

POLICY 405**SERVICE PROVIDER PERIODIC PROGRAM REPORTS**

All contracted Service Providers, unless exempted in writing, shall provide periodic program reports as required by the Policies and Procedures contained in this manual.

PROCEDURE A COLLECTION AND REPORTING OF DATA

In addition to the SAMS and OASIS Data Collection and Reporting requirements specified in Policy 404, Service Providers are also required to submit the following reports:

<u>POLICY</u>	<u>REPORT</u>	<u>DUE DATE/PERIODICITY</u>
310	Vehicle Acquisition/Disposal	As occurring
402	Quarterly Program/Financial Reports	5 th working day of April, July, October, January
402	Requests for Funds	5 th working day of the month
402	Lucas County Senior Services Levy Summary	January 30 th
402	Final Financial Report	January 30 th
402	Notification of Job Vacancies	As occurring
402	Federal Form 990 or 990T	Annually
402	Request for Out-of-State Travel	30 days prior to travel date
404	SAMS and OASIS Data	SAMS Data – As occurring OASIS Data - 5 th working day of April, July, October, January