

# JUNE

WEEK 1	<b><u>1st</u></b> -Fiscal Month End Due	<b><u>2nd</u></b> -May Ed Mgr. Month Ends & Observations			
WEEK 2				<b><u>Friday</u></b>  All Month End Reports Due to Exec. Director	
WEEK 3					
WEEK 4				<b><u>Last Working Day of the Month</u></b>  -Prelim 269 Due (HS/ EHS) --Health & Safety Checks Due _Updates of Policies & Procedures on serv/web	

# JULY

WEEK 1	<u>1st</u> Fiscal Month End Due	<u>2nd</u> June Ed Mgr. Month End & Observations		<u>6th</u> Quarterly Provider Report	
WEEK 2	<u>Monday</u> All Month Ends Due			<u>Friday</u> -RIF Donor Letters Outs -UCCF Quarterly -MCCF Quarterly	
WEEK 3	<u>Monday</u> CCD Licenses Renewal Applications for Hawthorne, M-F			<u>Friday</u> -Quarterly Progress Report -Quarterly Parent Report	
WEEK 4			<u>27th</u> -NACCRRAware Renewal Agreement	<u>Last Working Day of the Month</u> -Health and Safety Checks Due	

# AUGUST

WEEK 1	<u>1st</u> -Fiscal Reports Due -CCD License Renewal Application for Boardman	<u>2nd</u> -Ed Mgr. July Month End & Observations -Comm Dev Month End		<u>Friday</u> Classroom Enrollment Completed	
WEEK 2			<u>9th</u> All Month Ends Due		
WEEK 3	<u>14th</u> 272 Due				
WEEK 4			<u>30th</u> Full Enrollment	<u>Last Working Day            of the Month</u> -Final 269 Due (HS/ EHS) -H7S Checks Due -Quality Inspections Due	

# SEPTEMBER

WEEK 1	<u>1st</u> -Fiscal Reports Due -CCD License Renewal Application for Herm CDC, Highland, Pine Tree, PEHS	<u>2nd</u> -Aug. Ed Mgr. Month End -Comm Dev Month End		<u>Friday</u> All Month Ends Due	
WEEK 2				<u>14th</u> RIF Book Order Due to Bonnie/Diane	
WEEK 3		<u>19th</u> -Intensive Case Mgmt. Meeting -Fiscal Review Meeting			
WEEK 4				<u>Last Working Day of the Month</u> -Fire Inspections Due -H&S Checks Due -File Review Due -P&P updates on serv/website	

# OCTOBER

WEEK 1	<u>1st</u> Fiscal Month End Due	<u>2nd</u> -Sept. Ed. Mgr. Month end	<u>4th</u> Comm Dev Month End	-Quarterly Provider Report	
WEEK 2	<u>9th</u> All Month Ends Due		<u>14th</u> -990 Due	<u>Friday</u> -45 Day Screen Completed (Vision, Hearing, ASQ, ASQSE) Developmental	
WEEK 3 <small>15</small>	<u>17th</u> Fiscal Meeting				
WEEK 4		<u>24th</u> -Quarterly Parent Report -Quarterly Progress Report -Fiscal Review Meeting		<u>Last Working Day of            the Month</u> -Fall Contract Monitors Due -H&S checks -Prelim 269 Due (ACF Training)	

# NOVEMBER

WEEK 1	<u>1st</u> Fiscal Month End Due  Fall Outcomes due	<u>2nd</u> -Ed. Mrg. Month End & Observations Due -H.V. Observations (Returning Staff)		<u>6th</u> Comm Dev Month End	
WEEK 2	<u>9th</u> Director's Month End Due		<u>14th</u> 272 Due	<u>15th</u> RIF Book Orders Due to Bonnie/ Diane	
WEEK 3		<u>21st</u> -Fiscal Review Meeting -Intensive Care Mgmt Meeting		<u>Friday</u> 1st RIF Distribution Completed	
WEEK 4	<u>27th</u> 90 day limit to Start Family Assessment Health/Dental/Exams Nutrition & Developmental Assessment			<u>Last Working Day of the month</u> -H&S Checklist Due -File Reviews Due	

