

## **Wyoming Home Services Program (WyHS) - Report Requirements and Due Dates SFY19**

1. October 15, 2018- 1st Quarter Report
  - Quarterly Report (emailed)
  - Services provided- quarter SAMS (July 1- Sep 30)
  - Quarter Profit and Loss Statement (July 1- Sep 30)
2. January 15, 2019- 2nd Quarter Report
  - Quarterly Report (emailed)
  - Services provided- quarter SAMS (Oct 1- Dec 31)
  - Quarter Profit and Loss Statement (Oct 1- Dec 31)
3. April 15, 2019- 3rd Quarter Report
  - Quarterly Report (emailed)
  - Services provided- quarter SAMS (Jan 1- Mar 31)
  - Quarter Profit and Loss Statement (Jan 1- Mar 31)
4. July 15, 2019- 4th Quarter Report
  - Quarterly Report (emailed)
  - Services provided- quarter SAMS (Apr 1- June 30)
  - Quarter Profit and Loss Statement (Apr 1- June 30)
  - YTD Profit and Loss Statement (July 1- June 30)
5. August 15, 2019- Closeout Report (if necessary)

\*Note: All monthly invoices are due on the 15th of each month and must be submitted with the monthly SAMS report and the monthly Profit and Loss statement.