90 Day Look-Back Rule Cheat Sheet

(Termination month for **Program End Date** and the last qualified **Component End Date**
entered **before** or **after** the month mentioned below is incorrect)

Monthly Roster

If the report month is…		Then the month for the Program End Date and the last qualified Component End Date is…	
1	January	1	October
2	February	2	November
3	March	3	December
4	April	4	January
5	May	5	February
6	June	6	March
7	July	7	April
8	August	8	May
9	September	9	June
10	October	10	July
11	November	11	August
12	December	12	September
13	January	13	October
14	February	14	November
15	March	15	December
16	April	16	January
17	May	17	February
18	June	18	March
19	July	19	April
20	August	20	May
21	September	21	June
22	October	22	July
23	November	23	August
24	December	24	September

Quarterly Roster

If the report quarter is…	Then the month for the Program End Date and the last qualified Component End Date is…
Q1 **OCT-1 to DEC-31**	
October	July
November	August
December	September
Q2 **JAN-1 to MAR-31**	
January	October
February	November
March	December
Q3 **APR-1 ot JUN-30**	
April	January
May	February
June	March
Q4 **JUL-1 to SEP-30**	
July	April
August	May
September	June

Note: Please note that Job Retention is not a qualified component. The Program End Date and Component End Date must be entered 90 days after the last qualified component.

Reminder: Please ensure that the Monthly Roster has accurate Component Status when a Component has an End Date.

Please ensure that all components for the same participant have the same Program Status/Reason.