# DECEMBER

<p>WEEK 1  <u>1st</u>            Fiscal Month End Due</p>	<p><u>4th</u>            Ed Mgr. Month End &amp; Observation Due</p>	<p><u>5th</u>            -Comm Dev Month End</p>	<p><u>6th</u>            -RIF Distribution Report Due</p>	<p><u>Friday</u>            All Director's Month End Due</p>	
<p>WEEK 2</p>			<p><u>Thursday</u>            -Fall Outcomes Reports Completed</p>	<p><u>Friday</u>            -Community Assessment Due            -File Review of Eligibility Due</p>	
<p>WEEK 3</p>		<p><u>19th</u>            -Dec. Month End Due from Ed. Mgrs.            -Fiscal Review Meeting</p>			
<p>WEEK 4</p>				<p><u>Last working day of the month</u></p>	

# JANUARY

WEEK 1	<u>1st</u> Fiscal Month End Due			<u>Friday</u> -Comm Dev Month End -Quarterly Provider Report	
WEEK 2		<u>9th</u> All Director's Month End Report		<u>Friday</u> -Self-Assessment Complete -UCCF Report -MCCF Report	
WEEK 3	<u>15th</u> Winter Outcome Measures Due to Data Entry	<u>16th</u> -Intensive Case Mgt. Meeting -Fiscal Review Meeting	<u>17th</u> RIF Book Orders due to Bonnie/Diane		
WEEK 4		<u>24th</u> -Quarterly Parent Report -Quarterly Progress Report	<u>Last working day of the month</u> -H&S Checks Due -Fall Reviews Due	<u>Friday</u> RIF Distribution Complete -Updates of P&P on server/website	

# FEBRUARY

<p>WEEK 1</p> <p><u>1st</u></p> <p>-Fiscal Month End Due -Jan Ed. Mgr. Month End &amp; Observations Due</p>		<p><u>5th</u></p> <p>Comm Dev Month End</p>	<p><u>7th</u></p> <p>RIF Distribution Report Due</p>	<p><u>Friday</u></p> <p>-Winter Outcome Re- ports Completed -Deadline for all Dir. Component Month End</p>	
<p>WEEK 2</p>			<p><u>14th</u></p> <p>-272 Due -Exclusion for Past Due Immunizations</p>		
<p>WEEK 3</p>		<p><u>20th</u></p> <p>Fiscal Review Meeting</p>			
<p>WEEK 4</p>				<p><u>Last working day of the month</u></p> <p>-H&amp;S Checks Due -Fiscal Review Meeting</p>	

# MARCH

<p><b>WEEK 1</b></p>	<p><u>1st</u> -Feb. Ed. Mgr. Month End &amp; Observations Due -Comm Dev Month</p>		<p>Child Plus Meeting</p>	<p><u>Friday</u> -Last Day to Enroll PD/PY -All Direc. <b>Component Month</b></p>	
<p><b>WEEK 2</b></p>			<p><u>13th</u> -Intensive Case Mgmt Meeting -Fiscal Review Mtg</p>		
<p><b>WEEK 3</b></p>				<p><u>Friday</u> RIF Distribution Completed</p>	
<p><b>WEEK 4</b></p>				<p><u>Last working day of the month</u> -H&amp;S Checks Due -File Reviews Due</p>	

# APRIL

WEEK 1	<u>1st</u> Fiscal Month End	-Child Plus Meeting -Grant County Monitor	<u>4th</u> -March Ed. Mgr. Month End Reports Due -Comm Dev Month	<u>6th</u> -Last Day to enroll FD/PY -Quarterly Provider Report	
WEEK 2		<u>9th</u> All Dir. Component Month End	<u>10th</u> RIF Distribution Reports Due	<u>Friday</u> -UCCF Report -MCCF Report	
WEEK 3	Fiscal Meeting				
WEEK 4			<u>24th</u> -Quarterly Parent Report -Quarterly Progress Report -Fiscal Review Meeting -Equipment Inventory Complete	<u>Last working day of the month</u> -RIF Grant Renewal Due	
				-Grant Monitors Due to HR -File Reviews Due -H&S Checks Due	

# MAY

WEEK 1	<u>1st</u> -Fiscal Month End Comm Dev Month End -Child Plus Meeting	<u>2nd</u> April Ed. Mgr. Month End & Observations Due			
WEEK 2			<u>9th</u> All Director's Component Month End	<u>Friday</u>	
WEEK 3		<u>14th</u> 272 Due	<u>15th</u> -Intensive Case Mgt. Meeting -Fiscal Review Meeting		
WEEK 4				<u>Last working day of          the month</u> -H&S Checks Due -RIF Grant Inter- view Completed -File Reviews Due	