

<b>Director of Service</b>	<b>Operations Officer</b>	<b>Regional Supervision</b>
Carisa Ronglien	Amber Derr	1 - 2
Ashley Louw	Amber Derr	3 - 4
Lindsay Schuh	Austyn Kloehn	5 - 6
Laverne Stoltz	Austyn Kloehn	7 - 8

<b>Staff Deadlines</b>		
<b>Task:</b>	<b>Deadline:</b>	<b>Submit To:</b>
<b>OPERATIONS</b>		
Outlook Calendar Updated	Weekly: Friday by 5:00 PM	Outlook Application
Job Developments	Weekly: Friday by 5:00 PM	Caseworthy
Out of Office Tracking	Weekly: Friday by 5:00 PM	Caseworthy
Supply Orders	Monthly: 5 <sup>th</sup> of the Month	Director of Services
Expenses	Monthly: Date given by Director	Director of Services
Mileage/Expenses	Monthly: Date given by Director	Director of Services
<b>WELFARE TO WORK</b>		
Submit Customer Hours	Weekly: Thursday by 5:00 PM	Director of Services
CCO Funds Requests	Weekly: Thursday by 9:00 AM	Sarah Carlson
Supportive Services	Weekly: Thursday by 9:00 AM	Director of Services
XROADS Plans & Billing	Monthly: 1 <sup>st</sup> of the Month by 9:00 AM	Director of Services
Status Changes	Monthly: 1 <sup>st</sup> of the Month by 5:00 PM	Database
Send PAP's (SFN 323)	Monthly: 5 <sup>th</sup> of the Month by 5:00 PM	Eligibility Worker
WE/CS Tracking	Monthly: 5 <sup>th</sup> of the Month by 5:00 PM	Shared Drive
Referral Tracking	Monthly: 5 <sup>th</sup> of the Month by 5:00 PM	Shared Drive
Final Customer Hours	Monthly: 5 <sup>th</sup> of the Month by 5:00 PM	Director of Services
Update Customer Files	Monthly: 10 <sup>th</sup> of the Month by 5:00 PM	Filing
LIHEAP Sites/Presentations	Monthly: Last Day of the Month	Director of Services
<b>SUPPORTED EMPLOYMENT</b>		
MI EXT Billing	Monthly: Last Day of the Month by 5:00 PM	Director of Services
VR Billing	Monthly: Last Day of the Month by 5:00 PM	Director of Services
TTW Billing	Monthly: Last Day of the Month by 5:00 PM	Director of Services
HCBS Billing	Monthly: Last Day of the Month by 5:00 PM	Director of Services