



# Reconciliation Toolkit

## Task List and Assignments Job Aid

This Task List and Assignments Job Aid is part of the Reconciliation Toolkit. It complements the Best Practices Job Aid. Use this Job Aid as guidance from the RDS Community Information Group to build your Reconciliation project plan, create deadlines, and assign tasks.

### Task 1: Before Initiating Reconciliation

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
1.1	Host a kick-off meeting	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>
1.2	Determine Reconciliation participants	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>
1.3	Prepare timeline and plan	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>
1.4	Communicate timeline and plan	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>
1.5	Review/change the Retiree Electronic Data Interchange (EDI) Methods and Sources	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with Choose Retiree List Submission privilege>	<Insert notes>
1.6	Review, assign, and re-assign RDS Secure Website user roles and privileges	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>



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Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
1.7	Verify that all new users are registered and that existing User Accounts are active	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>
1.8	Verify that the Application is in "Approved" status	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>
1.9	Ensure that all desired Interim Payment Requests have been submitted	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with Request Payment privilege>	<Insert notes>
1.10	Stop Interim Payments 90 days prior to starting Reconciliation	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with Request Payment privilege>	<Insert notes>
1.11	Process all Retiree Response Files and Retiree Notification Files	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be completed by anyone with appropriate system access and skills, or may be completed as part of an automated internal system process>	<Insert notes>
1.11	Process all Retiree Response Files and Retiree Notification Files	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be completed by anyone with appropriate system access and skills, or may be completed as part of an automated internal system process>	<Insert notes>
1.11	Process all Retiree Response Files and Retiree Notification Files	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be completed by anyone with appropriate system access and skills, or may be completed as part of an automated internal system process>	<Insert notes>



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Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
1.12	Submit retiree updates to CMS' RDS Center	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to Designee with the View/Send/Receive Retiree Data Privilege, Vendor with Mainframe, VDSA Partner, or MIR>	<Insert notes>
1.12	Submit retiree updates to CMS' RDS Center	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to Designee with the View/Send/Receive Retiree Data Privilege, Vendor with Mainframe, VDSA Partner, or MIR>	<Insert notes>
1.12	Submit retiree updates to CMS' RDS Center	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to Designee with the View/Send/Receive Retiree Data Privilege, Vendor with Mainframe, VDSA Partner, or MIR>	<Insert notes>
1.13	Request the Covered Retiree List (CRL)	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with View/Send/Receive Retiree List privilege >	<Insert notes>
1.14	Download the Covered Retiree List (CRL)	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with View/Send/Receive Retiree List privilege>	<Insert notes>
1.15	Distribute the Covered Retiree List (CRL) to individuals who scrutinize the list at each Benefit Option level	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to staff with appropriate authority and skills to import the list to a spreadsheet or other tool, and divide appropriately based on Benefit Option>	<Insert notes>
1.16	Scrutinize the Covered Retiree List (CRL)	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>



## Reconciliation Toolkit Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
1.16	Scrutinize the Covered Retiree List (CRL)	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
1.16	Scrutinize the Covered Retiree List (CRL)	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
1.17	Submit retiree changes to CMS' RDS Center	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
1.17	Submit retiree changes to CMS' RDS Center	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
1.17	Submit retiree changes to CMS' RDS Center	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
1.18	Process Retiree Response Files and Retiree Notification Files	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
1.18	Process Retiree Response Files and Retiree Notification Files	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>



## Reconciliation Toolkit Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
1.18	Process Retiree Response Files and Retiree Notification Files	C	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
1.19	Request the Covered Retiree List (CRL)	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with View/Send/Receive Retiree List privilege>	<Insert notes>
1.20	Download the Covered Retiree List (CRL)	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with View/Send/Receive Retiree List privilege>	<Insert notes>
1.21	Communicate the Covered Retiree List (CRL) to Cost Reporters	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with View/Send/Receive Retiree List privilege>	<Insert notes>
1.22	Obtain and communicate final rebate information	A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the PBM, Benefit Plan Administrator, Vendor, or Cost Preparer>	<Insert notes>
1.22	Obtain and communicate final rebate information	B	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the PBM, Benefit Plan Administrator, Vendor, or Cost Preparer>	<Insert notes>
1.22	Obtain and communicate final rebate information	C	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the PBM, Benefit Plan Administrator, Vendor, or Cost Preparer>	<Insert notes>



## Voice of the Community

CMS' RDS Community Information Group (CIG)

# Reconciliation Toolkit

## Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
1.23	Inform Cost Reporters that they should start preparing final costs	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>



# Reconciliation Toolkit

## Task List and Assignments Job Aid

### Task 2: Initiate Reconciliation

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
2.1	Complete Step 1: Initiate Reconciliation	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>
2.2	Complete Step 2: Review Payment Setup	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>



