

TIMELINE FOR WBC AND DOTR

October 1st	WBC Can Request Advance for 1st Quarter
January 1st	WBC Can Request Advance for 2 nd quarter
On or Before February 15th	The WBC must send in their forms and worksheets for reconciliation of the first quarter. This includes a 272, which is submitted electronically to HHS and concurrently to OWBO, in addition to sending OWBO hard copies of their budget worksheets, forms 269, and 270 as well as the quarterly narrative report.
February 1 st	DOTR calls the WBC to work out date of review
February 15 th annual Review	DOTR sends out letter along with WBC Semi- Checklist to the Director of the WBC
By March 1 st	WBC returns checklist to DOTR prior to March 1 st
By March 1- 15	Conduct Semi-Annual WBC Review, See Checklist
March 15 th must be	WBC Review and DOTR Monitoring Statement completed and received by OWBO
On or Before May 15	The WBC must send in their forms and worksheets for reconciliation of the second quarter. This includes a 272, which is submitted electronically to HHS and concurrently to OWBO, in addition to sending OWBO hard copies of their budget worksheets, forms 269, and 270 as well as the quarterly narrative report..WBC may request their 3rd quarter advance only after notification from OWBO that their 2nd quarter has reconciled
July 1st	DOTR calls the WBC to work out date of review.
July 1-15	DOTR sends out letter along with WBC Final Review Checklist to the Director of the WBC
By August 1 st	WBC submits checklist to DOTR prior to August 1st

On or Before August 15th

The WBC must send in their forms and worksheets for reconciliation of the third quarter. This includes a 272, which is submitted electronically to HHS and concurrently to OWBO, in addition to sending OWBO hard copies of their budget worksheets, forms 269, and 270 as well as the quarterly narrative report.

August 1st-15TH

Conduct Annual WBC Review

August 15th
must be

WBC Review and DOTR Monitoring Statement
completed and received by OWBO

After September 29th

WBC Requests 4th Quarter Reimbursement within
45 days to OWBO, send form 272 to HHS; fourth
quarter

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