

Deliverables Schedule

Federal Fiscal Year 2021 / State Fiscal Year 2022 (July 1 2021 - June 30 2022)

#	Deliverable Title, Due Note, Description	Due Date
1.00	Single Monthly Count Report (for enrollment and billing) <i>Review, correct if needed following instructions, sign, and return monthly</i>	By the 25 th of every Month
2.00	A-19 Invoice	By the 10 th of the following month
3.00	ESIT Statewide Directory Contract Contact Form <i>On the Form provided by DCYF, electronically submit to esit.reports@dcyf.wa.gov</i>	Sept 30, 2021
4.00	FY21-22 Budget <i>On the budget form provided by the DCYF, electronically submit an FY21-22 Estimated Budget based on projected contract annual allocation</i>	Sept 30, 2021
5.00	FY20 State & Local Revenue & Expenditure Report <i>On the budget form provided by the DCYF, electronically submit other public and private revenue and expenditure data for all anticipated funding sources for ESIT services, during the periods of: July 1, 2020 through June 30, 2021. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sept. 30, 2021
6.00	Local Interagency Agreements/MOAs/MOUs <i>If needed and as Interagency Agreements expire or changes occur For all Contractors, the Interagency Agreements must include the components in the Statement of Work, Section 3, Scope of Work</i>	Oct 31, 2021
7.00	Subcontracts <i>If needed and immediately upon development thereafter</i>	Oct 31, 2021
8.00	Local ESIT Services Collaboration Plan, <i>including Services Area Agreements, if needed. Must be reviewed annually.</i>	Dec 31, 2021
9.00	FY21 State and Local Revenue and Expenditure Report – Mid Year <i>On the budget form provided by the DCYF, electronically submit other public and private revenue and expenditure data for all anticipated funding sources for ESIT services during the periods of: July 1, 2021 through December 30, 2021. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Jan 31, 2022
10.00	ESIT Service Provider/School District Contact Verification Report <i>July – December 2021 On the form provided by DCYF, electronically submit to esit.reports@dcyf.wa.gov</i>	Jan 31, 2022
10.10	ESIT Service Provider/School District Contact Verification Report <i>January – June 2022 On the form provided by DCYF, electronically submit to esit.reports@dcyf.wa.gov</i>	July 30, 2022
11.00	Financial Disclosure Certification <i>On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov.</i>	July 10, 2022

- 12.00 Federal Certification and Assurance 2020-2021 Report Jul 10, 2022
On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov.
- 13.00 FY21 State and Local Revenue and Expenditure Report – Year End Sept, 30, 2022
On the budget form provided by the DCYF, electronically submit other public and private revenue and expenditure data for all anticipated funding sources for ESIT services, during the periods of: July 1, 2021 through June 30, 2022. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.
- 14.00 Audits or Other Monitoring
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.
- 15.00 *In-person Service Plan*
Within two-weeks of moving between stages.
- Other Requirements:**
- 16.00 *Certificate of Insurance*
Within two-weeks of renewal
- 17.00 *Certification of Data Disposition*
Submit prior to the destruction of written/electronic records
- 18.00 *Confidentiality and Non-Disclosure Agreement*
Annually by August 31