

From: PW, OCD Subsidized Child Care

Sent: Wednesday, May 16, 2007 11:36 AM

To: Holod, Kathryn J.; Woleslagle, Carissa; Bacon, Libby; Baney, Melissa; Benson, Nancy M; Buczeskie, Nancy; Caprio, Barbara C.; Cooper, Lona; dlevine; Evans, Pete; Fizer, Bill; Fizer, William; Frances, Marilyn; Frein, Robert J.; Gong, Wanda; Gong, Wanda; Gricoski, Michael G; Grumbine, Brett; Guytonwallace, Lillie; Hoffman, Kelly; Howard, Lynda; Huth, Kathleen A.; Ibberson, Nadine; Kramer, Brad; Martin, Carmen; Martin, Cheryl A (DPW); Maternowski, Robert S; Mercadante, Karen L.; Monk, Leigh Ann; Robbins, Michael; Robbins, Michael; Robinson, Delores; Rubin, Laurinda F.; Shaner Wade, Terry L; Shaw, Leslie A (OCDELHQ); Shevenock, David; Smith, Scott; ssuguna; Stayner, Debra L; Sternberg, Dave; Sternberg, Dave; Stump, Susan; Thau, Benjamin (OCDELHQ); Unterreiner, Steven; Walters, Marci L (OCDELHQ); Wert, Daniel G.; wevans; Williams, Yvette; 'Sahid Khan (skhan@ccisnorth.org)'; Zitsch, Michelle L; Beatty, Laura; Berry-Jennis, Debra (CCIS); Berryman, Linda L; Blass, Joanne L; Bowery, Sandra E; Brenner, Ellen; Broman, Linda K; Brownfield, Frances A; Buchanan, John; Carr, Charles; Carroll, Helen; Chang, Caulyn; Clark, Stephanie L (CCIS); Dillman, Daniel; Diss, Denise L; Erb, Regina; Esgro, Betsy; Finkelstein, Norma; Foley, Mary; Gamboni, Jill; Gannon, Tony; Gilgoff, Elizabeth R; Gore, Gregory; Greenwald, Paul; Guinane (Bradford/Sullivan); Guinane, Thomas; Hartman, Meme R; Hartzell, Cathy; Hogan, John; Kikta, Ronald; Kimmel, Timothy M (CCIS); Kosarek, Deanna K; LaRose, John; Lukus, Dorothy A; Mack, James; Maietta, Judy L; Montgomery, Tish; Pilch, Cheryl; Piroli, Joseph; Place, Marci; Porter, Jill; Pricener, Deborah; Ralph, Alease; Reina, Candice L; Reinheimer, JoAnne; Rogers, Diane P; Rontz, Amy; Rychalsky, Catherine R; Sallavanti, Phillip; Schwab, Alice; Secrest, Lori A; Skody, Richard; Spang, Linda; Steele, Paula; Streightiff, Amy C; Thomas, Shirley; Torbert, Patricia; Urban, Ronald L; Valente, Lorita; Walker, Ann; Whitson, Connie; Wytovich, April M; Weaver, Donna; Gallagher, Bill; Harry, Kelle; Murphy, Wendy (CCIS); Salsgiver, Michele M; Sheridan, Nichol; Spak, Mary F; Sundy, Suzanne F; Arabia, Sharon P; Baldwin, Amanda K; Blair, Patricia; Bower, Leokadia; Harrison, Susan; Klunk, Todd M.; Lau, Jennifer; Loftus, Zoe A; Lynn, Gina; Merritt, Julie N; Murray, Barbara C; Ramirez, Diana G; Reinard, Mark A; Snyder, Robin R. (PW); Vauter, Karl P.

Subject: Fiscal Communiqué #07-04 - 2006-07 FYE Information

Importance: High

This message is from Marci Walters.

Title: 2006-07 FYE Information

Priority: HIGH

Category: Informational

Action Required: Read, disseminate to appropriate staff.

