

**5101:9-7-04 Workforce Investment Act Area  
Quarterly Reconciliation and Annual Closeout  
Key Deadlines  
Appendix**

<b>MONTH</b>		<b>DUE DATE</b>
	<b>MONTHLY REPORTS</b>	
each month	JFS 01992 Monthly Financial Statement	20th of month
	<b>QUARTERLY REPORTS</b>	
February	ODJFS issues 1st preliminary reconciliation report for Oct - Dec	February 5th
February	ODJFS issues 2nd preliminary reconciliation report for Oct - Dec	February 20th
Feb/March	WIA reports corrections/discrepancies for Oct - Dec	Feb 15-Mar 15th
March	ODJFS issues final quarterly reconciliation report for Oct - Dec	March 20th
March	WIA submits JFS 02711 with Dec - Feb RMS data	March 20th
May	ODJFS issues 1st preliminary reconciliation report for Jan - March	May 5th
May	ODJFS issues 2nd preliminary reconciliation report for Jan - March	May 20th
May/June	WIA reports corrections/discrepancies for Jan - March	May 15-June 15th
June	ODJFS issues final quarterly reconciliation report for Jan - March	June 20th
June	WIA submits JFS 02711 with March - May RMS data	June 20th
August	ODJFS issues 1st preliminary reconciliation report for April - June	August 5th
August	ODJFS issues 2nd preliminary reconciliation report for April - June	August 20th
Aug/Sept	WIA reports corrections/discrepancies for April -June	Aug 15-Sept 15th
September	ODJFS issues final quarterly reconciliation report for April - June	September 20th
September	WIA submits JFS 02711 with June - August RMS data	September 20th
November	ODJFS issues 1st preliminary reconciliation report for July - Sept	November 5th
November	ODJFS issues 2nd preliminary reconciliation report for July - Sept	November 20th
Nov/Dec	WIA reports corrections/discrepancies for July - Sept	Nov 15-Dec 15th
December	ODJFS issues final quarterly reconciliation report for July - Sept	December 20th
December	WIA submits JFS 02711 with Sept - Nov RMS data	December 20th
	<b>ANNUAL CLOSEOUT TIMETABLE</b>	
October	ODJFS sends annual reconciliation report/closeout agreement	October 15th
October	WIA returns closeout agreement to ODJFS	October 31st
November	WIA sends check for all overpayments due to ODJFS	November 30th
December	ODJFS processes underpayment to area agency	December 15th