

COST REPORT SUBMISSION CRITERIA – CHECK LIST

The standard contract language requires that a **complete** and **accurate** Cost Report be submitted in a **timely** manner. If these criteria are not met, recovery of liquidated damages in the amount of \$100 per calendar day will be assessed and may be accompanied by a suspension of payments for ongoing mental health services contracts until the outstanding cost report is received. The following represents the detailed submission criteria:

Timeliness

- ◆ The filing deadline to submit FY 2022-23 Cost Report is Thursday, March 4th, 2024, at 5:00 PM.
- ◆ Recovery of liquidated damages for late Cost Reports will be assessed beginning March 5, 2024 (or the day after an approved extended deadline).

Completeness

- ◆ We will accept the electronic copies via email this year.
- ◆ Email Cost Report package to your assigned cost report analyst.
- ◆ The following list should be used as a checklist to validate the completeness of your Cost Report package:

✓ **Email the complete Cost Report package to your Cost Report analyst:**

Check Mark	Name of Documents
	FY 2022-23 Cost Report Template Excel format
	One signed and dated Cost Report in pdf format
	One signed and dated Letter of Certification (Attachment 4) in pdf format
	One signed and dated Source(s) of Information for MH1901 Schedule B
	One signed and dated Source(s) of Information for LAC 102 and LAC 102 Supplemental Schedules (Attachment 5) in pdf format if Applicable
	One signed and dated copy of the trial balance
	Work papers that substantiate the allocation of your LE's expenditures to modes and service function codes
	Other backup data and supporting documentation that explain the indirect cost allocation and method of calculating other costs.

Accuracy

- ◆ Cost Report must not contain any formula errors as a result of incorrect data entries.