ANNUAL ACTIVITIES

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112.1 GENERAL POLICY

Each year in April, the Office of Child Development and Early Learning (OCDEL), Bureau of Subsidized Child Care Services distributes a Business Timeline to the Child Care Information Service (CCIS) agencies. The timeline shows the annual activities headquarters staff, CCIS agencies and regulated providers must complete at the end of the fiscal year (FY) and the beginning of the next year. The timeline is offered to assist the CCIS with planning.

The information in this chapter describes these annual activities, which are displayed on the Business Timeline in more detail.

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112.2 DEFINITIONS & ACRONYMS

See Manual "101 – Definitions & Acronyms" for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.

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112.3 OBJECTIVES

The information in this section contains the objectives with regard to annual activities.

The following are the objectives of this manual section:

1. To provide detailed information about the annual activities on the Business Timeline.
2. To assist CCIS agencies in planning and preparing the annual activities that are performed each year.

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112.4 GRANTS

The legally binding relationship between OCDEL and the CCIS agency grantees is formalized through the commonwealth's grant process. Each year this is accomplished in one of two ways. An initial process is utilized with those entities who successfully win the bid thru the Request for Application (RFA) process for a specific geographic service area. After the initial process, upon agreement with OCDEL and the Comptroller, the exiting grants can be renewed or extended for another one year term with the current grantees. For more on grants see Manual "100 – Grants".

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112.5 FEDERAL POVERTY INCOME GUIDELINES (FPIG)

Each year in February, the federal government issues the Federal Poverty Income Guidelines (FPIG). The guidelines are a simplification of the poverty thresholds used for administrative purposes in determining financial eligibility. The FPIG is published in the *Federal Register* by the Department of Health and Human Services.

Each year, the FPIG is used to revise the Income Limits and Co-payment Guidelines (Guidelines) for the subsidized child care program. The new Guidelines are published in the Pennsylvania Bulletin and sent to the CCIS agencies through an announcement, which also contains instructions regarding the appropriate notice to send to parents or caretakers whose weekly co-payment changes as a result of the new Guidelines.

When the FPIG changes, OCDEL sends the CCIS agencies an Excel file containing reports that indicate the impact of the Guidelines on families receiving subsidized child care. This Excel file is issued towards the end of April. Each CCIS uses the material contained in its individual file to complete the following steps:

1. Assess eligibility for each family whose co-payment will decrease due to the revised Guidelines. This will set the new co-payment for the family. (Due to co-pay stabilization, PELICAN Child Care Works (CCW) will not implement increased co-payments until redetermination.)

2. Create a new Enrollment Summary for each family whose co-payment decreases. The Enrollment Summary will be mailed centrally and will notify parents and providers of the co-payment change.

3. Create a Child Care Confirmation Notice that advises parents that their co-payment has decreased. The text in the Child Care Confirmation Notice will reflect a decrease in co-payment due to the updated FPIG.

The CCIS should not generate a Child Care Confirmation Notice to parents receiving an increase in co-payment due to the updated FPIG until the family's next redetermination.

NOTE: If at redetermination the co-payment increases for no reason other than the revised FPIG, the CCIS must send the parent/caretaker (p/c) the Confirmation Notice that includes the language for "Increase of co-payment based on FPIG".

4. Identify families whose annual income is close to 235% of the FPIG and who have a redetermination due date that falls between late April and the first week of May. If any of these families would be ineligible based on current Guidelines, but eligible based on the new Guidelines, the CCIS should hold off processing the redetermination until after the first week of May. CCISs should enter the following in Case Comments, "Redetermination delayed as per Income Limits and Co-payment Guidelines."

5. Review the applications for subsidized child care that were received in April through the first week of May. If the family is not eligible due to the current Guidelines, but will be eligible using the new Guidelines, the CCIS should hold off processing the application until on or after the first week of May.

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112.6 MARKET RATE SURVEY

The federal government requires OCDEL to survey regulated child care provider rates every two years. OCDEL will notify CCIS agencies and providers when the Market Rate Survey needs to be completed. Providers enter published rates through Provider Self Service (PSS) to be uploaded into PELICAN CCW as private rates. These rates will be extracted from PELICAN CCW for federal reporting purposes.

Providers who do not have access to the Internet can contact the CCIS for a paper copy of the form. The CCIS agency will enter published rates and other provider profile information into PELICAN CCW. These rates will also be included in federal reporting. For more on the Market Rate Survey see Manual "300-Regulated Provider Management".

The private rates will also be used for parent referrals generated through COMPASS. For more information about referrals see Manual "200 – Resource & Referral".

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112.7 PROVIDER CLOSED DAYS

Annually, OCDEL Headquarters enters Statewide Closed Days for the upcoming FY into PELICAN CCW for all regulated providers with active agreements. The Statewide Closed Days represent the main Commonwealth of Pennsylvania observed holidays. These closures do NOT include holidays that fall on a weekend.

