



1. TYPE OF REPORT – Check ADDITION to report new data. Check CORRECTION if you are correcting or updating information previously reported during the existing contract period.
2. MONTH AND YEAR OF REPORT – Enter the two-digit month and year in which the service was provided.
3. AGENCY NAME – Enter the name of your agency.
4. PROGRAM NAME – Enter the name of the contracted program you are reporting. Each contracted program must be reported on a separate form.
5. SERVICE ACTIVITY NAME, CARS CODE, FUNDING – Do not enter any data.
6. # OF UNITS PROVIDED – This section is used to report the number of units of service provided for each contracted service for the program. Enter the number of units provided this month in the fourth column.