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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:** William C. Clark  
Chief Financial Officer

**From:** Kelley J Anderson  
Director of Finance

**Date:** May 27, 2020

**Re:** Fiscal Year End Processing Requirements  
RESLOG/DSAL/ISR/SPL Billing Information  
Timing of FY 2021 Initial Prospective Contract Payments

State financial regulations require that payment for all goods and services received by June 30<sup>th</sup> 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, 2020 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 **4pm on Friday, July 10, 2020**. **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 received by SCDDSN from Providers. Please utilize this checklist to ensure that you have identified all of the documentation that we need to ensure you are properly paid.

**2. DROP-DEAD DATE:**

For SCDDSN to properly close its books and avoid audit findings, we must close our books by the end of July. For SCDDSN to even consider paying for services related to FY 2020, it is imperative for all invoices related to services provided between July 1, 2019 and June 30, 2020 be submitted timely. Any identified missed submissions must be received **no-later-than July 31, 2020. This deadline is for missed submissions (i.e. modification) ONLY. Anything submitted after this date will not be paid.**

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. RESLOG/DSAL/ISR/SPL Information:**

Information for the month of June 2020 should be closed-out by close of business **Wednesday, July 8, 2020** and any associated statistical information submitted to Central Office no later than **Thursday, July 9, 2020**. It is extremely important that census documentation be received in SURB on time to complete fiscal year-end processing.

**4. Case Management and Early Intervention Invoices:**

All invoices for Waiver Case Management, Medicaid Targeted Case Management, State Funded Case Management and Early Intervention will be available by noon on July 9, 2020. They must be reviewed, signed and sent through RBC no later than 4pm on July 10, 2020. This is an extremely tight deadline. Unfortunately, due to year end processes, this cannot be changed.

**5. Timing of FY 2021 Initial Prospective Contract Payments:**

The first July payment to your organization will be processed by the agency on July 1, 2020. Your Organization should receive payment by **Wednesday, July 8, 2020**, but no later than **Friday, July 10, 2020**. Checks can **no longer be picked up** due to implemented changes by the State Treasury Office, all checks are mailed from the printing contractor.

All subsequent payments for FY2021 will be processed per the normal bimonthly schedule.

If you should have any questions regarding the contents of this memorandum, then please contact me at 803-898-9698, [Kelley.Anderson@ddsn.sc.gov](mailto:Kelley.Anderson@ddsn.sc.gov), Debra Wilson at 803-898-9720, [Debra.Wilson@ddsn.sc.gov](mailto:Debra.Wilson@ddsn.sc.gov), or Carol Mitchell at 803-898-9721, [CMitchell@ddsn.sc.gov](mailto:CMitchell@ddsn.sc.gov).