

Fiscal Communiqué #08-07 – FY 2007-08 Year-End Information & Important Dates

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

Title: FY 2007-08 Year-End Reminders & Important Dates

Date: July 30, 2008

Priority: High

Category: Informational

Action Required: Read and disseminate to appropriate staff & make note of important dates.

Response Required: Complete Recap Packets and submit to OCDEL staff following the Recap policy chapter (to be finalized in early August) by the specified deadline.

Purpose:

The purpose of this Communiqué is to remind you of several important pieces of information pertaining to the recap and closure of FY 2007-08 and to remind you of several critical dates related to the end of the 2007-08 fiscal year.

Discussion:

Admin/Family Support Services (FSS) Budgets & Expenditures

The FSS budgets and expenditures pages in PELICAN Child Care Work will lock for the months of April, May and June 2008 during the monthly invoice batch as scheduled for the evening of Sunday, August 24, 2008. Therefore, CCIS agencies MUST make all FSS budget changes and enter all FSS expenditures before the evening of August 24 for FY 2007-08. No changes will be able to be entered for FY 2007-08 beginning August 25, 2008.

Audit Guidelines

The CCIS Audit Guidelines for FY 2007-08 are available on the Department of Public Welfare (DPW) website for privately operating CCIS agencies. The guidelines will not be forwarded via e-mail or in hardcopy. Please access the DPW website to view/print the guidelines.

2007-08 CCIS Audit Guidelines:

<http://www.dpw.state.pa.us/PubsFormsReports/PubsHndbksMansRulesRegs/003676360.htm>

The 2008 Single Audit Supplement is to be used in the auditing of the counties that receive and expend federal and state funding from DPW. Counties may also use the DPW Single Audit Supplement for subrecipient monitoring purposes. The supplement will also not be forwarded via e-mail or in hardcopy. Please access the DPW website to view/print the document.

2008 Single Audit Supplement:

<http://www.dpw.state.pa.us/PubsFormsReports/ReportsPoliciesPlans/003676410.htm>

NOTE: The links to the DPW page are also available through the OCDEL Intranet through CCIS Users – Related Links.

Recap Instructions & Documents

Final versions of the Recap policy chapter will be provided to CCIS agencies as soon as possible following the regional conference calls scheduled for the week of August 4. However, we believe that the basic instructions and Recap Worksheet will likely receive only minor modifications or clarifications.

As a result, this e-mail will serve as your only reminder/notice to complete the Recaps for FY 2007-08.

Recap Due Date

The contractual deadline to deliver recaps and refund checks is August 31. However, because August 31, 2008 falls on a Sunday and is immediately followed by the Labor Day holiday on September 1, the

CCISs will have until Tuesday, September 2, 2008 to ensure that the FY 2007-08 Recap packages and refund checks (if appropriate) are received by OCDEL.

This is in accordance with the conditions agreed to in Rider 1 of your grant. It is not acceptable to merely have the Recap packages postmarked by September 2, 2008.

Please submit Recaps as instructed in the Recaps policy chapter to:

Marci Walters
Department of Public Welfare
Office of Child Development & Early Learning
Bureau of Subsidized Child Care Services
333 Market St
Harristown II, 6th Floor
Harrisburg, PA 17126

Next Steps:

- 1) Share this information with appropriate staff & make note of the critical dates.
- 2) Complete FY 2007-08 Recap according to Recaps policy chapter and submit within specified deadline.
- 3) Direct questions to your Subsidy Coordinator.
- 4) Obsolete this Communiqué effective 6/30/2009.

OBSOLETE