
Communication Process - Task ID CP01

Revision Date: 10/5/2007

Purpose: Annual reminder of County APD filing dates. Different dates for Federal approvals and thresholds.

Remaining open items to be clarified by finalized TO-BE Process are:

- Owner for publishing
- SAWS and CWS/CMS dates may be different

Format: e-mail "bulletin"

Intent: OSI is providing the dates for information and planning purposes.

To: Global list of county contacts (TBD – County APD preparers), all County Welfare Directors, Program Sponsors

From: TBD

Subject: County Advance Planning Document Schedule for FY 2007/2008

Content: The purpose of this memorandum is to provide you with the projected key dates for County Advance Planning Document (APD) submission to meet the current fiscal year deadlines for Fiscal Year (FY) 2007/2008.

APD key dates are outlined below. These are the dates for APDs that require federal review:

11/01/2007 Counties must submit to OSI completed County APD draft packages, including all attachments, for review.

01/01/2008 County APD packages must be submitted to the Sponsoring Federal Agency.

For all APDs below federal review thresholds, submit 20 business days before the county's final date for processing acquisitions.

Submission of County APDs by the above dates should allow counties to receive approval of the APD activities 30 days before the end of the fiscal year, provided the APDs comply with State and federal requirements. However, submission by these dates does not guarantee approval within this time frame.

To maximize the probability that an APD will be approved in time for a county to carry out the APD activity at the optimal time, it is best to submit the APD as early as possible before the end of the fiscal year.

Attachment:

cc: Type name of cc, Title of cc