

Initial	Renewal	Revision
BUDGET PLANNING/CERTIFICATION happens PRIOR to this step with the ID Team CM deadline for spending plan/packet submittal to SDP team: 60 <u>days prior to enrollment date</u>	*BUDGET PLANNING/CERTIFICATION happens PRIOR to this step with the ID Team* CM deadline for spending plan/packet submittal to SDP team: 60 <u>days prior to enrollment date</u>	RC's are required to notify FMS of revisions at least 14 days prior to change. RC's require 2 weeks for processing and review/agreement so revisions must be submitted for review 30 days prior to revisions being enacted.
2 weeks for spending plan review and communications between SDPS/participant.	2 weeks for spending plan review and communications between SDPS/participant.	Revisions cannot be processed on Friday due to accounting responsibility of processing FMS payments on a weekly basis
2 weeks for purchase order entries and accounting processing/ebilling approval.	2 weeks for purchase order entries and accounting processing/ebilling approval.	Spending plan must be updated by participant for every revision/change to an SDP plan
FMS requires ebilling completion by the 9th of the month prior to SDP start date. To ensure compliance SDP team deadline is the 5th of the month prior to start.	FMS requires ebilling completion by the 9th of the month prior to SDP start date. To ensure compliance SDP team deadline is the 5th of the month prior to start.	

Example: January 1st start

Spending plan to RCEB by November 1st (budget planning happens October)

Spending plan review and communications November 1-15th (best case scenario)

Signed spending plan agreement and RCEB purchase processing November 15th-30th

RCEB submits final spending plan and ebilling to FMS by December 5th

FMS onboards participant and providers December 5th-31st

SDP begins Jan 1

*IPP is required prior to Jan 1st. IPP should happen once spending plan is finalized and signed