the order. Scan the quote along with the incentive order form to heather.sams@pgcps.org
11. If ordering an online subscription, you must request a quote from the vendor. Scan the quote along with the incentive order form to heather.sams@pgcps.org
12. Shredders and laminators can be purchased but they cannot be over \$250. These items will be delivered directly to the school. Once Heather is emailed that the item was delivered to the school along with the packing slip, she will need a completed copy of the *Medicaid Employee Equipment Agreement* scanned and emailed to her.
 - a. The person who will be responsible for this item at the school will need to put their name and home address on the form. Yes, we will need their home address this is due to Audit purposes
 - b. The person who is responsible for the item will need to sign where it states "Signature"
 - c. The Principal will sign where it states "Signature of issuing Supervisor"

After Heather receives the completed form, she will update and send an email stating that she will be putting the updated form as well as the label in the pony to the school. Once you receive, please put the label on the item, take a picture, and email the picture to her.
13. Report lost or stolen items to the Medicaid Office within 24 hours of incidence. You will need to complete *Security Incident and Fixed Asset Inventory Reports*. Remember there is a \$1,000 deductible for each loss that the school will be responsible for if they intend to file a claim for the loss.
14. When ordering from Pearson, go to their website or contact vendor and put the correct location on the order form. If no location on order form, we will not process.
15. PGCPs does not allow purchase orders from Amazon, Walmart, Camp Pecometh, Educational Etc., and Flocabulary.
16. Supplies cannot be shipped to any student's or teacher's home(s).