FY 24-25 Reporting/Invoicing Due Dates

Older Americans Act (OAA) contract
1. Due the 10th of every month for the previous month;
   a. Invoices (send to Jason Lee, cklee@smcgov.org and Yayu Li, yli@smcgov.org)
   b. Congregate Intake forms (send to ljoyner@smcgov.org)
   c. MIS Report forms (send to ljoyner@smcgov.org)

2. Due quarterly;
   a. Total Unduplicated Count of Participants (send to ljoyner@smcgov.org)
      i. October 10th (July-September)
      ii. January 10th (October-December)
      iii. April 10th (January-March)
      iv. July 10th (April-June)

3. Due Bi-Annually;
   a. Mid-Year Review, 12/2024 (fiscal items to Linh Le and Yayu Li)
   b. Closeout Submission, 6/2024 (fiscal items to Linh Le and Yayu Li)

American Rescue Plan Act (ARPA) Fund, 1/2023 – 9/30/24
1. Due the 10th of every month for the previous month;
   a. Invoices (send to Jason Lee, cklee@smcgov.org and Yayu Li, yli@smcgov.org)

2. Due quarterly;
   a. Quarterly Data Report
      i. October 10th (July-September)

Older Adults Recovery and Resilience (OARR) Fund, 07/01/24 – 9/30/24
1. Due the 10th of every month for the previous month;
   a. Invoices (send to Jason Lee, cklee@smcgov.org and Yayu Li, yli@smcgov.org)

2. Due quarterly;
   a. Quarterly Data Report
      i. October 10th (July-September)

*If 10th of the month falls on a holiday or weekend, the due date becomes the next business day.

*Reporting documents (ie; MIS report forms, intake forms, etc.) can be found at
https://www.smchealth.org/older-adult-providers

Due Date	Item	Send to
September 10th	**OAA –** a. Invoices for August b. MIS Report forms for August c. Congregate intake forms for August **ARPA & OARR –** a. Invoices for August	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org
October 10th	**OAA –** a. Invoices for September b. MIS Report forms for September c. Congregate intake forms for September **ARPA & OARR –** a. Invoices for September b. Data report form for July-September	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org
November 12th	**OAA –** a. Invoices for October b. MIS Report forms for October c. Congregate intake forms for October	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org
December 10th	**OAA –** a. Invoices for November b. MIS Report forms for November c. Congregate intake forms for November	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org
January 10th	**OAA –** a. Invoices for December b. MIS Report forms for December c. Congregate intake forms for December	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org
February 10th	**OAA –** a. Invoices for January b. MIS Report forms for January c. Congregate intake forms for January	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org
March 10th	**OAA –** a. Invoices for February b. MIS Report forms for February c. Congregate intake forms for February	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org
April 10th	**OAA –** a. Invoices for March b. MIS Report forms for March c. Congregate intake forms for March	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org
May 12th	**OAA –** a. Invoices for April b. MIS Report forms for April c. Congregate intake forms for April	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org
June 10th	**OAA –** a. Invoices for May b. MIS Report forms for May c. Congregate intake forms for May	a. Jason, cklee@smcgov.org and Yayu, yli@smcgov.org b. Lindsey, ljoyner@smcgov.org c. Lindsey, ljoyner@smcgov.org