

**School District Calendar**  
**CSCT Monthly IGT Timeline for State Fiscal Year 2022**

To make the transition to the CSCT IGT process easier, please refer to the SFY 2022 calendar below to determine when claims should pay based on when they are submitted. Please note the month in which claims are pending is based on when a clean claim is received, not on the date of service.

*For questions on this process, please contact*

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	Task	January 2022 Claims	February 2022 Claims	March 2022 Claims	April 2022 Claims	May 2022 Claims	June 2022 Claims
School District/ Mental Health Center	Public school districts submit claims to MMIS	Wed Dec 29 through Tue Jan 25	Wed Jan 26 through Tue Feb 22	Wed Feb 23 through Tue Mar 22	Wed Mar 23 through Tue Apr 19	Wed Apr 20 through Tue May 24	Wed May 25 through Tue June 21
MMIS	Claims set to pay, suspend in MMIS	Throughout reporting period	Throughout reporting period				
DPHHS CMHB	CMHB communicates match amounts owed to OPI via monthly report	Tue Feb 1	Tue Mar 1	Fri Apr 1	Mon May 2	Wed June 1	Fri July 1
OPI	OPI notifies public school districts what their CSCT state match amount is and when it is due.	Tue Feb 1	Tue Mar 1	Fri Apr 1	Mon May 2	Wed June 1	Fri July 1
Public School Districts and OPI	Within 10-business day window: <ul style="list-style-type: none"> <li>▪ Public school districts send match amount to the OPI</li> <li>▪ OPI reconciles payments to state match report</li> </ul>	<u>10-Day Window:</u> Tue Feb 1 to Tue Feb 15	<u>10-Day Window:</u> Tue Mar 1 to Tue Mar 15	<u>10-Day Window:</u> Fri Apr 1 to Fri Apr 15	<u>10-Day Window:</u> Mon May 2 to Mon May 16	<u>10-Day Window:</u> Wed June 1 to Wed June 15	<u>10-Day Window:</u> Fri July 1 to Fri July 15
OPI	OPI sends funds to DPHHS and notifies them which public school district state matches have been received and reconciled and which have not.	Tue Feb 15	Tue Mar 15	Fri Apr 15	Mon May 16	Wed June 15	Fri July 15
DPHHS CMHB	CMHB notifies Conduent which claims, by ICN, to release. <ul style="list-style-type: none"> <li>▪ This will occur no later than the third Tuesday of the month.</li> </ul>	Tue Feb 15	Tue Mar 15	Tue Apr 19	Tue May 17	Tue June 21	Tue July 19
MMIS	MMIS claims process	Wed Feb 16	Wed Mar 16	Wed Apr 20	Wed May 18	Wed June 22	Wed July 20
MMIS	Claims pay to public school districts.	Mon Feb 21	Mon Mar 21	Mon Apr 25	Mon May 23	Mon June 27	Mon July 25