Bruce Rauner, *Governor*

Illinois Department of Human Services

James T. Dimas, *Secretary*

222 South College • Springfield, Illinois 62704

MEMORANDUM

DATE: May 27, 2016

TO: Chief Executive Officers
FY16 DHS Community Services Providers

FROM: Brian Bertrand, Director
Office of Contract Administration

SUBJECT: Fiscal Year 2016 Year-End Financial Reporting Requirements

Thank you for the services you provide to the Illinois Department of Human Services and to the citizens of the State of Illinois. Your partnership and efforts in providing services to those in need are greatly appreciated, especially during these difficult times.

The purpose of this memo is to inform you of your year-end financial reporting requirements, as referenced in Article XVII of your Fiscal Year (FY) 16 Community Services Agreement (CSA), with the Illinois Department of Human Services.

As part of the SFY16 year-end financial reporting for your agency, you are required to submit one or more of the following documents:

- DHS Financial Reporting Checklist
- Consolidated Financial Report (CFR)
- Grant Report
- Independently Audited Financial Statements
- In Relation to Opinion on CFR
- In Relation to Opinion and Agreed Upon Procedures on Grant Report
- IRS Return or Report (IRS 990, 990EZ, 990PF or other)
- Form AG 990-IL
- Form 990T, UBIT
- Personnel/Administrative Information form
- Provider Demographic Information form

The enclosed "DHS Financial Reporting Checklist" indicates which reports are to be submitted by your agency and the due date for those reports. Due to the Budget impasse, audit requirements are based on State FY15 funding levels. Due dates are calculated from the end of your agency's fiscal year. If the end date was not known, then June 30, 2016 was assumed to be the end date.

Instructions on how to complete the various forms can be found on the DHS website at http://www.dhs.state.il.us/page.aspx?item=85122

All required year-end documents must be posted to the Centralized Repository Vault (CRV) which is located on the DHS website at http://www.dhs.state.il.us/page.aspx?item=58833 .

Each report should be uploaded to the CRV individually. The fiscal year field should reflect "16" for all year-end FY16 financial 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 as specified on the DHS Reporting Checklist when you upload those file to the CRV.

If you need assistance with registering or posting to the CRV, you can either email DHS.CRVSupport@lllinois.gov or contact the Office of Contract Administration at (217) 524-0398.

Requests for extensions, waivers or modifications of your financial reporting responsibilities will be considered on a provider specific basis, taking into consideration their extenuating circumstances. This includes extensions on reporting due dates for those programs in which SFY16 payments have not been received. The Request for Extension/Waiver/Modification Related to Filing Audit/Financial Reports Form can be found on the DHS website at http://www.dhs.state.il.us/page.aspx?item=85122. Waiver requests should be faxed to the Office of Contract Administration at (217) 782-4135. You will be notified of the DHS decision of your waiver request via fax within ten business days of receipt.

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 contact us by calling the Office of Contract Administration at (217) 524-0398 or submitting your question via email to DHS.FY16Reporting@Illinois.gov.

Attachments