Response Required: None

Purpose:

The purpose of this Communiqué is to provide you with fiscal updates, reminders and information pertaining to the 2006-07 fiscal year end (FYE).

Background:

Given the numerous changes that have taken place, or will occur, for all CCIS agencies this year, we felt it would be useful to provide you with some information pertaining to the end/closure of FY 2006-07.

Discussion:

1. Family Support Services (FSS) Budgets

All CCIS agencies submitted at least one unification budget revision (Low Income and/or Former TANF) in conjunction with the creation of the TANF Rider 3C. In the unification budget revision, funds were typically shifted from FSS into Service.

ALL of these Low Income and/or Former TANF FSS changes have been entered into CCMIS. CCIS agencies MUST confirm that their FSS budgets are correct in CCMIS and make any necessary transfers to bring the FSS Budget "unallocated amount" down to \$0.00. (NOTE: In most instances, the category to transfer funds to will be "Unallocated Funds.") **When the transfers are complete, the remaining "Unallocated Funds" amount should be \$0.00.**

Refer to Quick Reference Guide (QRG) *F.08 – Transferring Money between Budget Categories* on the LMS for steps/instructions on transferring funds in FSS budgets.

2. FSS Budget Revision Requests

Please continue to send all budget revision requests, draft budget revisions, justifications and necessary documentation to your Subsidy Coordinators via e-mail for pre-approval before sending the signed hard copy. (I.e. Do NOT fax or mail the *DRAFT* requests/budget revisions unless specifically requested to do so.) This will assist them in reviewing your requests in a timely manner. In addition, it will enable Coordinators to forward information to the Administration & Finance and Fiscal Divisions for further review of requests involving changes of +/- 10% in any given line item.

To avoid delays in receiving approvals for budget revisions, please avoid including FSS changes with HQ-directed service changes. In addition, please remember to use the standard budget revision format - NOT the one-time format that was used for Unification; and, continue to follow-up signed faxed/e-mailed budget revisions with hard copy original signature budget revisions.

3. FSS Payments

The final FSS Expenditure reconciliation and lock for the third quarter of FY 2006-07 (January, February and March) will take place during the monthly invoice generation batch on May 24. Then, beginning in June, the final quarter FSS reconciliations will begin – ending with the final reconciliation and FSS expenditure lock on August 24.

Recall that the new FSS payment process now works very much like the Service payment process. If expenditures warrant the payment of FSS funds, then funds will be provided. However, if FSS expenditures do not show that funds are needed, then payment will not be made.

This is a change from previous years since it is possible that supplemental payments (post-June 30, 2007) will be issued to provide FSS funds (and/or service funds) based on reconciliations calculated in July and

August. **This is important to keep in mind because you may not automatically receive your full FSS allocation by June 30.** Therefore, FSS funds will not necessarily be available/received by your CCIS to “shift” into service at the end of the fiscal year.

4. Cash Needs Process

Because of the change to FSS payments and the lack of a mandated overbooking, we will NOT be requesting information for a cash needs assessment for FY 2006-07.

5. FY 2006-07 Recap Update

- A. CCMIS Books Close – The 2006-07 fiscal year will close on September 1, 2007. The last day on which any changes/updates can be made to the fiscal year data/invoices will be Friday, August 31, 2007.
- B. Final Budget Revisions – **Final budget revisions will need to be submitted with the Recap packet. Approval of the final budget revisions by your Subsidy Coordinators is required PRIOR to submission of the Recap packet.**
- C. Potential Deadline Extension – Recent discussions have indicated that an extension may be warranted for FY2006-07 given the impact of Unification. Look for more information in the near future regarding the Recap Deadline.

Please contact your Subsidy Coordinator with any questions pertaining to this Communiqué.

Next Steps:

- 1) Review and make copies of this Communiqué for appropriate staff members.
- 2) Contact your Subsidy Coordinator with any questions.

OBSOLETE