

ESIT Provider Agency Deliverables Schedule and Other Reporting Requirements

Federal Fiscal Year 2025 / State Fiscal Year 2026 (July 1 2025 - June 30 2026)

Deliverable Title, Due Note, Description	Due Date
ESIT Statewide Directory Contract Contact Form <i>On the Form provided by DCYF, electronically submit.</i>	30-days from Contract Execution
FY25-26 Fiscal Workbook - Budget Projection - Contractor <i>In the Fiscal Workbook provided by the DCYF, electronically submit an Estimated Budget based on projected contract annual allocation.</i>	30-days from Contract Execution
FY25-26 Fiscal Workbook – Budget Projection - Subcontractors <i>In the Fiscal Workbook provided by the DCYF, electronically submit an Estimated Budget based on projected funding sources for each ESIT Provider Agency.</i>	Sept. 30, 2025
FY25-26 Fiscal Workbook - ESIT Revenue & Expenditure Report Year-End for FY23-24 - Contractor <i>In the Fiscal Workbook provided by the DCYF, electronically submit public and private revenue received and actual expenditure data for all funding sources for ESS, during the period of July 1, 2024 – June 30, 2025. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sept. 30, 2025
FY25-26 Fiscal Workbook - ESIT Revenue & Expenditure Report Year-End for FY24-25 - Subcontractors <i>In the Fiscal Workbook provided by the DCYF, electronically submit public and private revenue received and actual expenditure data for all funding sources for ESS, during the period of July 1, 2024 – June 30, 2025 for ESIT Providers under subcontract with the Contractor. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sept. 30, 2025
Local Interagency Agreements/MOAs/MOUs If needed immediately upon development and as changes occur <i>For all Contractors, the Interagency Agreements must include the components in the Statement of Work, Section 3, Scope of Work.</i>	As Changes Occur
Subcontracts If needed immediately upon development and as changes occur thereafter. Must include the components in the Statement of Work, Section 3, Scope of Work.	As Changes Occur
Local ESS Collaboration Plan(s), including Services Area Agreements, if needed. Immediately upon development, reviewed annually, and as changes occur.	As Changes Occur

Other Reporting Requirements:

DCYF Intake Form

*On the form provided by DCYF, electronically submit to ESIT.Reports@dcyf.wa.gov
Annually, and ongoing as staff changes occur*

Audits or Other Monitoring Reports

If required, within two weeks of receipt

*The Contractor must submit copies of **any** federal, state, county, local, and independent monitoring, or audit reports, regarding the part C of IDEA EIS, regardless of funding source; and **any** audits or monitoring reports pertaining to the requirements in the Exhibit D, General Terms and Conditions, including Federal Funding Requirements and Records Maintenance.*

Single Monthly Count Report (for enrollment and billing)

Review, correct if needed following instructions, sign, and return by the 20th of the month

A-19-1A Invoice

Due by the last day of the following month. Final Invoice(s) due by 7/31/2026

Certificate of Insurance

Within two-weeks of renewal

Certification of Data Disposition

Submit within fifteen (15) calendar days of the destruction of records e.g. electronic or paper

Confidentiality and Non-Disclosure Agreement

Due 30-days from initial contract execution and ongoing when staff changes occur