



Reporting/Invoicing Due Dates

Older Americans Act (OAA) contract

1. Due the 10th of every month for the previous month;
 - a. Invoices (send to Jason Lee, cklee@smcgov.org, Yayu Li, yli@smcgov.org & Linh Le, lle1@smcgov.org)
 - b. Congregate Intake forms (send to ljoyner@smcgov.org)
 - c. MIS Report forms (send to ljoyner@smcgov.org)
2. Due quarterly;
 - a. Total Unduplicated Count of Participants (send to ljoyner@smcgov.org)
 - i. October 10th (July-September)
 - ii. January 10th (October-December)
 - iii. April 10th (January-March)
 - iv. July 10th (April-June)
3. Due Bi-Annually;
 - a. Mid-Year Review, 12/2025 (fiscal items to Linh Le & Yayu Li)
 - b. Closeout Submission, 6/2025 (fiscal items to Linh Le & Yayu Li)

American Rescue Plan Act (ARPA) Fund, 1/2023 – 9/30/25

1. Due the 10th of every month for the previous month;
 - a. Invoices (send to Jason Lee, Yayu Li, & Linh Le)

Modernization for the Older Californians Act (MOCA) Fund, Support Services 4/2025– 3/31/26

1. Due the 10th of every month for the previous month;
 - a. Invoices (send to Jason Lee, Yayu Li & Linh Le)

Modernization for the Older Californians Act (MOCA) Fund, Nutrition Services 1/2025– 3/31/26

1. Due the 10th of every month for the previous month;
 - a. Invoices (send to Jason Lee, Yayu Li & Linh Le)

Modernization for the Older Californians Act (MOCA) Fund, Adult Daycare Resource Center 7/2025– 6/30/26

1. Due the 10th of every month for the previous month;
 - a. Invoices (send to Jason Lee, Yayu Li & Linh Le)

*If 10th of the month falls on a holiday or weekend, the due date becomes the next business day.

