

## FFY2009 Reporting Calendar

Oct	1	Commencement of FFY2009 contract period
Nov	30	Last day to complete and submit October/November intakes/exits for migration for programs with passwords
Dec	2-10	Submit online Family Services and Programmatic (DSS and Invoice) reports for October/November for programs with passwords
	11	First day to begin processing exits for current month
	15	Subcontractor agreements due, as necessary
	15	Insurance certificate of commercial liability coverage due
	15	Notarized list of criminal records check due
	31	Last day to complete and submit December intakes/exits for migration
Jan	2-10	Submit online Family Services, DSS and Invoice for December
	11	First day to begin processing exits for current month
	31	Last day to complete and submit January intakes/exits for migration
Feb	2-10	Submit online Family Services, DSS and Invoice for January
	11	First day to begin processing exits for current month
	17	1 <sup>st</sup> Quarter Schedule by Category Report due
	28	Last day to complete and submit February intakes/exits for migration
Mar	2-10	Submit online Family Services, DSS and Invoice for February
	11	First day to begin processing exits for current month
	31	Last day to complete and submit March intakes/exits for migration
Apr	2-10	Submit online Family Services, DSS and Invoice for March
	11	First day to begin processing exits for current month
	15	Service delivery/budget revision requests due, if needed
	30	Last day to complete and submit April intakes/exits for migration
May	2-10	Submit online Family Services, DSS and Invoice for April
	11	First day to begin processing exits for current month
	15	2 <sup>nd</sup> Quarter Schedule by Category Report due
	31	Last day to complete and submit May intakes/exits for migration
June	2-10	Submit online Family Services, DSS and Invoice for May
	11	First day to begin processing exits for current month
	30	Last day to complete and submit June intakes/exits for migration
	30	End of FFY2009 contract period
July	1	Commencement of Contract Extension
	2-10	Submit online Family Services, DSS and Invoice for June
	11	First day to begin processing exits for current month
	18	Service delivery/budget revision requests due, if needed. Final revision request deadline.
	31	Last day to complete and submit July intakes/exits for migration
Aug	2-10	Submit online Family Services, DSS and Invoice for July
	11	First day to begin processing exits for current month
	14	3 <sup>rd</sup> Quarter Schedule by Category Report due
	31	Last day to complete and submit August intakes/exits for migration
Sept	2-8	Submit online Family Services, DSS and Invoice for August
	9	First day to begin processing exits for current month
	15	Last day to complete and submit September intakes/exits for migration
	15	End of FFY2009 contract period (extension)
	17	Submit online Family Services, DSS and Invoice for September
Oct	9	4 <sup>th</sup> Quarter Schedule by Category Report due