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**DATE:** June 2011  
**TO:** Holders of AHCCCS Contractor Operations Manual  
**FROM:** Jami Snyder, ALTCS Administrator  
**SUBJECT:** AHCCCS Contractor Operations Manual (ACOM) Update

This memo describes additions to the ACOM Manual for the month of June 2011.

**Policy 303 - Home and Community Based Services (HCBS) Reconciliation - ALTCS**

This is a new policy that outlines the process for the annual reconciliation of the assumed HCBS member months used for capitation rate development against the actual HCBS placement. This policy applies to all AHCCCS ALTCS EPD Contractors for CYE 12 (Oct. 1, 2011 – Sept. 30, 2012) and forward.

Individuals with questions related to this policy should contact Theresa Harri at 602-417-4425.