

ESIT Provider Agency Deliverables Schedule and Other Reporting Requirements

Federal Fiscal Year 2023 / State Fiscal Year 2024 (July 1 2023 - June 30 2024)

#	Deliverable Title, Due Note, Description	Due Date
1.00	ESIT Statewide Directory Contract Contact Form <i>On the Form provided by DCYF, electronically submit.</i>	30-days from Contract Execution
2.00	FY23-24 Budget for Contractor <i>On the budget form provided by the DCYF, electronically submit an Estimated Budget based on projected contract annual allocation.</i>	30-days from Contract Execution
2.10	FY23-24 Budget for Subcontractors <i>On the budget form provided by the DCYF, electronically submit an Estimated Budget based on projected funding sources for each ESIT Provider Agency in the CLA geographic area.</i>	Sept. 30, 2023
3.00	FY22 State & Local Revenue & Expenditure Report - Contractor <i>On the budget form provided by the DCYF, electronically submit public and private revenue and expenditure data for all funding sources for early support services, during the period of July 1, 2022 – June 30, 2023. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sept. 30, 2023
3.10	FY22 State & Local Revenue & Expenditure Report - Subcontractors <i>On the budget form provided by the DCYF, electronically submit public and private revenue and expenditure data for all funding sources for early support services, during the period of July 1, 2022 – June 30, 2023 for ESIT Provider Agencies under subcontract with the CLA. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sept. 30, 2023
4.00	<i>Local Interagency Agreements/MOAs/MOUs</i> <i>If needed and as Interagency Agreements expire or changes occur</i> <i>For all Contractors, the Interagency Agreements must include the components in the Statement of Work, Section 3, Scope of Work.</i>	Dec. 31, 2023
5.00	Subcontracts <i>If needed and immediately upon development thereafter. Must include the components in the Statement of Work, Section 3, Scope of Work.</i>	Dec 31, 2023
6.00	Local ESS Collaboration Plan(s), <i>including Services Area Agreements, if needed. Must be reviewed annually and changes submitted electronically.</i>	Dec 31, 2023
7.00	Financial Disclosure Certification <i>On the form provided by the DCYF, electronically submit</i>	July 10, 2024
8.00	Federal Certification and Assurance Report <i>On the form provided by the DCYF, electronically submit</i>	July 10, 2024

9.00

Audits or Other Monitoring

If required, within two weeks of receipt

*The Contractor must submit copies of **any** federal, state, county, local, and independent monitoring or audit reports, regarding the part C of IDEA EIS, regardless of funding source; and **any** audits or monitoring reports pertaining to the requirements in the Exhibit D, General Terms and Conditions, including Federal Funding Requirements and Records Maintenance.*

Other Reporting Requirements:

Single Monthly Count Report (for enrollment and billing)

Review, correct if needed following instructions, sign, and return by the 25th of the month

A-19 Invoice

Certificate of Insurance

Within two-weeks of renewal

Certification of Data Disposition

Submit 15 Calendar days prior to the destruction of written/electronic records

Confidentiality and Non-Disclosure Agreement

Initially within 30-days from contract execution and ongoing when there are staff changes