

2022 SSA CALENDAR of Key Dates

NOTE: The following are highlights ONLY - other items/dates may apply.

Contact your DPD Project Manager if you have any questions.

Date Due	Item	Item Source	Action
by January 1	2022 SSA Commission Meeting schedule	Requirement of the Illinois Open Meetings Act	Service Provider agency posts SSA Commission's 2022 meeting schedule (1) on the agency's SSA webpage, (2) posts on individual SSA SharePoint calendar, and (3) uploads a listing of meeting dates to SharePoint documents. A mandatory meeting must be scheduled between July 6-14.
by January 31	2021 Contractor's Affidavit	Exhibit 7 of 2021 SSA Agreement	The Service Provider agency (called the "contractor" in the SSA agreement) completes Exhibit 7 Contractor's Affidavit in the 2021 agreement and uploads to SharePoint. This document certifies the SP agency performed the required SSA administrative functions in 2021.
During February	Remote trainings for new SSA SP Staff and Commissioners	Required for Commissioners appointed in the past 12 months and new SP Staff. Schedule TBD	Topics include roles and responsibilities of the SSA Commission, Service Provider, and Service Provider Board, as well as DPD policies and Ethics guidelines.
During March	Remote trainings for 2022 Budget Workplan and Budget document	Required for all new SSA Service Provider staff, open to all staff.	DPD will outline any new updates to the 2022 Budget Workplan, and walk participants through the first steps in getting the document customized for their SSA. Multiple sessions will be scheduled.
During April	2022 SSA Forum	Annual meeting for all SSA Commission chairs, Executive Directors and Service Provider staff to review best practices and discuss policies and program updates.	All Service Providers must participate . Date and content to be announced.
by May 1	2021 SSA Audit (Government Model)	See Exhibit 8 of 2021 SSA Agreement	DPD will send out 2021 Tax Disbursement Reports by February 28th. Service Providers then forward to auditors to be used in verifying SSA revenue for 2021 audit.
by May 1	City and County Ethics Statements for SSA Commissioners	City and County mail forms directly to confirmed Commissioners; forms available on their websites	Confirmed AND Renewing Commissioners: submit City and County forms directly to their offices by May 1. New Applicants: submit 2022 City form ONLY with your SSA Commissioner application
by June 3	2022 Draft Budgets and Ordinance Checklist items due	DPD will upload 2022 Workplan and Budget template and checklist to SharePoint	Use the 2022 Ordinance Checklist to prepare the 2022 ordinance documents. Use the City's Work Plan/Budget template to prepare the DRAFT 2022 SSA Work Plan and Budget.
by July 15	2022 Final Budgets with adjustments based on release of 2021 EAV in mid-June	2022 Workplan and Budget DPD will provide link to County posting of updated EAVs once released.	(1) Make adjustments to draft 2022 Workplan and Budget; (2) Commission reviews and approves at July* meeting, and (3) Upload to SharePoint. *July meeting must be scheduled between July 6-14

Other items

Jan. 31: Q4 2021 April 30: Q1 2022 July 31: Q2 2022 Oct. 31: Q3 2022	Quarterly Reports Must be uploaded to SharePoint by the end of the next month after the end of the Quarter.	2022 Workplan and Budget	Agency enters Quarterly performance metrics into the corresponding tab of the 2022 Workplan and Budget. Rename file as "Q1 Report" (Q2, Q3, Q4) and Upload to SharePoint.
Six months prior to term expiration	SSA Commissioner applications	Term expiration dates available from DPD and SP agency. Application is posted on City's SSA webpage and on SSA SharePoint.	Renewing Commissioners: No additional 2022 ethics forms are needed if already filed with the City and County. New Applicants: A complete application including a 2022 City ethics form is required; a 2022 County form may be needed if appointed/confirmed before May 1.
by July 15	Requests for Amendments to the 2022 Budget and Workplan	SSA's 2022 Work Plan/Budget	Commission-approved reallocations between funded expense categories in the 2022 budget do NOT require City Council approval, as long as funding sources (Levy, Carryover, Late Collections, etc.) do NOT increase. City council approval needed to increase "Carry-Over" or "Late Collections" funding sources, or to fund a previously-unfunded expense category.
7 days after voted final	SSA Commission meeting minutes	Requirement of Illinois Open Meetings Act	Post minutes on Service Provider's SSA webpage.