

## Policy Communiqué #09-14: Waiting List Initiative

### This is a message from the Bureau of Subsidized Child Care Services

**Title:** Waiting List Initiative

**Date:** December 4, 2009

**Priority:** **HIGH**

**Category:** Informational

**Action Required:** See Next Steps

**Response Required:** None

#### **Purpose:**

The purpose of this communiqué is to:

- Discuss the waiting list initiative;
- Reinforce the criticality of authorizing children from the waiting list immediately upon notification; and
- Provide instructions for using Pelican Child Care Works (CCW) report, "RE 302 Enrollment/Attrition Management" for tracking the number of children that enter and leave care.

#### **Background:**

The Office of Child Development and Early Learning (OCDEL) received Federal funding through the American Recovery and Reinvestment Act (ARRA). OCDEL is investing some of the ARRA funds in CCW to remove low income children from the waiting list. To assure state and federal funds are used most efficiently and to meet ARRA reporting requirements, OCDEL must monitor child counts very closely over the next few months.

#### **Discussion:**

OCDEL's strategy to address the current waiting list is based on a formula that includes a number of factors, including length of time on the waiting list and levels of poverty in each county. This strategy assures that all counties have an opportunity to enroll children and that funding is targeted to areas of greatest need.

Each month OCDEL will continue to release the number of children each CCIS must enroll. It is crucial that CCISs authorize the allotted number of children immediately so the child's enrollment can begin as close as possible to the date the CCIS's received notification to authorize from OCDEL.

It is also crucial that CCISs monitor children leaving care and replace them immediately. CCISs can use the RE 302 PELICAN report to help monitor enrollments and attrition. See the following section, "Use of the RE 302", for instructions on how best to use the RE 302 to monitor enrollments.

There are currently a number of CCISs that have no waiting list. The following CCISs have no waiting list and may resume normal enrollment activities based on available funds:

- Bedford
- Centre
- Clarion
- Elk
- Fayette
- Fulton

- Jefferson
- Juniata
- Montour
- Pike
- Sullivan
- Union
- Washington
- Wyoming

Allocations were adjusted for some of the CCISs listed above; subsidy coordinators advised the affected CCISs accordingly.

### Use of the RE 302

CCISs should take the following steps to use the RE 302 for tracking this project:

- Start with the number of “total children” quoted by OCDEL in October. This number will be provided by your Subsidy Coordinator in an individual e-mail.
- Add the number of children to be enrolled for each subsequent month to the October “total children”. The resulting number represents the new monthly “total children” for the CCIS.

#### Example:

- Starting number of “total children” is 250. Number of new children to be enrolled in October was 10. “Total children” for October is 260.
- Number of new children to be enrolled for November is 25. “Total children” for November is 285 (260 + 25)
- Run the RE 302 weekly. When requesting the report, always use the report period of 07-01-09 through the date of running the report. The report will provide the number of children enrolled and the number of children that left services during the report period.
- Under “Obligated Funds”, count the number of children in authorized, pre-enrolled and suspended status. Each page displays 20 children; counting is simplified by multiplying the number of pages minus one by 20 and then adding the number of children on the last page.

#### Example:

- The CCIS has 11 pages of children in “Obligated Funds”; the last page has 8 children.
- The total number of children in “Obligated Funds” is 208 (10 (full pages) X 20 + 8 (on the last page)).
- Add the number of enrolled children from the RE 302 to the number of children in “Obligated Funds”.
- Subtract the resulting number from the new “total children” number to determine how many additional children must be authorized.

### **Next Steps:**

1. Share this information with appropriate staff.
2. Authorize the indicated number of children immediately and continue to do so each month.
3. Monitor the number of children leaving the subsidy program and replace them immediately.
4. Direct questions to your Subsidy Coordinator.