



Fiscal Reconciliation Documents and Milestones – Calendar Year 2024

Reconciliation Documents

The following are the calendar year (CY) 2024 fiscal reconciliation documents for the Birth to 3 Program, Children’s Community Options Program (CCOP), and Children’s Long-Term Support (CLTS) Program.

- [County Birth to 3 Program Fiscal Reconciliation Report, F-00388](#)
- [Children's Community Options Program Reconciliation Packet, F-01997](#)
- [CLTS Waiver Administrative Reimbursement Process \(WARP\) Tool](#)

Please note that beginning with the CY2024 CLTS Program reconciliation, the previously used CLTS reconciliation form is replaced by the CLTS Waiver Administrative Reimbursement Process (WARP) Tool, an online CLTS cost report.

Reconciliation Milestones

The following table summarizes the CY 2024 reconciliation milestones:

Milestone Date	Program(s)	Description
March 13, 2025	CLTS	CLTS third-party administrator (TPA) cutoff date
March 15, 2025	CCOP	HSRS mid-month cutoff date
March 21, 2025	CLTS	CLTS cutoff data loaded to SAS
March 25, 2025	Birth to 3 Program, CCOP, and CLTS	Final CY 2024 Grant Enrollment Application Reporting System (GEARS) expense reports due
March 31, 2025	CCOP	HSRS final cutoff date
April 4, 2025	Birth to 3 Program, CCOP, and CLTS	Reconciliation documents due
April 20, 2025	Birth to 3 Program, CCOP, and CLTS	Unreconciled CY 2024 expenses available on GEARS Report 610

Thursday, March 13, 2025: CLTS TPA Cutoff Date

This is the last check date of CY 2024 CLTS service payments that will be included in the CY 2024 CLTS reconciliation reporting. The check date is identified as the date the CLTS TPA issues payment and can be found in the CLTS claims data.

Saturday, March 15, 2025: HSRS Mid-Month Cutoff Date

CY 2024 mid-month reports will be generated based on HSRS information submitted before 4:45pm on March 15, 2025. All CY 2024 CCOP services should be reported to HSRS prior to this HSRS cutoff date so that the mid-March reports can be used to validate final CY 2024 HSRS data before the final HSRS cutoff at the end of the month.

Friday, March 21, 2025 (subject to change): CLTS cutoff data loaded to SAS

It is anticipated that all CLTS claims data for payments made to providers before the TPA cutoff date will be available starting on March 21, 2025, using the preconfigured report “CLTS Reconciliation Template” available in SAS. The report provides complete CLTS service expenditure data based on user-selected dates of service and dates of payment, and it is located in the SAS folder pathway SAS Content >> External >> DAR >> CLTS.

CLTS claims data is typically updated Thursday night and into Friday morning for CLTS claims paid through Thursday of the previous week.

Tuesday, March 25, 2025: Final GEARS County Expense Reports Due

This is the last day to submit CY 2024 GEARS county expense reports for the Birth to 3 program and CCOP. CY 2024 GEARS county expense reports received after this date will not be updated to GEARS.

Monday, March 31, 2025: Final HSRS Cutoff Date

At 4:45pm on Monday March 31, HSRS will be locked and will no longer accept requests to enter or change CY 2024 activity.

Friday, April 4, 2025: Reconciliation Packets Due

Counties must submit all completed CY 2024 reconciliation documents to DHS by close of business on this date. CY 2024 CLTS reconciliation results must be certified and securely submitted using the WARP Tool. CY 2024 CCOP and Birth to 3 reconciliation documents must be securely emailed as Microsoft Excel spreadsheets to the [CLTS fiscal mailbox](#). Please include your county agency in the subject line and all attached documents. DHS will not accept a reconciliation packet if any worksheets are missing or the CWA certifications section is not completed by an appropriate county representative.

Sunday, April 20, 2025 (subject to change): Unreconciled CY 2024 GEARS Expenses Available on GEARS Report 610

Unreconciled CY 2024 GEARS expenses will be available in GEARS report 610. This includes all GEARS county expenses reports submitted by March 25, 2025. CY 2024 GEARS expenses are not necessary for agencies to complete their CY 2024 reconciliation documents.