



ANNOUNCEMENT: S-11 #01
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: March 16, 2011
EFFECTIVE DATE: March 16, 2011

SUBJECT:	Child Care Information Services Grant Renewal for Fiscal Year 2011-12
TO:	Child Care Information Services Grantees
FROM:	Todd Klunk Acting Deputy Secretary, Office of Child Development and Early Learning 

PURPOSE:

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

- A review of the Fiscal Year (FY) 2007-08 Grant Agreement renewal language;
- Electronic versions of the FY 2011-12 CCIS grant Estimated Full-Time Equivalency (FTE) Totals and Rider 3 documents;
- A discussion of Audit expense distribution for Family Support Services (FSS); and
- Instructions and timeline for submitting the FY 2011-12 grant renewal documents to the Department of Public Welfare (DPW).

DISCUSSION:

Item 1 of the FY 2007-08 Grant Agreement states the term of the grant as July 1, 2007 to June 30, 2008. It continues, "The Department may renew this grant for four (4) additional one year periods...the revised budgets for the renewal years will become part of this grant agreement."

DPW's Office of Child Development and Early Learning (OCDEL) and Office of the Comptroller have agreed to exercise the option of renewing the FY 2007-08 grant for the 2011-12 fiscal year (i.e. the fourth of four additional one-year renewal periods).

Attached are electronic versions of the Estimated FTE Totals and Rider 3. Instructions for completing the necessary documentation for the grant renewal are also attached – including a requirement to submit a copy of any applicable new/renewed subcontracts. CCISs must use the Rider 3 worksheet as provided to submit new budgets for FY 2011-12 along with updated Organizational Chart and Estimated FTE Totals documents as applicable to the new Budgets. All existing grant language remains as stated and agreed upon for FY 2007-08 – or as amended on an as-needed basis for individual grants.

Due to the State Budget address being a month later than usual, OCDEL had to wait to generate the allocation amounts for each CCIS.

OCDEL will provide you with your total 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/Work Support 2 by the end of next week. It is essential that you be prepared to complete the necessary grant documents in a timely manner. Your Subsidy Coordinator is available to provide individual assistance in reviewing your 2011-12 budgets and Estimated FTE Totals as needed.

OCDEL is again requiring that CCIS Audit Expenses be divided within the Operations portion of all three FSS budgets. The division of the Audit Expenses is to be proportional to the FSS allocation for each budget. See the *Instructions to Renew Your CCIS Grant for FY 2011-12* document for an example of how to distribute Audit Expenses. Note that the amount budgeted for Audits must be identified using the “Audit” line item in each FSS budget.

Rider R Commonwealth Travel Rates are subject to change in accordance with current rates established under State Management Directive 30.000.

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:

Prepare three copies each of the Organizational Chart, Estimated FTE Totals and Rider 3 documents with original signatures. Mail two copies to Maria Hegedus and one copy to your Subsidy Coordinator by April 15, 2011. It is the responsibility of the Grantee to assure that a legal representative signs the Riders 3A, 3B and 3C.

DPW cannot guarantee the renewal of your Grant Agreement by the July 1, 2011 effective date if the final documents are not submitted by April 15, 2011. If DPW does not receive the signed budget documents by April 15, 2011, it may not be able to pay for expenditures incurred prior to the full execution of the renewed Grant.

Any applicable new or renewed subcontracts for FY 2011-12 must be mailed to Maria Hegedus and your Subsidy Coordinator by July 31, 2011.

You must use the Excel versions of the budget sheets, as provided, to type in your responses for Rider 3. **Do not make formula changes to Rider 3; changes frequently produce “rounding errors” which results in inaccurate numbers.** In addition to mailing all documents, please e-mail electronic versions of the Organizational Chart, Estimated FTE Totals and Rider 3 budgets to your Subsidy Coordinator and Maria Hegedus (mhegedus@state.pa.us) – no later than April 1, 2011.

NEXT STEPS:

1. Complete the Organizational Chart, Estimated FTE Totals and Rider 3 documents accurately.

2. E-mail the electronic versions of the Organizational Chart, Estimated FTE Totals and Rider 3 to your Subsidy Coordinator and Maria Hegedus by April 1, 2011.
3. Mail two original copies of the Organizational Chart, Estimated FTE Totals and Rider 3 – with signatures on Riders 3A, 3B and 3C – to Maria Hegedus and one copy to your Subsidy Coordinator by April 15, 2011.

Maria Hegedus
DPW – OCDEL
333 Market Street, 6th Floor
Harrisburg, PA 17126

4. Mail one original copy for any applicable new or renewed FY 2011-12 subcontracts to both Maria Hegedus and your Subsidy Coordinator by July 31, 2011.
5. Contact your Subsidy Coordinator with any questions.

Attachments

Obsolete