

Steve Sisolak  
Governor

Richard Whitley, MS  
Director



DEPARTMENT OF  
**HEALTH AND HUMAN SERVICES**  
Division of Public and Behavioral Health  
*Helping people. It's who we are and what we do.*



Lisa Sherych  
Administrator

Ihsan Azzam, Ph.D., M.D.  
Chief Medical Officer

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**BUREAU OF BEHAVIORAL HEALTH WELLNESS AND PREVENTION**

**State Fiscal Year 2021 Closing Schedule**

**Management Memorandum 21-002**

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**DATE: May 5, 2021**

**TO: Subrecipients, Contractors, and State Agencies**

**FROM: Brook Adie, Health Bureau Chief  
Bureau of Behavioral Health Wellness and Prevention**

**SUBJECT: State Fiscal Year 2021 Closing Schedule**

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The Bureau of Behavioral Health Wellness and Prevention (Bureau) is distributing this memorandum to all subrecipients, contractors and State Agencies to notify that the State is about to begin the closing of State Fiscal Year (SFY) 2021 (July 1, 2020 through June 30, 2021). The Bureau is requesting that all Requests for Reimbursements (RFRs) and invoices for periods of services through June 30, 2021, regardless of the funding source, be submitted on or before **July 15, 2021**. If your agency is unable to comply with this deadline, please email your Program Analyst by close of business on June 30, 2021 with a request for extension of this deadline and justification.

If an extension was not approved and/or a RFR or invoice is submitted after the July 15, 2021 deadline, these reimbursement requests may be subject to being processed as a stale claim. The Nevada State stale claim process can delay payments for up to 4 to 6 months depending on the number of stale claims being processed.

Thank you in advance for your assistance and cooperation.

If you have any questions please do not hesitate to contact Brook Adie, at [badie@health.nv.gov](mailto:badie@health.nv.gov).