**Title III-B Support Program 2022**

**Program Required Reports and Deadline Dates**

**Title III-B Support Services Program- Reporting Requirements and Due Dates for the current fiscal year (Reports can be emailed to** [wdh-clspayments@wyo.gov](mailto:wdh-clspayments@wyo.gov) **or via regular mail to CLS.)**

**Monthly Invoice** – 15th day of the following month for the activities and expenditure for the reporting month.

* Monthly Invoice (Oct. 1 – Sept. 31)
* Monthly Profit and Loss Statement (Oct. 1- Sept. 31)
* Monthly A & D Report (Oct. 1- Sept .31)

**Quarterly Program and Financial Reports**

1. January 15, 2022 - 1st Quarter Report

* Quarterly Financial Report provided by CLS Program Manager and validated by providers (Matching Oct - Dec. Monthly Invoices)
* Quarter Profit and Loss Statement (Oct 1- Dec 31)
* Quarterly Program Report (Oct 1- Dec 31)
* Quarter A & D Report (Oct 1- Dec 31)

1. April 15, 2022- 2nd Quarter Report

* Quarterly Financial Report provided by CLS Program Manager and validated by providers (Matching Jan - Mar Monthly Invoices)
* 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 A & D Report (Jan 1- Mar 31)

1. July 15, 2022- 3rd Quarter Report

* Quarterly Financial Report provided by CLS Program Manager and validated by providers (Matching Apr – Jun Monthly Invoices)
* 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 A & D Report (Oct 1- Jun 30)

1. October 15, 2022- 4th Quarter Report

* 4th Quarter Financial Report provided by CLS Program Manager and validated by providers (Matching Jul – Sept Monthly Invoices)
* 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 A & D Report (Jul 1- Sept 30)
* YTD A & D Report for the current year (Oct 1- Sept 30)
* YTD A & D Report for the prior year (Oct 1- Sept 30)

1. **Closed-out Report by November 15, 2022 – for payment adjustment, if necessary.**