

PY '09-'10 Report Due Dates

Date due: July-09	Due to:	Date due: August-09	Due to:	Date due: September-09	Due to:
1 30-day File Review Report	Cathie Chalfant	1 30-day File Review Report Customer Satisfaction (WIA and Employer)	Cathie Chalfant Liz Jalbert	1 30-day File Review Report	Cathie Chalfant
5 Training Services Bill Accrual Tracking RR Activities Report Rapid Response Quarterly NEG Quarterly Report WIRED Report	Jeannie Whitney Jeannie Whitney Lisa Hostetler Lisa Hostetler Lisa Hostetler Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler
10 Service Integration Report Youth Contractor's Report Program Income Report Customer Activity Report (Attachment C)	Liz Jalbert Liz Jalbert Jeannie Whitney Func Mgr to submit to Jeannie Whitney	10 Service Integration Report Year End SWI Reports	Liz Jalbert Lisa Hostetler	10 Service Integration Report	Liz Jalbert
28 Dual Enrollment report (1/1/09 to 6/30/09)	Liz Jalbert				

Date due: October-09	Due to:	Date due: November-09	Due to:	Date due: December-09	Due to:
1 30-day File Review Report	Cathie Chalfant	1 30-day File Review Report Customer Satisfaction (WIA and Employer)	Cathie Chalfant Liz Jalbert	1 30-day File Review Report	Cathie Chalfant
5 Training Services Bill Accrual Tracking RR Activities Report Rapid Response Quarterly WIRED Report NEG Quarterly Report	Jeannie Whitney Jeannie Whitney Lisa Hostetler Lisa Hostetler Lisa Hostetler Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler
10 Service Integration Report Youth Contractor's Report Program Income Report Customer Activity Report (Attachment C)	Liz Jalbert Liz Jalbert Jeannie Whitney Func Mgr to submit to Jeannie Whitney	10 Service Integration Report	Liz Jalbert	10 Service Integration Report	Liz Jalbert

PY '09-'10 Report Due Dates

Date due: January-10	Due to:	Date due: February-10	Due to:	Date due: March-10	Due to:
1 30-day File Review Report	Cathie Chalfant	1 30-day File Review Report Customer Satisfaction (WIA and Employer)	Cathie Chalfant Liz Jalbert	1 30-day File Review Report	Cathie Chalfant
5 Training Services Bill Accrual Tracking RR Activities Report Rapid Response Quarterly WIRED Report NEG Quarterly Report	Jeannie Whitney Jeannie Whitney Lisa Hostetler Lisa Hostetler Lisa Hostetler Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler
10 Service Integration Report Youth Contractor's Report Program Income Report Customer Activity Report (Attachment C)	Liz Jalbert Liz Jalbert Jeannie Whitney Func Mgr to submit to Jeannie Whitney	10 Service Integration Report	Liz Jalbert	10 Service Integration Report	Liz Jalbert
28 Dual Enrollment report (7/1/09 to 12/31/09)	Liz Jalbert				
Date due: April-10	Due to:	Date due: May-10	Due to:	Date due: June-10	Due to:
1 30-day File Review Report	Cathie Chalfant	1 30-day File Review Report Customer Satisfaction Results (WIA and Employer)	Cathie Chalfant Liz Jalbert	1 30-day File Review Report	Cathie Chalfant
5 Training Services Bill Accrual Tracking RR Activities Report Rapid Response Quarterly WIRED report NEG Quarterly Report	Jeannie Whitney Jeannie Whitney Lisa Hostetler Lisa Hostetler Lisa Hostetler Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler	5 Training Services Bill RR Activities Report	Jeannie Whitney Lisa Hostetler
10 Service Integration Report Youth Contractor's Report Program Income Report Customer Activity Report (Attachment C)	Liz Jalbert Liz Jalbert Jeannie Whitney Func Mgr to submit to Jeannie Whitney	10 Service Integration Report	Liz Jalbert	10 Service Integration Report	Liz Jalbert