

## SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below:

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, JR Blvd. RM 421 Madison, WI 53703	January 15 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, JR Blvd. RM 421 Madison, WI 53703	On or before the effective date of the Agreement.
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, JR Blvd. RM 421 Madison, WI 53703	Within 10 days of complaint or findings.
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport DR Madison, WI 53704	At the time the Agreement is signed and prior to the expiration date of the Certificate of Insurance.
Annual Audit (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport DR Madison, WI 53704	June 30 or 180 days after the end of PROVIDER's fiscal year.
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport DR Madison, WI 53704	Upon triggering event occurring that requires notice.
CCS Rate Proposal Worksheet (If PROVIDER is requesting a rate change.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport DR Madison, WI 53704	October 31 in the first year of a two year contract
Expense Report (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport DR Madison, WI 53704	April 25 July 25 October 25 January 25