

From: Vega, Rhoda J

Sent: Wednesday, February 08, 2006 1:29 PM

To: Place, Deanne; Zitsch, Michelle; Beatty, Laura; Berry, Debra; Berryman, Linda; Blass, Joanne; Bowery, Sandra; Brenner, Ellen; Broman, Linda; Brown, Ann; Brownfield, Frances; Buchanan, John; Carr, Charles; Carroll, Helen; Chang, Caulyn; Clark, Stephanie; Dillman, Daniel; Diss, Denise; Esgro, Betsy; Finkelstein, Norma; Foley, Mary; Gamboni, Jill; Gannon, Tony; Gilgoff, Elizabeth; Gore, Gregory; Greenwald, Paul; Guinane, Thomas; Hartman, Meme; Hartzell, Cathy; Hogan, John; Janesch, Cynthia; Kellogg, Lorita; Kikta, Ronald; Kimmel, Timothy(CCIS); Kosarek, Deanna; LaRose, John; Lukus, Dorothy; Mack, James; Maietta, Judy; Mino, Julio; Montgomery, Tish; Pilch, Cheryl; Piroli, Joseph; Porter, Jill; Pricener, Deborah; Reina, Candice; Reinheimer, JoAnne; Rogers, Diane; Rontz, Amy; Sallavanti, Phillip; Schwab, Alice; Skody, Richard; Spang, Linda; Steele, Paula; Streightiff, Amy; Thomas Shirley; Torbert, Patricia; Unterreiner, Steven; Urban, Ronald; Walker, Ann; Whitson Connie; Wytovich, April
Cc: Walters, Marci L.; Buczeskie, Nancy; Frein, Robert J.; Gricoski, Michael G; Grumbine, Brett; Hoffman, Kelly; Ibberson, Nadine; Kough, Elizabeth A; Loftus, Zoe A; Martin, Cheryl A.; Mercadante, Karen L.; Robinson, Delores; Rock, Melissa; Rychalsky, Catherine; Shaner, Terry L; Shaw, Leslie A; Stayner, Debra L.; Thau, Benjamin; Toro, Carmen M; Trout, Jamie L.; Wert, Daniel G.; Caprio, Barbara C.; Guytonwallace, Lillie; Huth, Kathleen A.; Rubin, Laurinda F.; Taylor, Keith

Subject: Fiscal Communiqué #06-01 - Overbooking Instructions

This message is from Marci Walters.

Title: Overbooking Instructions

Priority: High

Action Required: Increase Overbooking amount

Response Required: None

Overbooking Increase

Effective immediately, all CCIS agencies must enter a Fund A Overbooking amount equal to 1% of their Fund A Service allocation. Continue to maintain this amount until further notice.

At this time, the Department will guarantee payment up to, but no more than, 101% of a CCIS's current Fund A service allocation. We cannot assure payment to CCISs for amounts greater than 1% of the service allocation.

Additional Information

The Department encourages CCIS agencies to use their best judgment in enrolling children from the Waiting List. This includes the ability to temporarily increase the Overbooking amount to enroll a child from the Waiting List – even though sufficient funds are not yet available – if the CCIS believes pending/future changes to enrollment schedules, terminations, etc. will offset the additional encumbrance.

CCISs are not required to seek prior approval from their Subsidy Coordinators. However, CCISs will need to send an e-mail to their Coordinators after temporarily increasing the Overbooking amount. The e-mail is to include the reason for the temporary increase, the date on which the increase was made, and the

amount of the increase.

In order to remember to return the Overbooking amount to its original amount, it is recommended that the following steps be taken all at one time:

1. Enter temporarily higher Overbooking amount
2. Authorize enrollment(s) from the Waiting List
3. Reduce the Overbooking amount to what it was before taking step 1
4. Send FYI e-mail to Subsidy Coordinator

Example 1: CCIS X has \$1,000 in Available Funds (i.e. with overbooking amount at 1%). The cost to authorize the first child on the Waiting List (WL) is \$1,800. CCIS X increases the Overbooking amount by \$800 to \$1,800; authorizes the enrollment; then, reduces the Overbooking amount by \$800 to get back to the original 1% amount.

Example 2: The first three children on the WL are from the same family. CCIS Z has funds available to authorize only the first two children, and the parent/caretaker prefers to wait until sufficient funds are available to enroll all children before enrolling any of them. CCIS increases the Overbooking amount enough to be able to authorize the third child's enrollment, then returns the Overbooking amount to its original 1% amount.

Please contact your Subsidy Coordinator with any questions regarding this change.

OBSOLETE