

FY23-24

(July 1, 2023 – June 30, 2024)

Single Monthly Count Report Schedule

(For both enrollment and billing purposes)

Count Date	Run by Date *	Due Date *	A19 Due Date*
July 3, 2023	July 11, 2023	July 25, 2023	August 10, 2023
August 1, 2023	August 11, 2023	August 25, 2023	September 11, 2023
September 1, 2023	September 11, 2023	September 25, 2023	October 10, 2023
October 2, 2023	October 11, 2023	October 25, 2023	November 13, 2023
November 1, 2023	November 13, 2023	November 27, 2023	December 11, 2023
December 1, 2023	December 11, 2023	December 26, 2023	January 10, 2024
January 2, 2024	January 11, 2024	January 25, 2024	February 12, 2024
February 1, 2024	February 12, 2024	February 26, 2024	March 11, 2024
March 1, 2024	March 11, 2024	March 25, 2024	April 10, 2024
April 1, 2024	April 11, 2024	April 25, 2024	May 10, 2024
May 1, 2024	May 13, 2024	May 28, 2024	June 10, 2024
June 3, 2024	June 11, 2024	June 25, 2024	July 10, 2024

- If the “Run By” or “Due Date” falls on a holiday or weekend, please complete on the following business day.
- Submit your Certified Report and A-19 Invoice to ESIT.reports@dcyf.wa.gov
- Contact your QI Specialist with questions
- The Forecast Council Caseload count is due the 10th of each month. ESIT submits this count based off the Single Monthly Counts.

Criteria to be on the report:

- Be enrolled in an EIPA and
- Be between the ages of birth through 2 years of age and not yet three on the count day.
- Have an active IFSP:
 - based on eligibility criteria established in ESIT State Policies and
 - which meets federal and state procedural requirements and
- Be eligible for and receiving early intervention services^[1].

^[1] SHB 2787 states [“For the purposes of this subsection \(2\), a child is receiving early intervention services if the child has received services within a month prior to the monthly count day.”](#)
