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Office of Contract Administration (OCA)
Required Year End Reporting Submission Guidelines
Centralized Repository Vault (CRV)

This document lays out the guidelines for submission of Financial Reporting documents to the Central Repository Vault (CRV). It is not an all-inclusive list of every item that can be loaded to the CRV but is intended to address Items that are loaded to the CRV as part of annual Financial Reporting Requirements. Most items should be submitted by the due date as listed on the Financial Reporting Checklist. This date is defaulted to 180 days after a Provider’s Fiscal Year End (FYE) date on the IDHS Reporting Checklist that is sent out by OCA each May.

Exceptions to the above 180-day rule would be audits, which should be submitted within 30 days of completion or 180 days after the FYE, whichever is earlier. Single Audits would be due within 30 days of completion or within 9-months of the FYE, whichever is earlier. Keep in mind that *Grantees* submit audits to the GATA Portal. If a Grantee has a Single Audit per the GATA Portal, then the 180-day CRV submission due date will be automatically extended to match the GATA 9-month due date. Audits loaded to the CRV are normally done because of Division of Developmental Disabilities (DDD) reporting requirements for non-grantee Providers.

Below is a list of Documents and their Document types that would be submitted to the CRV. Again, this is not an all-inclusive list, but should cover most annual reporting documents uploaded to the CRV.

Document Name

Document Type

| | |
|---|---------------------------------|
| IDHS Reporting Checklist | DHS Checklist |
| Personnel and Administrative Information Form | Personnel/Admin Form |
| Provider Demographic Form | Provider Demographics Form |
| Consolidated Financial Report | CFR |
| In Relation to Opinion on CFR | CFR IRTO |
| Grant Close Out Report (IL444-4685) | Grant Report |
| Audited Financial Statements | Financial Statement Audit |
| Single Audit | Single Audit |
| Data Collection Form | Data Collection |
| IRS 990, 990EZ or 990 PF | Form 990 |
| AG990-IL | Form IL AG990 |
| IRS 990T | Other |
| Grant Reconciliation and Recovery Form | GRRF |
| Wage Pass Through Certification (New - DDD) | Wage Pass Through Certification |

Documents uploaded to the CRV should follow a standardized naming convention as much as possible. Here is an example of how an Audited Financial Statement would be named for upload to the CRV: “123456FY22FS”. In this example, the “123456” represents the last 6 (six) digits of the Federal Employer Identification Number (FEIN), the “FY22” indicates it is reporting for Fiscal Year 2022, and the “FS” is the abbreviation for Financial Statement (Audit). Below is a list of the Document types with the naming convention,

Required Year End Reporting Submission Guidelines
(continued)

using FY22 for the Fiscal Year, "123456" as the last 6 (six) of the FEIN, and the Naming Convention for that document.

Document Name

Naming Convention

| | |
|--|--------------------------|
| IDHS Reporting Checklist | 123456FY22DHSChecklist |
| Personnel and Administrative Information Form | 123456FY22DHSPAI |
| Provider Demographic Form | 123456FY22DEMO |
| Consolidated Financial Report In Relation to Opinion on CFR | 123456FY22CFR |
| Grant Close Out Report (IL444-4685) | 123456FY22CFRIRTO |
| Audited Financial Statements | 123456FY22GR |
| Single Audit | 123456FY22FS |
| Data Collection Form | 123456FY22SA |
| IRS 990, 990EZ or 990 PF | 123456FY22DataCollection |
| AG990-IL | 123456FY22IRS |
| IRS 990T | 123456FY22AG990 |
| Grant Reconciliation and Recovery Form | 123456FY22UBIT |
| Wage Pass Through Certification | 123456FY22GRRF |
| | 123456FY22WageCert |

While this Submission Guideline has not listed every document or type of document that can be loaded to the CRV, it should provide adequate instruction for the submission of the annual reporting documents as listed on the IDHS Financial Reporting Checklist.

If you have problems accessing the CRV, you may send an email to DHS.CRV.Support@illinois.gov for assistance.

If you have questions about what documents should be submitted to the CRV or the GATA Portal, or have questions about the content of this Submission Guideline, please email the OCA Bureau of Policy and Review at DHS.OCA.FINANCIALREPORTING@illinois.gov or call 217-785-9260. Include your agency's name and FEIN along with your contact information in your correspondence.

Thank you.
OCA – Bureau of Policy and Review