VA-STEP Program Reporting Timeline

Recipient/Initial Report

Once final onboarding is complete, and Initial report must be completed to request the first 400 hours.

Instructions are located on the SharePoint site. If onboarded outside AMS, a Recipient Record must also be created.

Additional Hour Funding

Annual Authorization Approvals

Quarterly Reporting Final Hiring Report

Annual Surveys

Due Date: <u>September 15th</u> of each year. The STEP program coordinator will send out the list of approved authorizations on Oct 15th of each year. You are required to review and decrease or ask for and increase, as necessary.

The 15th of the month after the end of the Qtr of each Qtr additional funds were used.

Once the final hiring status is known, whether hired or not hired, update the last Initial/Quarterly report wit the updated hiring data. Instructions are located on the SharePoint site.

Due Date: <u>July</u> <u>31st</u> of each year.

Complete within

2 Weeks of onboarding being completed.

Additional Hour funding is requested and is due Sep 15th of each year. The program manager will send an email request for the next FY funding requirements around Aug 15th.

Response Required by <u>October 31st</u> of each year. Reports will identify actual hours worked for the students approved to receive additional hour funding. Instructions are located on the SharePoint site.

Quarterly reporting dates are driven by start date of Additional Hour Funding.

Due Date:
Complete report
within 2 Weeks
of knowing final
hiring status.

Each year, the STEP program manager will send out two surveys: (1) to students and (2) to coordinators. Complete your survey in a timely manner and facilitate students to complete their surveys.