

TIMELINE FOR WBC AND DOTR

Starting October 1st	WBC will be notified to make their first quarter drawdown after reconciliation from the previous year.
Starting January 1st drawdown	WBC will be notified to make their second quarter
By January 30	WBC 1 st quarter Performance Narrative Report EDMIS 1 st quarter Data Report WBC 1 st quarter Financial Reports (SF 425, A10-A16) (See Reporting Schedule and Requirements Chart)
On or about February 1 st review	DOTR calls the WBC to work schedule mid-year
On or about February 15 th Review WBC.	DOTR sends out letter along with WBC Mid-year Checklist to the Director of the
February 15 th	WBC deadline for 1 st quarter PSC 425 input into the HHS system.
By March 1 st	WBC returns checklist to DOTR.
By March 1 st – 15th Checklist	DOTR conducts Mid-year WBC Review, See
March 15 th must be	WBC Review and DOTR Monitoring Statement completed and received by OWBO.
Starting April 1 st	Based on the reconciliation of each individual center, the WBC will be notified to make their third quarter drawdown
By April 30 th	WBC 2 nd quarter Performance Narrative Report EDMIS 2 nd quarter Data Report WBC 2 nd quarter Financial Reports (SF 425, A10-A16) (See Reporting Schedule and Requirements Chart)
May 15 th system.	WBC deadline for PSC 425 input into the HHS

On or about July 1 st	DOTR calls the WBC to work out date of review.
On or about July 15 th Review WBC.	DOTR sends out letter along with WBC Year-end Checklist to the Director of the
July 1 st -15 th	DOTR sends out letter along with Year-end WBC Final Review Checklist to the Director of the WBC
By July 30 th	WBC 3 rd quarter Performance Narrative Report EDMIS 3 rd quarter Data Report WBC 3 rd quarter Financial Reports (SF 425, A10-A16) (See Reporting Schedule and Requirements Chart)
By August 1 st	WBC submits checklist to DOTR.
August 1 st -15 th Checklist	DOTR conducts year-end WBC Review, See
August 15 th	WBC Review and DOTR Year-end Monitoring Statement must be completed and received by OWBO. <u>Also: WBC deadline for 3rd quarter PSC 425 to the HHS system.</u>
Starting October 1 st	WBC will be notified to make their final 4 th quarter drawdown (this is the only reimbursement payment).
By October 30 th	WBC 4 th quarter Performance Narrative Report EDMIS 4 th quarter Data Report WBC 4 th quarter Financial Reports (SF 425, A10-A16) (See Reporting Schedule and Requirements Chart)
November 15 th	WBC deadline for 4 th quarter PSC 425 input into the HHS system.