

# NH Fall Start-up Checklist

Paper

Form	Due Date	Sent to Claims Analyst
District Information Form	8/21/2017	
Service Provider Rates Template	9/6/2017	
School Intake Form	9/6/2017	
Specialized Transportation Roster	9/6/2017	
Special Education Roster	10/02/2017	
Out of District Roster	10/19/2017	
Specialized Transportation Add/Delete Report	Monthly	
School Cancellations	Monthly	
Attendance	Monthly	
Specialized Transportation Trip Logs	Ongoing	

Schedule		Completed
Service Provider Training	Scheduling based on availability	
Policy Training - Administrators - Case Managers - Services Providers	Scheduling based on availability	