Each year prior to July, every regulated provider location must enter their paid and unpaid closed days for the state FY (July 1 through June 30 of the following year) through PSS or the CCIS must enter the closed days directly into PELICAN CCW for the provider. The CCIS mails a letter to all regulated providers about closed days and a paper version of the Appendix B, Provider's Closed Days form to providers who do not participate in PSS. The CCIS enters the closures into PELICAN CCW on behalf of a provider who does not participate in PSS. These paid and unpaid closed days are stored in PELICAN CCW and are used to calculate encumbrance, determine payment and display on the monthly attendance invoices.

NOTE: The RE208, Provider Closed Day Progress Report can be used to identify providers who do not participate in PSS and therefore, need the paper version of Appendix B. The report also shows providers who have not entered their annual closed days as of a particular date so that the CCIS can follow-up with those providers.

After CCIS follow-up, a provider who does not enter or submit closed days will automatically get paid for the statewide default days. If a provider informs the CCIS that he/she was open on a statewide default day that has already occurred; the CCIS will not retroactively change the day to open.

Based on current policy, providers can be paid for up to 15 closed days per FY as long as private pay clients are also charged for the same closed days.

PELICAN CCW limits the number of unpaid closures entered in the system to a maximum of 30. PELICAN CCW tallies the provider's paid and unpaid closed days as they are entered or changed and does not allow entry of unpaid closed days to exceed 30 days. If more than 30 unpaid closures are entered, an error message displays.

PSS and PELICAN CCW do not allow non-paid closures for providers who do not operate for a specific period of time (e.g., closed during the summer). The CCIS must track providers who close for the summer or for more than 30 days in the FY outside of PELICAN CCW.

- CCIS agencies should not enter **paid** emergency closures for the provider when the closure occurs more than 3 business days from when the provider reopened the facility. **Any day reported after 3 business days would be entered as an**

unpaid day or the schedules of the children would need to be zeroed out if 30 unpaid days are already entered.

- The CCIS should not change closed days for the provider during the year unless the mistake was due to CCIS **error or the need to add a paid or unpaid emergency closure.**

- The provider should be encouraged to sign-up for PSS to enter emergency closures and change closures for his/her location.

The closed day policy depends on if the provider uses PSS or if the closures are managed by the CCIS agency through PELICAN CCW. Please encourage providers to sign up for PSS when he/she reports emergency closures or when the provider requests to change closed days.

Providers who do not use PSS

Once the CCIS enters closed days on behalf of the provider based on information on the Appendix B, the days cannot be changed during the year. The provider may not request the CCIS to change a closed day unless it is to correct an error. If the provider who DOES NOT USE PSS has not reached the maximum paid days allowed, the provider must:

- Notify the CCIS at least 2 weeks prior to adding a closed day.

- Notify the CCIS within 3 business days of reopening the facility following an emergency closure such as a snow day.

Providers who use PSS

Providers may add, delete or change closed days in the current and future months through PSS. Closures can be added to the prior month up until the 5th day of the current month. Providers who use PSS should add and update their own closed days in PSS.

For more on provider closed days see Manual "300-Regulated Provider Management".

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112.8 SCHOOL-AGE FLIP

School-age flip is the process of changing school-age children's enrollments within PELICAN CCW from part-time to full-time or vice versa.

Since many children will begin attending care full-time during the summer, PELICAN CCW continues to hold both a school year and a summer schedule for school-age children who have the "Attending School" checkbox marked on the Enrollment Detail page.

PELICAN CCW also has a reference table that sets the first day and the last day of the school year. For PELICAN CCW purposes the school year begins September 1 and ends in mid-June.

CCISs must inform their child care providers when the school year in PELICAN CCW officially starts and ends.

In May, OCDEL sends CCIS agencies an Excel report titled "Enrollments Affected by the School-age Flip." The report lists school-age enrollments that have the "Attending School" checkbox marked on the Enrollment Detail page in PELICAN CCW.
CCIS agencies use the data in this report to determine which enrollments will be full-time for the summer and part-time for the school year.

It is important that the CCIS informs the provider of schedule changes. The CCIS can inform providers of the school-age flip in whatever manner the CCIS chooses. Enrollment Summaries do not have to be sent to providers when enrollments continue but change from full-time to part-time or vice versa due to the school year schedule.

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112.9 FISCAL YEAR ROLL OVER (FYRO)

Fiscal Year Roll Over (FYRO) is the process of configuring funding programs and allocations to the grantees for the upcoming FY in PELICAN CCW. These funding programs allow CCISs to continue working with enrollments for July onward.
It is important that CCISs complete the following actions prior to FYRO:

1. Manually establish all set-aside funding programs with an effective date of July 1st for the next FY. This will establish set-aside enrollments appropriately in all set-aside funding programs and prevent these enrollments from rolling over to Low Income – Regular as part of the FYRO process.
2. Enter provider closures. Entering provider closures will ensure that encumbrances after FYRO are as accurate as possible.

CCISs will also receive FYRO exception/validation reports after the FYRO process is complete.

