

Policy Communiqué #09-03: Provider Agreement, Appendix B Provider's Closed Days

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

Title: Provider Agreement, Appendix B Provider's Closed Days (Appendix B)

Date: March 13, 2009

Priority: Medium

Category: Informational

Action Required: See "Next Steps"

Response Required: None

Purpose:

To advise Child Care Information Services (CCIS) agencies that they have the option of sending the Appendix B to regulated providers now or they may wait until April, when the Market Rate Survey (MRS)/Provider Agreement, C-1 Provider's Rates is available to send.

Discussion:

The Office of Child Development and Early Learning (OCDEL) will be conducting a 2009 Market Rate Survey (MRS). The survey will not be available until April 2009. As in previous years, OCDEL staff will be entering the MRS results into PELICAN Child Care Works (CCW) and CCIS staff will enter the provider's closed days. Historically, Appendix B has been sent to providers along with the MRS. This year the MRS will not be ready for a March mailing; this will shorten the time frame for both CCIS and OCDEL staff to enter information into PELICAN CCW.

Provider closures must be entered into PELICAN CCW by June 5, 2009. Some CCIS agencies may want to send the Appendix B now in order to have additional time to enter the results into PELICAN CCW. Other CCIS agencies may prefer to wait and send the Appendix B along with the MRS materials. CCIS agencies may choose the option that best meets their workload and business needs.

Attached is the following for CCIS agencies that opt to send the Appendix B immediately:

- Fiscal Year 2009-10 Appendix B
- Letter to provider explaining Appendix B

OCDEL will also include a 2009-10 Appendix B and instructions for completion in the MRS packet for use by CCIS agencies that choose to hold the Appendix B for mailing with the MRS.

Next Steps:

1. Share this information with appropriate staff.
2. Decide which option best meets your business/workload needs.
3. Enter provider closures into PELICAN CCW by June 5, 2009.
4. Direct questions to your Subsidy Coordinator.