
**Displaced Homemaker Program
State Compliance Policies**

Section: DH005

Reporting Instructions

August 2007

I. Quarterly Status Report (DH 501 Form in Section V of this Guide):

- A. This report is due to Workforce Investment Support Services thirty (30) days after the end of each quarter.

Report	Reporting Period	Due Date
Quarterly Status	July 1 thru September 30	November 1
Quarterly Status	October 1 thru December 31	February 1
Quarterly Status	January 1 thru March 31	May 1
Quarterly Status	April 1 thru June 30	August 1
Contract Closeout Report	Term of the Contract	November 1 after the end of the contract or, if contract is cancelled by either party, 45 days after the date of cancellation.

Note: The Quarterly Status Report DH501 is in an Excel format and can be provided to Grantees.

II. Contract Closeout Reports:

- A. Financial Closeout Packages are required of all Grantees upon the completion of the contract period or earlier if either party cancels the contract.
- B. Closeout Package is due forty-five (45) days after the end of the contract period or cancellation date.
- C. The package must include the following required reports:
1. Final Quarterly Status Report (DH501)
 2. Sub Grant/Contract Close-out Certification (DH503)
 3. Grantee/Subrecipient Assignment of Refunds, Rebates and Credits (DH504)
 4. Final Inventory Certificate (DH505)
 5. Grantee's Release (DH506)
 6. Contract Closeout Reconciliation Worksheet (DH507)
- D. After closeout: financial, participant, and property records must be maintained for three (3) years after the submission of the final quarterly status report.
- E. The Grantee is responsible for returning any funds due as a result of later refunds, corrections, audit disallowance, or other transactions.