

Patricia Baxter

Authorized Signature

Number: SPD-AR-11-062

Issue Date: 8/23/2011

Topic: Other

Due Date: Multiple – see below

Subject: DEADLINES FOR FISCAL YEAR-END 2011

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Action Required:

9.30.2011 DEADLINE

Final FYE 148/150 Report – Electronically submit to sua.email@state.or.us and brenda.s.stuivenga@state.or.us the FYE June 2011 report with the “final” checkbox selected. *NOTE: ALL SERVICE-RELATED EXPENDITURES MUST HAVE NAPIS DATA REPORTED IN OACCESS TO SUPPORT IT.*

NAPIS Data Entry – Complete entry of all July 1, 2010 to June 30, 2011 OAA/OPI client and service unit data into OACCESS (or DHS approved database) and communicate to sua.email@state.or.us that data is ready for SUA review. *NOTE: IF UNITS OF SERVICE EXIST – AN EXPENSE MUST BE REPORTED ON THE FINAL FYE 148/150.*

12.31.2011 DEADLINE

Final-Audited Signed FYE 148/150 – PDF or hard-copy submitted to Ms. Stuivenga at brenda.s.stuivenga@state.or.us or 500 Summer Street NE, E-91 Salem OR 97301.

A-133 Compliant Financial Audit – Electronic or hard-copy submitted to sua.email@state.or.us or State Unit on Aging, 676 Church Street NE, Salem OR 97301.

Field/Stakeholder review: Yes No

If yes, reviewed by: AS/Financial Services Contract Payments

If you have any questions about this action request, contact:

Contact(s):	Rhonda Buedefeldt, Program Analyst III		
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E-mail:	rhonda.buedefeldt@state.or.us		