

ESIT Provider Agency Deliverables Schedule and Other Reporting Requirements

Federal Fiscal Year 2024 / State Fiscal Year 2025 (July 1 2024 - June 30 2025)

Deliverable Title, Due Note, Description	Due Date
ESIT Statewide Directory Contract Contact Form <i>On the Form provided by DCYF, electronically submit.</i>	30-days from Contract Execution
FY24-25 Fiscal Workbook - Budget Projection - Contractor <i>In the Fiscal Workbook provided by the DCYF, electronically submit an Estimated Budget based on projected contract annual allocation.</i>	30-days from Contract Execution
FY24-25 Fiscal Workbook – Budget Projection - Subcontractors <i>In the Fiscal Workbook provided by the DCYF, electronically submit an Estimated Budget based on projected funding sources for each ESIT Provider Agency.</i>	Sept. 30, 2024
FY24-25 Fiscal Workbook - ESIT Revenue & Expenditure Report Year-End for FY23-24 - Contractor <i>In the Fiscal Workbook provided by the DCYF, electronically submit public and private revenue received and actual expenditure data for all funding sources for ESS, during the period of July 1, 2023 – June 30, 2024. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sept. 30, 2024
FY24-25 Fiscal Workbook - ESIT Revenue & Expenditure Report Year-End for FY23-24 - Subcontractors <i>In the Fiscal Workbook provided by the DCYF, electronically submit public and private revenue received and actual expenditure data for all funding sources for ESS, during the period of July 1, 2023 – June 30, 2024 for ESIT Providers under subcontract with the Contractor. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sept. 30, 2024
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>	Dec. 31, 2024
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, 2024
Local ESS Collaboration Plan(s), including Services Area Agreements, if needed. <i>Must be reviewed annually and changes submitted electronically.</i>	Dec 31, 2024
Financial Disclosure Certification – FY24-25 <i>On the form provided by the DCYF, electronically submit</i>	July 10, 2025
Federal Certification and Assurance – FY24-25 <i>On the form provided by the DCYF, electronically submit</i>	July 10, 2025

Other Reporting Requirements:

DCYF Intake Form

*On the form provided by DCYF, electronically submit to ESIT.Reports@dcyf.wa.gov
Annually, and ongoing as staff changes occur*

Audits or Other Monitoring Reports

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.*

Single Monthly Count Report (for enrollment and billing)

Review, correct if needed following instructions, sign, and return by the 20th of the month

A-19-1A Invoice

Due by the last day of the following month. Final Invoice(s) due by 7/31/2025

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

Due 30-days from initial contract execution and ongoing when staff changes occur