

Program Plan Timeline Fiscal Year 2008

The following timeline will be in effect:

April 16, 2007	Fiscal Year 2008 Program Plan and Instructions e-mailed to local health departments.
June 1, 2007	Fiscal Year 2008 Program Plan must be submitted to the Division of Local Health.
June 30, 2007	Bureau review of Program Plans completed.
July 2007	The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 20% State funding allotment. This represents payment for Fiscal Year 2008 1 st quarter (July, August, September). Submission of an invoice for the Local Health Department will be dependent upon approval of the Fiscal Year 2007 3 rd quarter Financial Report and conditional or full approval of the Fiscal Year 2008 Program Plan.
July 25-27, 2007	Letter outlining Bureau review of Program Plans to local health departments.
July 31, 2007	Fiscal Year 2007 4 th quarter Financial Report must be submitted to the Division of Local Health.
September 15, 2007	Progress Report due for those Program Plans with conditional approval or non-approval.
October 2, 2007	Bureau review of Progress Reports complete.
October 2007	The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 22% State funding allotment. This represents payment for Fiscal Year 2008 2 nd quarter (October, November, December). Submission of an invoice for the Local Health Department will be dependent upon approval of the Fiscal Year 2007 4 th quarter Financial Report and conditional or full approval of the Fiscal Year 2008 Program Plan.
October 16, 2007	Letter to local health departments regarding Bureau review of Progress Reports.
October 30, 2007	Fiscal Year 2008 1 st quarter Financial Report must be submitted to the Division of Local Health.
January 2008	The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 25% State funding allotment. This represents payment for Fiscal Year 2008 3 rd quarter (January, February, March). Submission of an invoice for the Local Health Department will be dependent upon approval of the Fiscal Year 2008 1 st quarter Financial Report.
February 2, 2008	Fiscal Year 2008 2 nd quarter Financial Report must be submitted to the Division of Local Health.
March 15, 2008	All Program Plans will have achieved <i>approval</i> status or distribution of state funds will be withheld until approval status is attained.
April 2008	The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 33% State funding allotment. This represents payment for Fiscal Year 2008 4 th quarter (April, May, June). Submission of an invoice for the Local Health Department will be dependent upon approval of the Fiscal Year 2008 2 nd quarter Financial Report.
April 30, 2008	Fiscal Year 2008 3 rd quarter Financial Report must be submitted to the Division of Local Health.
July 31, 2008	Fiscal Year 2008 4 th quarter Financial Report must be submitted to the Division of Local Health.

Note: Distribution of state funds may be withheld until conditional or full approval status of the Program Plan is attained and Financial Reports are submitted as required. Technical assistance will be provided throughout the year by the Division of Local Health, to minimize the chance of delaying or withholding of state funding.