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M e m o r a n d u m

To: Executive Directors, Disabilities and Special Needs
CEOs/Directors, Qualified Service Providers
Finance Directors/CFOs

Through: Tracey Hunt
Chief Financial Officer

From: Edward Tustin
Finance Manager

Date: May 20, 2022

Re: Fiscal Year End Processing Requirements
ICF RESLOG Billing Information

State financial regulations require that payment for all goods and services received by June 30th of each fiscal year be charged to the same State's fiscal year within strict deadlines. To be in compliance with State regulations, SCDDSN will reimburse/pay providers for qualified charges incurred through June 30, 2022 within the State's established guidelines. To be reimbursed/paid, the requests made to SCDDSN **must be properly supported and timely submitted** in accordance with the guidelines outlined below.

1. Fiscal Year End Processing Requirements :

In order for SCDDSN to meet our State imposed deadlines, we ask that you submit bills with appropriate documentation by **9am on Monday, July 11, 2022.** **If you are unable to comply with this deadline or if the project in question will not be completed until a later date, please be advised that your organization will need to ensure that budget properly rolls-over to the next year. Failure to roll-over budget(s) could result in non-payment.** We are providing you with a checklist of those items most commonly processed, please see the attached document. Please utilize this checklist to ensure that you have identified all of the documentation that we need to ensure you are properly paid.

2. TIMELY SUBMISSIONS:

For SCDDSN to pay for services related to FY 2022, it is imperative for all invoices related to services provided between July 1, 2021 and June 30, 2022 be submitted timely.

Environmental and private vehicle modifications: If you are unable to comply with this deadline or if the project in question will not be completed until a later date, please be advised that your Organization will need to ensure that the consumer budget properly rolls-over to the next year. Failure to roll-over the budget(s) could result in non-payment.

3. ICF RESLOG Information:

Information for the month of June 2022 should be closed-out by **4:00pm Thursday, July 7, 2022** and any associated statistical information submitted to Central Office no later than **Monday, July 11, 2022**. It is extremely important that census documentation be received in SURB on time to complete fiscal year-end processing.

If you should have any questions regarding the contents of this memorandum, then please contact Debra Wilson at 803-898-9720, Debra.Wilson@ddsn.sc.gov, or Carol Mitchell at 803-898-9721, CMitchell@ddsn.sc.gov.

CHECKLIST FOR FISCAL YEAR END (2022) PROCESSING

Item Reported/Requested		Date Due to DDSN Finance
To-Do	Services Notes Submissions For:	4pm 7/7
	WCM Prior to FFS	
	MTCM	
	SFCM	
	EI	
To-Do	State Funded Day Services Invoices	9am 7/11
To-Do	State Funded Residential Services Invoices	9am 7/11
To-Do	State Funded Community Supports Invoices for Other Billable Services	9am 7/11
To-Do	Interpreter Services Invoices	9am 7/11
To-Do	Child Day Leave Request (only two agencies)	9am 7/11
To-Do	IDRD/CS/HASCI Environmental Modification Reimbursement Requests Authorized Prior to FFS	As Soon As Possible
To-Do	IDRD/CS/HASCI Private Vehicle Modification Reimbursement Requests Authorized Prior to FFS	As Soon As Possible
To-Do	IDRD/CS/HASCI Assistive Tech Reimbursement Requests Authorized Prior to FFS	9am 7/11