

## Fiscal Communiqué - #10-01 – Additional Low Income Enrollments for Fiscal Year (FY) 2009-10

**Title:** Additional Low Income Enrollments for Fiscal Year (FY) 2009-10

**Date:** May 6, 2010

**Priority:** High

**Category:** Action Required

**Action required:** See Next Steps

**Response Required:** No

**Citation/Reference:** Yes. See “Discussion” and “Next Steps”

### Purpose:

The purpose of this communiqué is to inform Child Care Information Services (CCISs) of a plan to enroll and fund additional children for FY 2009-10.

### Background:

The Office of Child Development and Early Learning (OCDEL) has American Recovery and Reinvestment Act (ARRA) funds to enroll additional children for FY 2009-10. There are also enough unallocated ARRA funds for FY 2010-11 to sustain these enrollments for the entire year. The plan to maximize our ARRA funding is outlined under “Discussion”. Please be assured that OCDEL will allocate enough funds to cover low income over encumbrance for FY 2009-10.

### Discussion:

OCDEL has additional ARRA funds to immediately enroll all children on the waiting list as of close of business Friday, May 7, 2010. In order to do this, CCISs should follow the plan as outlined below.

1. **Offer service to all low income children on the waiting list by starting at the top of the list and authorizing each child. You must authorize all children on the waiting list no later than close of business tomorrow, Friday, May 7, 2010.** Do this in an expedient manner so families and providers requiring face-to-face interviews are scheduled as soon as possible. Establish the overbooking amount necessary to cover the additional enrollments.
2. **For all funding streams, review your Administration/Family Support Service (Admin/FSS) expenditures to date and project your expenditures for the remainder of FY 2009-10.** If you have Admin/FSS funds that you will not spend, submit budget revisions to your Subsidy Coordinator to move those unspent funds into service. **Budget revisions are due to coordinators by May 14, 2010.**

**Review your Low Income obligated funds.** Obligated funds in PELICAN CCW are committed to cover the anticipated cost of care for enrollments that have a status of Pre-Enrolled, Authorized and Suspended. **You must complete all actions required to address your obligated funds by May 14, 2010.** Funds should not be obligated for:

- **Enrollments suspended 90 days or longer.** Take immediate and appropriate action to change these enrollments to the proper status.
- **Enrollments in Pre-enrolled or Notified status 30 days or longer.** Take immediate and appropriate action for these enrollments. NOTE: For enrollments that are associated with a new R/N provider, allow up to 60 days if the provider was identified late in the initial 30-day period, as per policy.

You must authorize all children on your waiting list as of May 7, 2010. Children determined eligible after May 7, 2010, should be placed on the waiting list, if necessary.

In follow-up to this communiqué, subsidy coordinators will be in touch with their CCISs to provide assistance and to confirm need for budget revisions.

It is essential you follow the plan as outlined above to help enroll as many children as possible before the end of FY 2009-10. OCDEL will do additional low income funding adjustments to allocate CCISs funds needed to cover over encumbrances resulting from these efforts and will utilize funds available for FY 2010-11 to sustain these enrollments for the year.

Thank you for your cooperation and commitment to serve as many of the Commonwealth's children as possible.

**Next Steps:**

1. Share this communiqué with appropriate staff.
2. Authorize all children from your low income waiting list.
3. Review your low income, former TANF and TANF Admin/FSS expenditures to identify excess funds and submit budget revisions to move those funds into service to your Subsidy Coordinator by **May 14, 2010**.
4. Review your low income Obligated Funds and take appropriate actions by **May 14, 2010**.
5. Direct questions to your Subsidy Coordinator.

Obsolete