

# SLE Monthly Checklist



Service Month: \_\_\_\_\_

	<b>Document</b>	<b>Comments</b>
<input type="checkbox"/>	2025-2026 Payment Request form	Make sure the <b><u>service</u></b> 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 <b><u>eligibility dates</u></b> (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