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*Governor*

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## DEPARTMENT OF HUMAN SERVICES



NEVADA DIVISION of PUBLIC  
and BEHAVIORAL HEALTH



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April 20, 2026

Subject: Important Deadlines for SFY26 Payments (July 1, 2025 – June 30, 2026)

Dear Valued Vendor and/or Subawardee,

State Fiscal Year 2026 (SFY26) concludes on June 30, 2026. To ensure all SFY26 expenditures are properly accounted for and paid in a timely manner, please review the following important deadlines and requirements:

### 1. Submission Deadline

All reimbursement requests and invoices for expenditures incurred through June 30, 2026, must be submitted no later than Tuesday, July 7, 2026.

### 2. SFY26 Expenses Must Be Requested by July 7, 2026

- SFY26 year-end closeout requires the State to account for all expenses that occurred between July 1, 2025, and June 30, 2026.
- For subawards that span multiple fiscal years, all SFY26 expenses must be submitted by the July 7, 2026 deadline. Expenses from June cannot carryover into a July, August, or later RFR.

### 3. Stale Claims

Any reimbursement requests or invoices submitted after July 7, 2026, will be treated as stale claims, which may delay payment by six months or more. Processing stale claims also requires additional approvals through the Governor's Finance Office and can disrupt normal accounting operations, which our Division works diligently to minimize.

Each vendor or subawardee is responsible for ensuring that all required submissions are completed accurately and submitted in a timely manner. Inaccurate or incomplete submissions may delay processing and could result in the RFR being deemed a stale claim.

- All SFY26 expenses must be requested and closed out during the year-end closeout process.
- Any SFY26 expenses not submitted by the deadline will be treated as stale claims.

### 4. Submission Process

- Reimbursement requests must be submitted via Smartsheet using the link provided to you.
- Contractual invoices must be submitted via Smartsheet using the link provided to you.

We appreciate your cooperation in submitting all outstanding requests and invoices by the deadline to ensure timely payment. If you have any questions, please contact your program representative.

Thank you for your continued partnership in supporting behavioral health efforts across Nevada.

Sincerely,



Shannon Bennett

Bureau Chief