

ANNOUNCEMENT: S-07 #02
CHILD DEVELOPMENT & EARLY LEARNING OFFICE
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: March 28, 2007
EFFECTIVE DATE: July 1, 2007

SUBJECT:	2007 Market Rate Survey/ Subsidy Provider Rate Collection and Updates to Provider Agreement
TO:	Child Care Information Services Agencies
FROM:	Harriet Dichter  Deputy Secretary, Office of Child Development and Early Learning

PURPOSE:

The purpose of this Announcement is to advise Child Care Information Services (CCIS) agencies of the following:

- The Department of Public Welfare (DPW) will conduct a 2007 Market Rate Survey in conjunction with the annual collection of regulated subsidized child care provider's reported rates. Attached is a revised survey that combines the Market Rate Survey with the Provider Agreement Appendix C-1. All regulated providers, whether or not they participate in the subsidized child care program, are expected to complete and return the survey to the CCIS by April 20, 2007. CCISs should conduct a follow-up contact with providers who have not returned the survey by April 20, 2007, in order to encourage provider participation.
- The CCIS must collect the regulated subsidy provider's closed days by mailing the Provider Agreement Appendix B, Provider's Closed Days, to regulated providers who participate in the subsidized child care program. Providers must return Appendix B to the CCIS by April 20, 2007.
- The CCIS must collect and mail, using 2-3 day ground shipping, the completed 2007 Market Rate Survey/Provider Agreement Appendix C-1 to the Office of Child Development and Early Learning (OCDEL) no later than Wednesday, April 25, 2007. OCDEL will input the new provider rates into CCMIS by June 8, 2007.

This Announcement contains the following attachments:

- Letter to all regulated child care providers explaining the Market Rate Survey/Provider Agreement Appendix C-1
- CCIS Desk Guide for conducting the Market Rate Survey/Provider Agreement Appendix C-1 survey
- Copy of the 2007 Market Rate Survey/2007-2008 Provider Agreement, Appendix C-1 (English and Spanish versions)
- Definitions and examples of how to complete the 2007 Market Rate Survey/ Provider Agreement Appendix C-1 (English and Spanish versions)
- Market Rate Survey: Frequently Asked Questions

- Letter to regulated providers who participate in the subsidized child care program, which gives information about revised subsidized child care payment policies
- Copy of Provider Agreement Appendix B, Provider's Closed Days

BACKGROUND:

Market Rate Survey/Provider Agreement Appendix C-1

The federal government requires DPW to conduct a Market Rate Survey every two years. The purpose of the survey is to help DPW plan for future rate increases. DPW also collects rate information annually for providers who participate in the subsidized child care program. Combining the Market Rate Survey with the annual subsidy provider rate collection process will allow DPW to have access to more recent market rate information and will create little additional work for the CCIS agencies.

Provider Agreement, Appendix B, Provider's Closed Days

CCIS agencies collect a list of closed days annually from regulated providers who participate in the subsidized child care program. DPW will pay for up to 15 closed days per year as long as private pay parents are also charged for the closed days. There is no change to this process.

DISCUSSION:

We will not conduct separate mailings for subsidy and nonsubsidy participating providers. CCIS agencies may mail the full packet of information to all providers. We have included a separate attachment for regulated providers who participate in the subsidized child care program; providers who do not participate in the subsidy program can disregard the attachment. Providers must return all required information to the CCIS by April 20, 2007.

We need the regulated subsidy provider's signature on the Market Rate Survey/ Provider Agreement Appendix C-1, so we cannot offer the option of responding to the Market Rate Survey on-line. The CCIS will mail, using 2-3 day ground shipping, all completed Market Rate Survey/Provider Agreement Appendix C-1 forms, published rates and scholarship/discount policies to OCDEL, using the address listed below, no later than April 25, 2007.

The CCIS should follow past procedures for entering closed days into CCMIS. Regulated subsidy providers who do not report their rates or closed days to the CCIS will continue to have the same rates and closed days as those most recently reported.

CCIS - NEXT STEPS:

- 1) The CCIS must mail the packets to all providers no later than April 9, 2007.
 - a. Direct provider questions to OCDEL
- 2) Providers must return all information to the CCIS by April 20, 2007.
- 3) The CCIS will, using 2-3 day ground shipping, mail the completed Market Rate Survey/Provider Agreement Appendix C-1, published rates and scholarship/discount policies to OCDEL no later than Wednesday, April 25, 2007.

Mailing Address: OCDEL, PO Box 2675, H&W Building, Rm 501
Harrisburg, PA 17105, Attn: Kelly Hoffman

- 4) The CCIS must enter closed days for subsidy providers into CCMIS by June 8, 2007.
NOTE: Fiscal year roll-over occurs on the weekend of June 9-10, 2007. All closures must be in CCMIS by fiscal year roll-over.
- 5) The CCIS must mail the Appendix C-2 (as supplied by OCDEL) to providers no later than June 25, 2007.
- 6) Direct CCIS questions regarding this Announcement to the Subsidy Coordinator.

OCDEL - NEXT STEPS:

- 1) OCDEL determines providers needing additional validation/verification of rates
- 2) OCDEL calculates daily provider rates
- 3) OCDEL enters new MCCAs and provider daily rates into CCMIS by June 8, 2007
- 4) OCDEL prints Rate page or Appendix C-2 and mails to CCIS agencies by June 15, 2007.

OBSOLETE