



ANNOUNCEMENT: S-06 #10
ANNOUNCEMENT: ELS-06 #16
CHILD DEVELOPMENT OFFICE
BUREAU OF SUBSIDIZED CHILD CARE SERVICE
BUREAU OF EARLY LEARNING SERVICES

ISSUE DATE: October 4, 2006
EFFECTIVE DATE: October 4, 2006

SUBJECT:	Clarification of the Roles between Child Care Information Services Agencies, the PA Key, Regional Keys, and Community Engagement Groups
TO:	Child Care Information Services Agencies, PA Key, Regional Keys, and Community Engagement Groups.
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development 

PURPOSE:

This announcement provides clarification and reaffirms the importance of the expected role between Child Care Information Services (CCIS) agencies, the PA Key, Regional Keys, and Community Engagement Groups in collaborating to better meet the needs of children, families, providers, and other partners by promoting quality early learning and education in our communities.

BACKGROUND:

CCIS agencies have always played a key role in partnering with local and state early care and education groups. With the development of the PA Key, Regional Keys and Community Engagement Groups, this collaborative partnership is expected to continue and strengthen. As the Office of Child Development begins to serve families receiving Temporary Assistance for Needy Families (TANF), General Assistance (GA) and Food Stamps (FS) this continued partnership is essential in helping to identify and fill child care gaps, improve the quality of care, and better meet the needs of families.

DISCUSSION:

The CCIS agencies, Community Engagement Groups, and the PA Keys work together to develop an understanding and monitor early care and education in their communities. Together, these groups offer services and planning expertise to help families and communities with their early care and education needs and to proactively address service gaps and demand.

The Office of Child Development (OCD) seeks to clarify and reaffirm the partnership among the CCIS agencies, the PA Keys, and Community Engagement Groups. OCD expects CCIS agencies to:

- Maintain regular contact with their Regional Key Office and Community Engagement Groups and to collaborate with these groups in meeting the early education needs of families and communities

This collaboration should include, but not be limited to:

- ❖ Participation of the CCIS with Community Engagement Groups by attending planning meetings and providing data on providers and subsidy children for community needs assessments;
- ❖ Participation of the CCIS as a hub to promote widespread parental knowledge of Keystone STARS. This work involves cooperation and proactive coordination with the Regional Keys and Community Engagement Groups.
- ❖ Proactive work with Community Engagement teams and other groups that support the Keys to promote early learning services that will benefit children and families in their community.

Collaboration between Community Engagement Groups and the Regional Keys with CCIS agencies should include, but not be limited to:

- ❖ Identifying parent and provider information needed to complete community needs assessments which is available at CCIS agencies through reports generated from CCMIS;
- ❖ Keep CCIS agencies informed of public education activities and events; and
- ❖ Include CCIS agencies in strategic planning through participation in community leadership meetings.

NEXT STEPS:

Distribute this announcement to all R&R staff, Community Engagement Groups, PA Keys staff and discuss at your next meeting.

Comments and Questions Regarding this Announcement Should be Directed to Debi Mathias, Gail Nourse, or Bob Frein.