



**ANNOUNCEMENT: S-07 #04  
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING  
BUREAU OF SUBSIDIZED CHILD CARE SERVICES**

**ISSUE DATE: June 14, 2007  
EFFECTIVE DATE: June 14, 2007**

<b>SUBJECT:</b>	<b>Fiscal Year 2006-07 Recap Submission Deadline</b>
<b>TO:</b>	<b>Child Care Information Services Agencies</b>
<b>FROM:</b>	<b>Harriet Dichter Deputy Secretary, Office of Child Development and Early Learning</b>

*Harriet Dichter*

**PURPOSE:**

To provide Child Care Information Services (CCIS) agencies with information pertaining to the 2006-07 fiscal year (FY) financial recap.

**DISCUSSION:**

The Payment Provisions of the FY 2006-07 CCIS grant document states that all recap information, supporting documentation and monies due to the Department must be received by the Office of Child Development and Early Learning (OCDEL) no later than August 31, 2007.

Upon consideration of the implementation of CCMIS Release 4, the recent completion of Child Care Unification and the new Family Support Services (FSS) payment methodology, **OCDEL is extending the recap deadline to Friday, September 28, 2007.** (NOTE: The books closing date in CCMIS will REMAIN August 31, 2007.)

Subsidy Bureau staff is putting together a package of information that is intended to walk CCISs through the Recap process as easily as possible – including some newly created Recap-specific Quick Reference Guides (QRGs). Additional details and full Recap instructions will be provided in July.

**INSTRUCTIONS:**

CCISs are to continue their year-end reconciliation processes in anticipation of completing the Recap. Do not postpone standard year-end processes in response to the deadline extension.