

# 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 to <a href="mailto:esit.reports@dcyf.wa.gov">esit.reports@dcyf.wa.gov</a></i>	30-days from contract execution
2.00	FY23-24 Budget for Contractor <i>On the budget workbook form provided by the DCYF, electronically submit an Estimated Budget based on projected contract annual allocation</i>	30-days from contract execution
3.00	FY23-24 Budget(s) for Subcontractors <i>On the budget workbook form provided by the DCYF, electronically submit an Estimated Budget based on projected subcontract allocations</i>	Sept. 30, 2023
4.00	FY22-23 State & Local Revenue & Expenditure Report – Year-End <i>On the budget workbook form provided by the DCYF, electronically submit public and private revenue and expenditure data for all funding sources for ESIT services, during The period of July 1, 2022 through June 30, 2023. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CYSHCN, County Millage, etc.</i>	Sept. 30, 2023
5.00	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>	Dec. 31, 2023
6.00	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
7.00	Local ESS Collaboration Plan, <i>including Services Area Agreements, if needed. Must be reviewed annually.</i>	Dec 31, 2023
8.00	Financial Disclosure Certification <i>On the form provided by the DCYF, electronically submit to <a href="mailto:esit.reports@dcyf.wa.gov">esit.reports@dcyf.wa.gov</a></i>	July 10, 2024
9.00	Federal Certification and Assurance Report  <i>On the form provided by the DCYF, electronically submit to <a href="mailto:esit.reports@dcyf.wa.gov">esit.reports@dcyf.wa.gov</a>.</i>	July 10, 2024
10.00	Audits or Other Monitoring <i>If required, within two weeks of receipt</i>  <i>The Contractor must submit copies of <b>any</b> federal, state, county, local, and independent monitoring or audit reports, regarding the part C of IDEA EIS, regardless of funding source; and <b>any</b> audits or monitoring reports pertaining to the requirements in the Exhibit D, General Terms and Conditions, including Federal Funding Requirements and Records Maintenance.</i>	

## ***Other Reporting Requirements:***

*Single Monthly Count Report (for enrollment and billing)*

*Review, correct if needed following instructions, sign, and return by the 25<sup>th</sup> of the month*

*A-19 Invoice*

*Submit by the 10<sup>th</sup> of the following month*

*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*