

# Annual Submittal of Financial Statements

## ODP Announcement 25-025

### AUDIENCE:

Office of Developmental Programs (ODP) Enrolled Providers of Residential and Supports Coordination Services (Consolidated Waiver, Person/Family Directed Supports Waiver [P/FDS], Community Living Waiver [CLW] and Adult Autism Waiver [AAW])

### PURPOSE:

To provide information on the annual submittal requirement of financial statements by qualified residential providers and supports coordination organizations.

### ACTION REQUIRED:

Supports Coordination Organizations (SCOs) are **required** to provide a \*pdf file of their 2024 fiscal year-end financial statements no later than 9 months from the end of their fiscal year. In most cases, this date will be March 31 annually.

Residential Providers are required to provide a \*pdf of their financial statements as part of Performance-Based Contracting and are no longer required to submit statements separately using the URL referenced in this document effective the date of this announcement.

**DISCUSSION:**

Financial Statement submissions must include, at a minimum, a Profit and Loss Report (Income Statement) for the 2024 fiscal year and a Balance Sheet as of the end of the provider's fiscal year. ODP developed a QuestionPro link for SCOs to easily attach a \*.pdf file of their financial statements which will satisfy the requirement. The link is available at [ODP Waiver Provider Financial Statement Submission Form](#).

**QUESTIONS:**

If you have any questions regarding this announcement, please send to [RA-ratesetting@pa.gov](mailto:RA-ratesetting@pa.gov).