

**ACTIVITY CODE(19)
MAA/TCM COORDINATION AND CLAIMS ADMINISTRATION**

Claiming Unit: Veterans Services

Submittal Date: 06/30/25

Local Governmental Agency: ABC County

Amended Date:

For each type of MAA/TCM Coordination and Claims Administration performed, provide the following information:

1. Individually list each type of allowable MAA/TCM coordination and claims administration performed and describe how staff perform this activity (if adding the LGA Participation Fee, list that here):
MAA coordination and claims administration is provided by [LGA Department] Staff.

Veterans Services is responsible for paying its portion of the LGA participation Fee to Host County. [LGA Department] initially pays the LGA participation fee for all claiming units and then invoices the Veterans Services Claiming Unit for its share of the LGA participation fee at the end of each fiscal year in addition to an administrative fee that [LGA Department] charges to the unit for MAA coordination and claims administration.

2. Indicate whether staff perform this activity part-time in addition to other duties:
N/A - staff reside in [LGA Department] and perform this activity part-time.

3. Describe the method that will be used for claiming, i.e. direct charge or time studies:
Staff in this claiming unit do not use Code 19. However, direct charge will be used for the cost of a contract with [Electronic Software Vendor Name] for time survey tracking software.

4. Indicate whether any claims preparation activity is being performed by contractors or consultants:
All claim preparation is done by county staff members from the [LGA Department]. [Electronic Software Vendor Name] software is used by County staff members for time study management. This contract cost will be direct charged.

Documents Required:

1. Attach copies of any contracts entered into for the performance of LGA claims administration.