



ANNOUNCEMENT: S-10 #02
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: March 12, 2010
EFFECTIVE DATE: July 1, 2010

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| SUBJECT: | 2010 Market Rate Survey/Subsidy Provider Rate Collection and Updates to Provider Agreement |
| TO: | Child Care Information Services Agencies |
| FROM: | Todd Klunk Acting Deputy Secretary, Office of Child Development & Early Learning  |

PURPOSE:

The purpose of this Announcement is to advise Child Care Information Services (CCIS) agencies of the following:

- The Office of Child Development and Early Learning (OCDEL) will conduct a 2010 Market Rate Survey in conjunction with the annual collection of regulated subsidized child care providers' reported rates. Attached is the survey that combines the Market Rate Survey with the Provider Agreement Appendix C-1. All regulated providers operating within the Commonwealth of Pennsylvania, whether or not they participate in the subsidized child care program, are expected to complete and return the survey and a copy of their July 2010 published rates to the CCIS by April 2, 2010. CCISs should conduct a follow-up contact with providers who have not returned the survey by April 2, 2010, in order to encourage provider participation.
- The CCIS must collect the regulated subsidy provider's closed days by mailing the Provider Agreement Appendix B, Provider's Closed Days, to regulated providers who participate in the subsidized child care program. Providers must return Appendix B to the CCIS by April 9, 2010.
- The CCIS must review provider information for completeness and conduct follow up contacts regarding missing or incomplete information.
- The CCIS must collect and mail, using 2-3 day ground shipping, **all** of the completed 2010 Market Rate Survey/Provider Agreement Appendix C-1, and a copy of July 2010 published rates and copies of discount/scholarship policies to OCDEL no later than Friday, April 16, 2010.

This Announcement includes the following attachments:

- Letter to all regulated child care providers explaining the Market Rate Survey/Provider Agreement Appendix C-1
- CCIS Desk Guide for conducting the Market Rate Survey/Provider Agreement Appendix C-1
- 2010 Market Rate Survey Response Office Cover Sheet
- A blank copy of the 2010 Market Rate Survey/2010-2011 Provider Agreement, Appendix C-1 (English and Spanish versions)
- Definitions and examples of how to complete the 2010 Market Rate Survey/Provider Agreement Appendix C-1 (English and Spanish versions)

- Market Rate Survey: Frequently Asked Questions
- Letter to regulated providers who participate in the subsidized child care program, which asks the provider to submit 2010-2011 closed days
- Copy of Provider Agreement Appendix B, Provider's Closed Days

BACKGROUND:

Market Rate Survey/Provider Agreement Appendix C-1

The federal government requires OCDEL to conduct a Market Rate Survey every two years. OCDEL also collects rate information annually for providers who participate in the subsidized child care program. Combining the Market Rate Survey with the annual subsidy provider rate collection process allows OCDEL to have access to more recent market rate information.

Provider Agreement, Appendix B Provider's Closed Days

CCIS agencies collect a list of closed days annually from regulated providers who participate in the subsidized child care program. OCDEL will pay for up to 15 closed days per year – as long as private-pay parents are also charged for the closed days.

The Appendix B is due to the CCIS on April 9, 2010 with the Market Rate Survey. Out-of-State providers do not participate in the Market Rate Survey. They are required to submit the Appendix B only.

DISCUSSION:

To assist providers in responding to the Market Rate Survey/Appendix C-1, individual survey forms have been created for each provider. The survey forms are pre-populated with the following information: legal entity and location name, location address, Keystone STARS rating, telephone, county, provider type and rates currently populated in PELICAN CCW.

We will not conduct separate mailings for subsidy and non-subsidy participating providers. CCIS agencies will mail the full packet of information to all providers. A separate attachment is included for regulated providers who participate in the subsidized child care program; providers who do not participate in the subsidy program can disregard the attachment. Providers must return their completed Market Rate Survey/Appendix C-1 to the CCIS by April 9, 2010.

The deadline to submit the Provider Agreement Appendix B to the CCIS is also April 9, 2010. The CCIS must enter closed days for subsidy providers into PELICAN CCW by Friday, June 4, 2010.

The regulated subsidy provider must sign their Market Rate Survey/Provider Agreement, Appendix C-1; therefore, we cannot offer the option of responding to the survey online. The CCIS will mail, using 2-3 day ground shipping, all completed Market Rate Survey/Provider Agreement Appendix C-1 forms, published rates and scholarship/discount policies to OCDEL, using the address listed below, no later than April 16, 2010.

The CCIS should follow past procedures for entering closed days into PELICAN CCW. Regulated subsidy providers who do not report their rates or closed days to the CCIS will continue to have the same rates and closed days as those most recently reported.

CCIS – NEXT STEPS:

1. The CCIS must access their providers' Market Rate Survey/Appendix C-1 forms at the following site: \\Pwcdhbgfps01\ocdel\SUBSIDY\Syssup\Subsidy\FY10-11 MRS_Appendix C-1
NOTE: This site is not available to Option 2 CCIS agencies. The forms will be emailed separately to the Option 2 sites.
2. The CCIS must mail the packets to all providers no later than March 19, 2010.
 - a. Direct provider questions to OCDEL by giving the provider the 717-783-9977 phone number or the ra-ocdelmrs@state.pa.us email address.
3. Providers must return all Market Rate Survey information to the CCIS by April 9 2010.
4. Subsidy participating providers must return the completed Appendix B to the CCIS by either the date established earlier by the CCIS or April 9, 2010.
5. The CCIS will, using 2-3 day ground shipping, mail all of the completed Market Rate Survey/Provider Agreement/Appendix C-1, published rates and scholarship/discount policies with a completed log sheet to OCDEL no later than Friday, April 16, 2010.

Mailing Address: OCDEL
 333 Market Street, Harrisburg II, 5th Floor
 Harrisburg, PA 17126-0333
 Attn: Nathaniel Frei

6. The CCIS must enter closed days for subsidy providers into PELICAN CCW by Friday, June 4, 2010. NOTE: Fiscal year roll-over is targeted to occur the weekend of June 5-6, 2010. **All closures must be in PELICAN CCW prior to the fiscal year roll-over.**
7. The CCIS must mail the Appendix C-2 (as supplied by OCDEL) at a later date –to be determined based on the signing of the 2010-2011 State Budget.
8. CCIS questions regarding this Announcement are to be directed to your Subsidy Coordinator.

OCDEL – NEXT STEPS:

1. OCDEL determines providers needing additional validation/verification of rates.
2. OCDEL calculates daily provider rates.
3. OCDEL enters rates into the Access database for uploading into PELICAN Child Care Works.
4. OCDEL provides Appendix C-2 for CCIS agencies at a later date – to be determined.