



Important Dates

***All documents, except FPAR Reports, should be sent to the following email: ***
DHSS_DPH_SBHC@Delaware.gov

***FPAR reports should be sent to: ***
DHSS_DPH_DECAN@delaware.gov

ACTIVITY	DUE DATE
FPAR Reports for Title X (Quarterly)	1/8
Semi-Annual Report along with Physician Sample Charts	2/15
FPAR Reports for Title X (Quarterly)	4/8
Final Budget Amendments	4/15
Budget Modifications with changes of more than 10% (if applicable)	5/7
Medical Sponsor's Projected Annual Budget	5/15
SBHC Annual Goals Objective	5/15
FPAR Reports for Title X (Quarterly)	7/8
Annual Report to be Received at SBHC Central Office	8/15
SBHC Manually Collects and Sends Total Number of School Enrollment	10/1
SBHC Cost Report Package	10/2
FPAR Reports for Title X (Quarterly)	10/8
Policy and Procedure Manual Updates	10/15
SBHC Collaborative Agreement Form	10/15
SBHC Standing Orders Form	10/15
Monthly Billing Information Including Claims and Revenue	25th of each month
Monthly Invoices	25th of each month
Record Level Data	25th of each month
Standardized Monthly Statistical	25th of each month
Final Year and Expenditure Reports by School	30 Days after Close of Contract
SBHC Cost Report Template sent to Medical Sponsors	July