The table below identifies each of the exception/validation reports, details what data is included in the report and outlines the actions the CCIS must take to address the exception.

Set Aside Enrollments Report Filename	Set Asides.xls
Report Type	Exception/Validation Report
Description	**This report lists all enrollments within a set aside funding program (e.g. Teen Parent, Summer Only, etc.) in the current FY that were rolled over to Fund A – Regular in the new FY. <u>This happens when the set aside funding programs are not established by the CCIS prior to FYRO</u>.**
Data Included	Caseload, Office Name, Provider ID, Co/Rec #, Individual Number, Child Name, Caretaker Name, Funding Program, Exception Type
Actions Required	Establish set-aside funding programs prior to FYRO. If the CCIS did not establish a set-aside funding programs prior to FYRO, the CCIS will have to review the cases in this report and manually transfer the enrollments to the appropriate set-aside funding program after the funding programs are set up.

Resolved Delinquent Co-pay Report Filename	Delinquent Co-pay.xls
Report Type	Exception Report
Description	This report lists the number of resolved co-pay delinquencies being purged from PELICAN during the annual FYRO process. Please note that all active co-pay delinquencies will remain in the system.
Data Included	Co/Record Number, Office Code, Office Name, County Code, County Name
Actions Required	Review the information on this report.

Non-Standard Schedule	NS Sch Rolled over.xls

Enrollments Filename	
Report Type	Validation Report
Description	This report lists all enrollments for which a non-standard schedule exists in the current FY. FYRO is expected to roll over the non-standard schedules to the next FY with the same pattern as the current FY.
Data Included	Caseload, Office Name, Provider ID, Co/Rec #, Individual Number, Child Name, Caretaker Name, Exception Type
Actions Required	1. Review the schedule for all enrollments on this report to make sure that the schedule for next FY is correct. 2. Update discrepancies and report cases as instructed so this information can be analyzed for next year's FYRO process.

Adult Care Level Report Filename	Adults.xls
Report Type	Validation Report
Description	This report lists children whose care level will change to Adult on or before July 1st. Enrollments for these children will not be carried over into the new FY. The enrollments will continue to exist in their current status but will not be associated with a funding program in the new FY. Remember, the cost of care for the adult care level is $0, so the enrollments for children with an adult care level have no cost of care and do not generate payments to providers. If necessary, the care level may be overridden by entering a developmental age for children with a disability and the discontinued segments on enrollments may be removed through the Retroactive Changes page to reinstate the enrollments.
Data Included	Caseload, County Name, Office Name, Provider ID, Co/Rec #, Individual Number, Child Name
Actions Required	Review cases and override care level with a developmental age or discontinue enrollment as appropriate.

Provider Rate Mismatch Report – Care Level of Care Unit not supported by provider Filename	FYRO Report Results from Prod20140609.xls
Report Type	Exception
Description	This report lists all enrollments that rolled over with a provider who does not support the child's care level or unit of care at any time in the next FY.
Data Included	County Name, Office Name, Caseload, Co/Record Number, Individual Number, Child Name, Parent/Caretaker Name, Provider ID, Provider Name, Provider Type, Exception Description
Actions Required	1. Review the provider's information for all enrollments listed on the report and determine whether the child must enroll with a different provider in order to continue care. 2. Notify parents as appropriate.

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112.10 FAMILY SUPPORT SERVICES (FSS) LOCK

After FYRO, the Family Support Service (FSS) budgets and expenditures pages in PELICAN CCW will lock for the months of April, May and June during the monthly invoice batch, scheduled in July. Therefore, CCIS agencies **MUST** make all FSS budget changes and enter all FSS expenditures for the ended FY before this time. For more information about the FSS and the lock, see Manual "109 - Funds Management".

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112.11 RECAPS

As per the CCIS Grant Agreement any funds received by the CCIS but not expended must be returned to OCDEL at the conclusion of the FY by the date prescribed and agreed upon in the Grant Agreement. Also required to be included with the excess funds

by the contractual due date is the fiscal summary referred to as the RECAP. For more information, see Manual "111 – Recaps".

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112.12 ANNUAL AUDITS

Annually, the CCIS agencies are required to have an independent audit conducted after the close of the FY and the results submitted to the Department of Human Services (DHS). The CCIS audit guidelines are available in June on the DHS website at:

http://www.dhs.state.pa.us/cs/groups/webcontent/documents/manual/c_198258.pdf

The guidelines will not be forwarded via e-mail or in hardcopy. Please access the DHS website to view/print the guidelines.

The Single Audit Supplement is used to audit county government grantees that receive and expend federal and state funding from DHS. Counties may also use the DHS Single Audit Supplement for sub-recipient monitoring purposes.

For more information see Manual "100 – Grants".

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112.13 PERFORMANCE MONITORING

Performance Monitoring is conducted annually by subsidy coordinators for each CCIS agency through on-site case reviews, staff interviews, system monitoring of data and reports from PELICAN CCW. For more information, see Manual "102 - Performance Monitoring".

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