## Reconciliation Toolkit

### Task List and Assignments Job Aid

### Task 3: Finalize Retirees

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
3.1	Request the Covered Retiree List (CRL) - Complete Reconciliation Step 3: Request List Of Covered Retirees	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with View/Send/Receive Retiree List and Request Payment privilege>	<Insert notes>
3.2	Download the Covered Retiree List (CRL)	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with View/Send/Receive Retiree List privilege>	<Insert notes>
3.3	Distribute the Covered Retiree List (CRL) to individuals who scrutinize the list at each Benefit Option level	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to staff with appropriate authority and skills to import the list to a spreadsheet or other tool, and divide appropriately based on Benefit Option>	<Insert notes>
3.4	Compare the Covered Retiree List (CRL) to the previously validated CRL	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
3.4	Compare the Covered Retiree List (CRL) to the previously validated CRL	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
3.4	Compare the Covered Retiree List (CRL) to the previously validated CRL	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>





## Reconciliation Toolkit Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
3.5	If there are changes to the CRL, repeat tasks 1.16 - 1.21 in the Task List and Assignments	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Benefit Administrators and Cost Preparers>	<Insert notes>
3.6	Finalize the Covered Retiree List (CRL) - Complete Reconciliation Step 4: Finalize Covered Retirees	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Authorized Representative>	<Insert notes>



## Reconciliation Toolkit Task List and Assignments Job Aid

### Task 4: Finalize Costs

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
4.1	Communicate the Final Covered Retiree List (CRL) to Cost Reporters	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Staff with appropriate authority and skills to import the list to a spreadsheet or other tool, and divide appropriately based on Benefit Option>	<Insert notes>
4.2	Open Cost Reporting - Complete Reconciliation Step 5: Start Preparation Of Reconciliation Payment Request	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.3	Notify Cost Reporters that Cost Reporting is Opened	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.4	Prepare Final Costs	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Preparer>	<Insert notes>
4.4	Prepare Final Costs	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Preparer>	<Insert notes>
4.4	Prepare Final Costs	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Preparer>	<Insert notes>



## Reconciliation Toolkit Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
4.5	Report Final Costs	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Reporter>	<Insert notes>
4.5	Report Final Costs	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Reporter>	<Insert notes>
4.5	Report Final Costs	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Reporter>	<Insert notes>
4.6	Coordinate the Cost Threshold and Cost Limit for each individual Qualifying Covered Retiree (QCR)	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Reporter>	<Insert notes>
4.6	Coordinate the Cost Threshold and Cost Limit for each individual Qualifying Covered Retiree (QCR)	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Reporter>	<Insert notes>
4.6	Coordinate the Cost Threshold and Cost Limit for each individual Qualifying Covered Retiree (QCR)	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Cost Reporter>	<Insert notes>



## Reconciliation Toolkit

### Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
4.7	Manage Final Cost Reports - Open Reconciliation Step 6: Manage Submission Of Final Cost Reports	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.8	Communicate rejected Cost Reports to Mainframe Cost Reporters	A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.8	Communicate rejected Cost Reports to Mainframe Cost Reporters	B	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.8	Communicate rejected Cost Reports to Mainframe Cost Reporters	C	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.9	Verify with Cost Reporters that all Cost Reports have been submitted	A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.9	Verify with Cost Reporters that all Cost Reports have been submitted	B	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.9	Verify with Cost Reporters that all Cost Reports have been submitted	C	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>



## Reconciliation Toolkit Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
4.10	Close Cost Reporting - Close Reconciliation Step 6: Manage Submission Of Final Cost Reports	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.11	Communicate Cost Reporting is closed to Cost Reporters	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.12	Resolve any Cost Reports submitted after Cost Reporting is closed	<b>A</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.12	Resolve any Cost Reports submitted after Cost Reporting is closed	<b>B</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.12	Resolve any Cost Reports submitted after Cost Reporting is closed	<b>C</b>	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.13	Consider Warnings when reviewing Final Costs	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.14	Resolve Errors by rejecting Cost Reports or reopening Cost Reporting	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>



## Reconciliation Toolkit Task List and Assignments Job Aid

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
4.15	Complete Review of Costs - Close Reconciliation Step 7: Review Final Costs	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager or Designee with Request Payment privilege>	<Insert notes>
4.16	Consider Revisions to Final Costs	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
4.17	Complete Reconciliation Step 8: Enter Revisions To Final Costs	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>



# Reconciliation Toolkit

## Task List and Assignments Job Aid

### Task 5: Provide Payment Information

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
5.1	Complete Reconciliation Step 9: Finalize Reconciliation Payment Request	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager and Designee with Request Payment privilege>	<Insert notes>
5.2	Complete Reconciliation Step 10: Review Electronic Funds Transfer (EFT) Information	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Account Manager, Authorized Representative, or Designee with EFT and Request Payment privilege>	<Insert notes>



## Reconciliation Toolkit Task List and Assignments Job Aid

### Task 6: Approve and Submit the Reconciliation Payment

Task ID #	Task	Benefit Option	Start Date	End Date	Duration	Percent Complete	Assigned To	Notes
6.1	Complete Reconciliation Step 11: Approve Electronic Funds Transfer (EFT) Information (if necessary)	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Authorized Representative>	<Insert notes>
6.2	Complete Reconciliation Step 12: Review And Submit Reconciliation Payment Request	N/A	<Insert Start Date>	<Insert End Date>	<Insert Duration>	<Insert % Complete>	<Insert task holder. Task can be assigned to the Authorized Representative>	<Insert notes>