

ACHR, Inc. Family Day Care Homes Monthly Submission Calendar

**Please Note each month will vary based on the working days and weekends, allow time for Postal Delivery*

| Date | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Responsible Party | Monthly Dues Dates & Notes | |
|------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------------|---|-----------------|
| 1 | REVIEW, SUBMIT CLAIM WITH ADDED ENROLLEE FORMS SIGNED FOR ACTIVATION ALONG WITH DHR-CDC-1951(A) | | | | | | | | | | | | P | * Finalize Claim Submit New Signed Enrollees Copies of DHR Sign In/Out | |
| 2 | SIGN IN/OUT FORMS | | | | | | | | | | | | P | | * Submit |
| 3 | CLAIM DUE TO SPONSOR WITH ALL SUPPORTING DOCUMENTS SIGNED | | | | | | | | | | | | P | | |
| 4 | | | | | | | | | | | | | P | | |
| 5 | INITIAL REVIEW AND CLAIM BATCH PROCESSED | | | | | | | | | | | | S | **Claim Late** | |
| 6 | | | | | | | | | | | | | S | | |
| 7 | REVISE & REVIEW CLAIM BATCH FOR ERRORS AND SUPPORTING DOCUMENTS | | | | | | | | | | | | S | ** Late Claims subject to nonpayment | |
| 8 | | | | | | | | | | | | | S | | |
| 9 | INPUT CLAIM BATCH ON SDE PORTAL AND VALIDATE ACCURACY | | | | | | | | | | | | S | | |
| 10 | PRINT CLAIM BATCH VALIDATION AND TRANSMIT TO PAYABLES | | | | | | | | | | | | S & SF | * Initial Printout to Acct Payables Review | |
| 11 | | | | | | | | | | | | | S & SF | | |
| 12 | REVISE CLAIM BATCH ERRORS IDENTIFIED BY PAYABLES, REENTER ON SDE, REVALIDATE ON SDE PORTAL TO BALANCE PAYOUT, RETRANSMIT TO PAYABLES | | | | | | | | | | | | S & SF | | |
| 13 | | | | | | | | | | | | | S & SF | Reprint & Submit Payment to Acct Payables | |
| 14 | SPONSOR FISCAL INPUT & SUBMIT USDA MONTHLY EXPENSES ON SDE PORTAL | | | | | | | | | | | | SF | Wait on Initial Approval 1 | |
| 15 | SPONSOR FISCAL INPUT & SUBMIT FDCH MONTHLY EXPENSE ON SDE PORTAL | | | | | | | | | | | | SF & SD | Wait on Initial Approval 2 | |
| 16 | SUBMIT COMBINED CLAIM | | | | | | | | | | | | SF & SD | Revise & Resubmit Combined Claim | |
| 17 | REVISE MONTHLY CLAIM ERRORS AS NEEDED | | | | | | | | | | | | SF & SD | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | |
| 20 | FINAL DAY TO SUBMIT CLAIM FOR PAYMENT TO SDE | | | | | | | | | | | | SF | | |
| 21 | PROVIDER REVIEW & SUBMIT CHANGE OF OPERATION DAYS | | | | | | | | | | | | P | Review Open & Closure Days Current Month | |
| 22 | | | | | | | | | | | | | P | | |
| 23 | | | | | | | | | | | | | P | Submit Changes to Sponsor | |
| 24 | SUBMIT CHANGE TO OPERATION DAYS TO SPONSOR | | | | | | | | | | | | S | | |
| 25 | INPUT CHANGES TO OPERATION DAYS FOR ECAH PROVIDER ON SDE PORTAL | | | | | | | | | | | | S | Submit Monthly Change to SDE for Approval | |
| 26 | | | | | | | | | | | | | S | | |
| 27 | VIA KIDKARE ADD & SUBMIT NEW OR RETURNING ENROLLEES | | | | | | | | | | | | P | Get Parent Signatures on New Enrollees | |
| 28 | | | | | | | | | | | | | P | | |
| 29 | VIA KIDKARE PRINT, MAIL, AND SUBMIT TO SPONSOR DATED SIGNED FORMS ON NEW ENROLLEES. ** RETURNING | | | | | | | | | | | | P | | |
| 30 | REVIEW, VERIFY & CLOSE CLAIM FOR SUBMISSION TO SPONSOR | | | | | | | | | | | | P | Submit Copy of DHR Sign In/Out | |
| 31 | | | | | | | | | | | | | P | | |

Additional Events, Dates, or Deadlines – At-A-Glance

| Quarter | Event | Date |
|-------------------------|--|---|
| 1st Quarter | | |
| Oct-22 | Columbus Day, Halloween | 10 th , 31 st |
| Nov-22 | Day Light Saving Ends, Veterans Day, | 6 th , 11 th , 24 th |
| Dec-22 | Christmas, New Year Eve | 25 th , 31 st |
| 2nd Quarter 2023 | | |
| January-23 | New Year, Martin Luther King, Jr. Day | 1 st , 16 th |
| February-23 | Valentine, President Day | 14 th , 20 th |
| March-23 | Day Light Saving Begins, St. Patrick's Day | 12 th , 17 th |
| 3rd Quarter 2023 | | |
| Apr-23 | April Fools' Palm Sunday, Good Friday, Easter, Tax Day | 1 st , 2 nd , 7 th , 9 th , 15 th , 18 th |
| May-23 | Mother's Day, Memorial Day | 14 th , 29 th |
| Jun-23 | Father's Day, Juneteenth | 18 th , 19 th |
| 4th Quarter 2023 | | |
| July-23 | Independence Day | 4 th |
| August-23 | | |
| September-23 | Labor Day | 4 th |

Responsibility Codes

P = PROVIDER'S RESPONSIBILITY
 S= SPONSOR'S RESPONSIBILITY
 SF= SPONSOR'S FISCAL RESPONSIBILITY

Reminder:
 Each calendar month prior to submission, refer and adjust operation schedule as needed to ensure operational days are in compliances with information submitted to State Department of Education Child Nutrition Division on your behalf by the sponsor.