



MEMORADUM

TO: RBWO CPA, CCI & ILP Providers

FROM: Dr. Shaun Johnson, Director *Shaun E. Johnson*
Caregiver Coordination Section Director

DATE: June 1, 2021

RE: RBWO Contract Deadlines and Effective Dates

This memorandum is written to share with you a global change within DFCS that will affect RBWO contract executions as well as contract amendments/changes. This process has been streamlined to allow the organization to manage the contract lifecycle more efficiently.

Reminder, there are two (2) contract lifecycles within a fiscal year, July 1st and October 1st. To ensure that contracts are fully executed by the effective dates established, the chart below is offered to provide guidance in helping you prepare for an executed or amended contract.

Provider Deadline to Submit Application and supporting documents	OPM Review and Approval Deadline	Contract Effective Date
November 30 th	January 31 st	July 1 st
February 28 th	April 30 th	October 1 st

Although the dates above are designed to ensure that contracts are processed more efficiently, application or new services and contracts amendments/changes will be reviewed and processed throughout the year and flexibility will exist based on the needs identified within the State.

Applications for new services and/or contract amendments/changes can be located at www.gascore.com.