

REQUIRED REPORTS**FISCAL REPORTS**

REPORT	DESCRIPTION	DUE
Periodic Expense Reports	Report of Expenses filed on MY SERVICE LOG	<u>Monthly</u> or quarterly by the 10 th of the month for the previous month.
Request for Reimbursement	Claim for reimbursement of costs (Reimbursement Form)	No more frequently than monthly or less frequently than quarterly. Monthly and quarterly reimbursement requests must be received by the 5 th or 20 th of the following month by 12pm.
Federal Financial Report	Quarterly report of financial transactions, filed on MY SERVICE LOG	Due quarterly by the 10th of the month following the calendar quarter, by 12pm
Federal Source of Match Form	Emailed to ServeWyoming	Apr-Sept. 30. Due October 10th. Oct-Mar Due April 10th

PROGRAM REPORTS

REPORT	DESCRIPTION	DUE
Program Documents (new programs or changes)	Sample documents utilized for members, site supervisors, recruitment and monitoring	Due no later than September 30
Disability Inclusion Report	Report on recruitment, placement and training of disabled applicants and members if a member discloses.	Data due in My Service Log in the quarter info. is relevant
Progress Report	Progress toward performance measures, impact, member hours, & volunteer recruitment. Filed on MY SERVICE LOG	January 15, April 15, July 15 and October 15
National Service Day Report	Report on member service activities for at least 1 National Service Days (National Service Day Form)	Data due in My Service Log in the quarter info. is relevant
Site Visit Response	Signed response to site visit	Within 30 days of receipt
Slot/Budget Change	Slot/Budget Justification Form	Before you make changes.
NSCHC Online Tutorial	Required online tutorial	Before the current cert. expires
Close Out Documents	Required to officially close the grant	Within 30 days of grant ending

NOTIFICATIONS

Staff Change Update	Report any program related staff changes and when the NSCHC process will be completed for new employee.	Immediately following termination and replacement
Grievances	Report any grievance filed	Immediately
Drug Convictions	Report any drug convictions	Within 10 days of notification
Incident Reports	Report any incidents of AC staff/members	Within 30 Days