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**DHS Mission:** To assist our customers to achieve maximum self-sufficiency, independence and health through the provision of seamless, integrated services for individuals, families and communities.

MEMORANDUM

DATE: May 28, 2015  
TO: Chief Executive Officers  
FY15 DHS Community Services Providers  
FROM: Dan Melliere *dm*  
Acting Director  
Office of Contract Administration

**SUBJECT: FISCAL YEAR 2015 YEAR-END FINANCIAL REPORTING REQUIREMENTS**

Thank you for the services you provide to the Department of Human Services and to the Citizens of the State of Illinois. Your partnership and efforts of providing services to those in need are greatly appreciated. The purpose of this memo is to inform you of your year-end financial reporting requirements, as referenced in your FY15 Community Services Agreement (CSA), with the Department of Human Services.

If you have further questions after reading through this material, please visit our website at <http://www.dhs.state.il.us/page.aspx?item=29741> or by calling the Office of Contract Compliance at (217) 524-0398 or submitting your question, via email, to [DHS.FY15Reporting@Illinois.gov](mailto:DHS.FY15Reporting@Illinois.gov).

**Instructions on how to complete the various forms required on your FY15 DHS Financial Reporting Checklist are found at <http://www.dhs.state.il.us/page.aspx?item=78379>.**

**We ask that you please share these requirements with your auditors.**

**Where and How do You Submit Your Year-end Financial Reporting Documents?**

All required year-end documents must be posted to the Centralized Repository Vault (CRV).

As each year-end financial reporting item is reviewed individually, **we ask that each item be uploaded to the CRV individually.**

The fiscal year field should reflect "15" for all year-end FY15 financial reporting items uploaded. Please make sure to select the appropriate fiscal year and document type when uploading the documents and please note the name of the file being uploaded on the DHS Reporting Checklist.

We ask you that you send questions or concerns over your financial reporting requirements to the Office of Contract Compliance (OCC), [DHS.FY15Reporting@Illinois.gov](mailto:DHS.FY15Reporting@Illinois.gov).

### Who do You Contact if You Have Trouble Getting into the CRV to Be Able to Post Your Documents?

If you need any assistance with registering for or posting to the CRV, you can either email [DHS.CRVSupport@Illinois.gov](mailto:DHS.CRVSupport@Illinois.gov) for assistance or by contacting the Office of Contract Compliance at (217) 524-0398.

### How Do You Request an Extension or Reporting Waiver if Needed?

#### Extensions/Waivers/Modifications

**Due dates of your audit requirements should be discussed with your auditor as soon as possible!** Requests for extensions, waivers or modifications of your financial reporting requirements will be considered on a provider specific basis, taking into consideration their extenuating circumstances. This form is available at <http://www.dhs.state.il.us/page.aspx?item=78379>. If your auditor has any questions, please refer them to the Office of Contract Compliance at (217) 524-0398. Please FAX your completed form to the Office of Contract Compliance at (217) 782-4135. You will be notified of the decision via fax.

### Are there Sanctions for Non-Compliance?

#### Sanctions for Non-Compliance

Yes, there are sanctions for non-compliance. While we understand how long you are currently waiting for payment of services rendered, non-submittal, or incomplete submittal may result in the suspension of the provider's current year contract payments. Any withheld funds will be released to the provider when compliance has been achieved. Please direct any questions you have to (217) 524-0398 if you have any questions at all, so suspension activity does not have to occur.

**Note: The Department's statutory ability to make current fiscal year payments, including payments that have been withheld, ends on August 31. After that date, payments will be processed through the Court of Claims.**