DUE DATE REMINDERS – ANNUAL CERTIFICATION PLANS AND PERIODIC PERFORMANCE REPORTS

Organizations that receive contract funding from the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery (IDHS/SUPR) are required to submit an Annual Certification Plan (ACP) and quarterly Periodic Performance Reports (PPR) for each fiscal year. As a reminder, please review the following information regarding these requirements and associated due dates.

Annual Certification Plan
Annual Certification Plans and all related forms are submitted electronically through the following link: https://www.surveymonkey.com/r/ACP20. Please note that the submission must be complete with all questions answered and include all related forms. The FY 2020 ACP is due no later than September 20, 2019. If you have not yet submitted, please give this your immediate attention.

Periodic Performance Reports
Periodic Performance Reports are submitted no later than 30 days past the end of each quarter and should be sent to the organization’s IDHS/SUPR contract manager. The first quarter PPR for FY 2020 is due no later than October 31, 2019. Failure to meet the quarterly due dates may result in a cessation of payment until the PPR is received and approved.

Thank you in advance for your adherence to the requirements and due dates. Questions regarding these submissions should be directed to your organization’s contract manager.