

## **MEMORANDUM**

To: All Providers of the SCDSS Fixed Price Bid Contract for Statewide Residential Services

From: Johnny Strait, SCDSS Internal Audit Division Director

Re: Provider Financial & Statistical Report for SCDSS & Audited Financial Statements due 1/31/15

Date: December 5, 2014

### **Reminder About Cost Report and Audited Financial Statements Due 1/31/15**

All providers of the SCDSS Fixed Price Bid Contract for Statewide Residential Services are required every two (2) years to submit a Provider Financial & Statistical Report for SCDSS (i.e. a Cost Report), which is due to the SCDSS Internal Audit Division by January 31, 2015. The financial information on that Cost Report should cover a 12 month period that corresponds to the provider's fiscal year. The Cost Report should be based on the provider's most recently audited financial statements that were completed prior to the January 31, 2015 deadline for submitting the Cost Report. The only exception to this cost reporting requirement would be for providers that have not provided their residential services to SCDSS for their full fiscal year (12 months). Those providers would get a one-time exemption from having to complete a Cost Report for the January 31, 2015 due date, because they would not have a full fiscal year's worth of cost data for SCDSS to analyze.

All providers should use the newest version of the Provider Financial & Statistical Report for SCDSS along with its Instructions in preparing their Cost Report that is due on January 31, 2015. This newest version of the Cost Report and its Instructions were both included as an attachment to an e-mail dated August 29, 2014, which was sent by Ms. Michele Mahon (SCDSS Procurement Director) to all of the providers. The newest version of the Instructions for the Cost Report is much more detailed than before, which should help to answer many of the questions the providers might have about the new format of the Cost Report. The SCDSS Internal Audit Division also provided a copy of a PowerPoint presentation to providers that attended a training session held on May 5, 2014, which included detailed information on problems we noted with past Cost Reports and Audit Reports, how to improve on the reporting of cost information, and the changes being made to the new version of the Cost Report. **If you need a copy of the newest version of the Cost Report, its Instructions, or a copy of the PowerPoint training presentation mentioned, you can obtain a copy of any of these documents here:**

The completed Provider Financial and Statistical Report for SCDSS (i.e. the Cost Report) and the most recently audited financial statements of the provider that were used as the basis for the report are **due January 31, 2015** and should be mailed to:

Johnny Strait, Audit Director  
SCDSS - Internal Audit Division  
P.O. Box 1520  
Columbia, SC 29202-1520

### **The Process for Submitting Questions in Writing to the SCDSS Internal Audit Division**

Any questions that providers may have about the newest version of the Cost Report and/or its Instructions, which will be used in preparing their Cost Report due on January 31, 2015, should be submitted in writing by e-mail to [johnny.strait@dss.sc.gov](mailto:johnny.strait@dss.sc.gov). Alternatively questions can be submitted in writing by regular mail to the address listed above. The SCDSS Internal Audit Division will respond to the provider's question(s) with an answer in writing (by either e-mail or regular mail). However, we would also like to prepare a Guidance Document for all the providers containing any frequently asked questions (along with our written answers) that concern the preparation of the newest version of the Cost Report due on January 31, 2015. Therefore, any questions submitted by the providers in writing **by Wednesday, December 17, 2014 at 5:00 pm** (along with our written answers), will be considered for inclusion in the Guidance Document mentioned above that we will issue to all providers in the latter part of December 2014 and posted to the above link. The Guidance Document will not reveal the identity of any provider who submits a question. Any questions received from the providers in writing after Wednesday, December 17, 2014, will be answered in writing and sent to the provider that asked the question(s). However, they will not be included in the Guidance Document after it has been issued to all the providers (but may be considered for inclusion in a future Guidance Document).