

VCJPA Master Deadlines and Due Dates

VCJPA Master Deadlines and Due Dates as of July 2025

ISSUANCE TIMEFRAME	DUE DATE	DATA REQUEST
Monthly on the 1st	Monthly on the 10th	Employee Assistance Program survey of eligible employee count(<i>Only applies if participate in Program</i>)
January	January 31	Complete payroll survey and submit DE-9 for quarter ending 12/31
January	2 - 2.5 weeks after request received	Annual Membership Satisfaction Survey regarding services provided by VCJPA's contracted service providers
January	3 weeks after request received	Renewal Survey for California Affiliated Risk Management Authorities (CARMA), the excess auto liability/general liability coverage provider
January	April 1 (unless falls on weekend, then next business day)	Complete Annual Fair Political Practices Commission (FPPC) Statement of Economic Interests Form 700 (<i>only if serving on VCJPA Board of Directors</i>) (Note: In addition, newly elected Board members must file assuming office Form 700 within 30 days of assuming office and a Board member leaving must file leaving office Form 700 within 30 days of leaving office).
January/February	2 - 3 weeks after request received	Renewal Packet for Property Program
January	June 30th	Employment Risk Management Authority (ERMA) Training Compliance Survey
February	2 - 2.5 weeks after request received	Alliant Crime Insurance Program (ACIP) Renewal (<i>Only applies if participate in Program</i>)
March	Mid-April	Nominations for VCJPA Board of Directors Trustee Representative Election held every even numbered year for San Joaquin Valley/Southern California trustee representative, every odd numbered year for Coastal/Sacramento Valley trustee representative, and every even numbered year for Board alternate trustee representative representing all regions
April	April 30	Complete payroll survey and submit DE-9 for quarter ending 3/31
May/June	2 - 2.5 weeks after receive request	Business Travel Accident (BTA) Renewal Information (<i>Only applies if participate in program</i>)
June	2 weeks after request received	Review list of certificates of coverage for upcoming program year
July 1	August 15	VCJPA Annual Contribution Invoice
July	July 31	Complete payroll survey and submit DE-9 for quarter ending 6/30
August	2 - 2.5 weeks after request received	Renewal Survey and Payroll Survey for Local Agency Workers' Compensation Excess (LAWCX JPA)
August	2 - 2.5 weeks after request received	Survey for Office of Self-Insurance Plans (OSIP) data
October	October 31	Complete payroll survey and submit DE-9 for quarter ending 9/30
November/December	2 - 2.5 weeks after request received	Renewal Information for the Auto Physical Damage (APD) Program
December	Mid-December/January	Registration for Annual Workshop