

**Title III-B Support Services Program- Report Requirements and Due Dates
FFY20 (Reports can be emailed to WDH.CLSpayments or via regular mail)**

1. January 15, 2020- 1st Quarter Report
 - Quarterly Financial Report (Matching Oct, Nov, and Dec Monthly Invoices)
 - Quarter Profit and Loss Statement (Oct 1- Dec 31)
 - Quarterly Program Report (Oct 1- Dec 31)
 - Quarter SAMS Report (Oct 1- Dec 31)
2. April 15, 2020- 2nd Quarter Report
 - Quarterly Financial Report (Jan 1- Mar 31)
 - Quarter Profit and Loss Statement (Jan 1 – Mar 31)
 - Year-To-Date (YTD) Profit and Loss Statement (Oct 1- Mar 31)
 - Quarterly Program Report (Jan 1- Mar 31)
 - Quarter SAMS Report (Jan 1- Mar 31)
3. July 15, 2020- 3rd Quarter Report
 - Quarterly Financial Report (Apr 1 – Jun 30)
 - Quarter Profit and Loss Statement (Apr 1- Jun 30)
 - Year-To-Date (YTD) Profit and Loss Statement (Oct 1- Jun 30)
 - Quarterly Program Report (Apr 1- Jun 30)
 - Quarter SAMS Report (Oct 1- Jun 30)
4. October 15, 2020- 4th Quarter Report
 - Quarterly Financial Report (Jul 1 – Sept 30)
 - Quarter Profit and Loss Statement (Jul 1- Sept 30)
 - Year-To-Date (YTD) Profit and Loss Statement (Oct 1- Sept 30)
 - Quarterly Program Report (Jul 1- Sept 30)
 - Quarter SAMS Report (Jul 1- Sept 30)
 - YTD SAMS Report for the current year** (Oct 1- Sept 30)
 - YTD SAMS Report for the prior year** (Oct 1- Sept 30)
5. November 15, 2020- Closeout Report (if necessary)

*Note: All monthly invoices are due on the 15th of each month and must be submitted with the monthly Profit and Loss statement. (Total Expenditures in the Invoice must match the total expenditures in the Profit and Loss statement).