

SSAH/MFTD Invoice & Receipt Deadline DATES for 2024/2025 Fiscal Year

All invoices and receipts are due to CMHA WW on the **2nd and 4th Tuesday of each month** (*with the exception of **December 2024** which is explained below) by **8AM** via email to;

ssahinvoices@cmhaww.ca **OR** by drop off at any of the CMHA WW offices in Guelph, Fergus and Mount Forest

Here are the specific deadline dates for each month;

MONTH	Deadline DATES to CMHA WW by 8AM
September 2024	September 10 September 24
October 2024	October 8 October 22
November 2024	November 12 November 26
*December 2024	December 10 December 17 (*Switched to the 2nd and 3rd Tuesday for December ONLY due to Christmas)
January 2025	January 14 January 28
February 2025	February 11 February 25
March 2025	March 11 March 25
April 2025	*all last invoices/receipts due to CMHA WW for 2024/2025 fiscal year by Tues. April 1, 2025 8AM

Reimbursement cheques are put in the mail to families within 10-15 business days after each of the above deadline dates.

Please note that **all SSAH/MFTD invoices and receipts are due to CMHA WW no later than April 1, 2025** to be processed for the 2024/2025 fiscal year. **There will be NO EXCEPTIONS to this last deadline date.**

If you have any additional questions – please contact your FSO Coordinator;

-Cheryl Van Every-Petty – 519-821-8089 x4083

-Julie Bergwerff – 519-821-8089 x2518

-Lisa Romeo – 519-821-8089 x2507