

DHS FY15 Required Year End Reporting Submission Guidelines

| Document Description | CRV Naming Convention for file name | Associated Document Type to Select While Posting to the CRV | Document Due Date |
|---|--|---|---|
| Personnel and Administrative Form | <i>(Last 6 Digits of your FEIN)FY15DHSPA1</i> | Personnel/Admin Form | 180 days after provider's fiscal year end date |
| Provider Demographic Form | <i>(Last 6 Digits of your FEIN)FY15DEMO</i> | Provider Demographics Form | 180 days after provider's fiscal year end date |
| DHS Reporting Checklist | <i>(Last 6 Digits of your FEIN)FY15DHSCHECKLIST</i> | DHS Checklist | 180 days after provider's fiscal year end date |
| Audited Financial Statements conducted in accordance with Government Auditing Standards | <i>(Last 6 Digits of your FEIN)FY15FS</i> | Financial Statement Audit | 180 days after provider's fiscal year end date |
| Single Audit - A133 Audit | <i>(Last 6 Digits of your FEIN)FY15SA</i> | A-133 Audit | 180 days after provider's fiscal year end date |
| Data Collection Form | <i>(Last 6 Digits of your FEIN)FY15DATACOLLECTION</i> | Data Collection | 180 days after provider's fiscal year end date |
| Consolidated Financial Report (CFR) | This will be named and submitted for you if completed within the DHS CSA System. Otherwise submit as: <i>(Last 6 Digits of your FEIN)FY15CFR</i> | CFR | 180 days after provider's fiscal year end date |
| In Relation to Opinion on CFR | <i>(Last 6 Digits of your FEIN)FY15CFRIRO</i> | CFR IRTO | 180 days after provider's fiscal year end date |
| Agreed Upon Procedures on CFR | <i>(Last 6 Digits of your FEIN)FY15CFRAUP</i> | CFR AUP | 180 days after provider's fiscal year end date |
| Grant Report | <i>(Last 6 Digits of your FEIN)FY15GR</i> | Grant Report | 180 days after provider's fiscal year end date |
| In Relation to Opinion on Grant Report | <i>(Last 6 Digits of your FEIN)FY15GROPINION</i> | Grant IRTO | 180 days after provider's fiscal year end date |
| Agreed Upon Procedures on Grant Report | <i>(Last 6 Digits of your FEIN)FY15GRAGREED</i> | Grant AUP | 180 days after provider's fiscal year end date |
| Grant Reconciliation & Recovery Form | <i>(Last 6 Digits of your FEIN)FY15GRRF</i> | GRRF | August 15, 2015 |
| IRS Return or Report (IRS 990, 990EZ, 990PF) | <i>(Last 6 Digits of your FEIN)FY15IRS</i> | Form 990 | 180 days after provider's fiscal year end date |
| Form AG990-IL | <i>(Last 6 Digits of your FEIN)FY15AG990</i> | Form ILAG990 | 180 days after provider's fiscal year end date |
| Form 990T (UBIT) | <i>(Last 6 Digits of your FEIN)FY15UBIT</i> | Other | 180 days after provider's fiscal year end date |