

SLE Monthly Checklist



Service Month: _____

	Document	Comments
☐	2026-2027 Payment Request form	Please ensure the Service Month listed is correct.
☐	New or Updated Parent Information Form	Send once at the beginning of each fiscal year for every child, or when a new child begins enrollment, or when there is a change in guardianship/custody.
☐	Voucher/Action Notice	Submit a voucher that covers the month for which you are requesting payment. Please ensure that each voucher includes the child's eligibility period (Start and End date). Reminder: At the start of each new fiscal year, all Parent Information Forms and Vouchers/Action Notices must be updated to reflect the new fiscal year. These documents must be resubmitted annually in accordance with SSR auditing requirements.
☐	Success Story (Due in October & February)	Please remember that this is crucial, as it is the primary way we can demonstrate to both our Board and the state the value and impact of the SLE program.

Voucher Cutoff Date: 05/31/2027