

**ANNOUNCEMENT: S-07 #01
CHILD DEVELOPMENT OFFICE
BUREAU OF SUBSIDIZED CHILD CARE SERVICES**

ISSUE DATE: February 26, 2007
EFFECTIVE DATE: February 26, 2007

SUBJECT:	Fiscal Year 2007-08 Child Care Information Services Grant
TO:	Child Care Information Services Agencies
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development and Early Learning

PURPOSE:

To provide Child Care Information Services (CCIS) agencies with the following:

- An electronic version of the Fiscal Year (FY) 2007-08 CCIS grant document;
- Review of changes to the Fiscal Year 2007-08 grant language; and
- Instructions and timeline for submitting the grant to DPW.

DISCUSSION:

Attached is an electronic version of the revised FY 2007-08 CCIS grant. Please review the grant language in the following areas carefully:

- In Rider 1, Section 2 D, added language to obtain approval for borrowing from an interest-bearing line of credit. Also, the date is now October 31, 2008.
- In Rider 1, Section 2 J, includes new policy to move funds within FSS budgets.
- In Rider 1, Section 2 K, updated number of Recap copies to three and added new language to explain interest earned.
- In Rider 1, Section 2 L, updated language concerning final audit settlements.
- In Rider 2, Section I 15, added new language to clarify the Grantee is not liable for TANF, Food Stamps, and General Assistance eligibility.
- In Rider 2, Section II 7, added requirement for a 90 day advance notice within the subcontract's (or equivalent's) termination clause and requested copy of the subcontract (or equivalent).
- In Rider 2, Section II 10, removed language regarding advance payments.
- In Rider 2, Section II 11, removed language regarding availability of parent services to TANF families since this population is included in Section II 11 I.

We will soon provide you with an estimated amount of your projected allocation and a breakout of the allocated amounts for Low Income, Former TANF, TANF Training,

TANF Working, TANF Work Support – Training, TANF Work Support – Working, TANF State MOE, Food Stamps and General Assistance.

Rider R Commonwealth Travel Rates are subject to change in accordance with current rates established under State Management Directive 230.10.

Rider 6 Commonwealth of Pennsylvania Business Associate Appendix Language - Health Insurance Portability and Accountability Act (HIPAA) Compliance is attached. All Grantees must comply due to the medical assistance information accessible through CIS.

Form PA 778 “Contractor’s Responsibility to Employ Welfare Clients” will not be sent to you until the contracting process is complete and all signatures have been affixed.

INSTRUCTIONS:

Instructions for completing and submitting your grant documents are attached.

Please return your completed and signed grant document to your Subsidy Coordinator no later than March 30, 2007. DPW cannot guarantee the Grant Agreement’s July 1, 2006 effective date when the document is not submitted to DPW by the Grantee by March 30, 2007. If DPW does not receive the signed Grant Agreement by March 30, 2007, it may not be able to pay for expenditures incurred prior to the full execution of the Grant Agreement.

Complete all required areas of the work plans using clear, concise language. Please note that only one of the Grantee signer’s initials indicating agreement is required in Work Statement Section I. All subsections must be individually initialed.

Copies of the work statement in Microsoft Word and budget sheets in Excel are attached to this e-mail. You may use the Word and Excel versions provided to type in your responses. Do not change the Work Statement language in the Word document. We are asking each CCIS to forward a copy of the Work Statement to your Subsidy Coordinator via e-mail and forward a second e-mail containing the budget riders to your Subsidy Coordinator and Dan Dunlap (ddunlap@state.pa.us).

NEXT STEPS:

1. Complete all sections of the grant accurately.
2. Obtain appropriate signatures and initials.
3. Forward the completed, signed grant to your Subsidy Coordinator by March 30, 2007.
4. E-mail the Word version of your work statement to your Subsidy Coordinator by March 30, 2007.
5. E-mail the Excel version of your budget riders to your Subsidy Coordinator and Dan Dunlap by March 30, 2007.
6. Direct questions to the Subsidy Coordinator.

Attachments