

SLE Monthly Checklist



Service Month: _____

Document	Comments
<input type="checkbox"/> 2024-2025 Payment Request form	Make sure the service month is correct
<input type="checkbox"/> PIF New or updated	Send one for every child at the beginning of every fiscal year and/or when there is a change in guardianship/custody
<input type="checkbox"/> Voucher/Action notice/redetermination	Send one that will cover the month that you are requesting payment for. *For the service month of July, every year you will need to resubmit every child. Make sure it will have eligibility dates (start and end date)
<input type="checkbox"/> Success story (Due in October & February)	Remember this is crucial because is the only way for us to show our board and the state the importance of the SLE program