

Policy Communiqué 07-03 Submission of Completed MRS

Title: Submission of Completed Market Rate Surveys

Date: April 17, 2007

Priority: High

Category: Informational

Action Required: Yes

Response Required: Yes

Purpose:

This e-mail establishes the procedures for the CCIS to mail the completed Market Rate Surveys to the Office of Child Development (OCDEL).

Procedure:

Prior to sending the Market Rate Surveys to OCDEL:

1. Please review each survey for completeness. This is necessary for the providers to receive an accurate payment rate in FY07-08. Also, be sure the CCMIS Provider ID is printed on the survey.
2. When packaging the completed surveys to send to OCDEL, please do the following:
 - Complete the attached cover sheet which indicates the number of surveys you are submitting
 - Attach the list you used to track which providers received and returned completed surveys. Indicate on the list which providers' surveys are included in the packet to OCDEL. If you do not have a provider listing, please email kelhoffman@state.pa.us for a CCIS-specific provider list.
 - Assemble the survey documents into one packet per provider. Use **one staple** to compile each provider's Market Rate Survey with the provider's scholarship/discount policy and published rates for 06-07 and 07-08. Please do not use binder clips, rubber bands, or paper clips for individual provider packets. You may use these fasteners when organizing the packets into county and/or provider type packs.
3. Send the packages to:
 - OCDEL
 - ATTN: 2007 Market Rate Surveys
 - PO Box 2675
 - H&W Building, Room 521
 - Harrisburg, PA 17120-2675
4. Please mail all completed surveys to OCDEL by April 25, 2007 to assure that we can establish the MCCAs and subsidy payment rates for FY07-08. It is important that we have the bulk of the surveys returned to OCDEL by April 25, 2007; however, we anticipate that there will be some

late returns due to special circumstances. OCDEL will accept surveys that are submitted after April 25, 2007 up until May 4, 2007. OCDEL will not accept any surveys received after May 4, 2007.

OBSOLETE