# FFY24-SFY25 (July 1, 2024 – June 30, 2025)

## Single Monthly Count Report Schedule

## (For both enrollment and billing purposes)

| Count Date *(Last Business Day of the month)* | Run by Date * | Due Date * | A-19-1A Invoice Due Date* *(On or before the last day of the following month)* |
|---|---|---|---|
| **OLD** - July 1, 2024 (July 1-31/Active IFSP/Not yet 3yrs/Received a service within a month prior to the count day) | July 11, 2024 | July 25, 2024 | August 10, 2024 |
| ***NEW - July 31, 2024 (July 1-31/Active IFSP/Not yet 3yrs on the day(s) of service delivery/Received a service in the same month as the count day)*** | Aug 11, 2024 | ***Aug 20, 2024*** | ***August 31, 2024*** |
| ***August 30, 2024 (Aug 1-30)*** | September 11, 2024 | ***September 20, 2024*** | ***September 30, 2024*** |
| ***September 30, 2024 (Sept 1-30)*** | October 11, 2024 | ***October 20, 2024*** | ***October 31, 2024*** |
| ***October 31, 2024 (Oct 1-31)*** | November 11, 2024 | ***November 20, 2024*** | ***November 30, 2024*** |
| ***November 29, 2024 (Nov 1-29)*** | December 11, 2024 | ***December 20, 2024*** | ***December 31, 2024*** |
| ***December 31, 2024 (Dec 1-31)*** | January 11, 2025 | ***January 20, 2025*** | ***January 31, 2025*** |
| ***January 31, 2025 (Jan 1-31)*** | February 11, 2025 | ***February 20, 2025*** | ***February 28, 2025*** |
| ***February 28, 2025 (Feb 1-28)*** | March 11, 2025 | ***March 20, 2025*** | ***March 31, 2025*** |
| ***March 31, 2025 (Mar 1-31)*** | April 11, 2025 | ***April 20, 2025*** | ***April 30, 2025*** |
| ***April 30, 2025 (Apr 1-30)*** | May 11, 2025 | ***May 20, 2025*** | ***May 31, 2025*** |
| ***May 30, 2025 (May 1-30)*** | June 11, 2025 | ***June 20, 2025*** | ***June 30, 2025*** |
| ***June 30, 2025*** | July 11, 2025 | ***July 20, 2025*** | July 31, 2025 |

| | | | |
|---|---|---|---|
| *(June 1-30)* | | | |

- 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-19-1A Invoice to ESIT.reports@dcyf.wa.gov
- Contact your Resource Allocation 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 SMC Report:**

- Be enrolled in an EIPA, and
- Be between the ages of birth through 2 years of age and ***not yet three on the day(s) of service delivery***, and
- 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] RCW 43.216.580 (SHB 1916) states: "For the purposes of this subsection (2), a child is receiving early intervention services if the child has received services ***within the same month as the monthly count day, which is the last business day of the month.***"