



**ANNOUNCEMENT: S-09 #04
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES**

ISSUE DATE: June 2, 2009
EFFECTIVE DATE: June 2, 2009
SUNSET DATE: September 16, 2009

SUBJECT:	Fiscal Year 2008-09 Recap Submission Deadline
TO:	Child Care Information Services Agencies
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development and Early Learning

PURPOSE:

To provide Child Care Information Services (CCIS) agencies with information pertaining to the 2008-09 fiscal year (FY) financial recap.

DISCUSSION:

The Payment Provisions section of the CCIS grant 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 of the year immediately following the conclusion of the FY.

Upon consideration of comments received from the CCIS agencies, **OCDEL is extending the initial recap deadline for FY 2008-2009 to Tuesday, September 15, 2009.** (NOTE: The books closing date in PULICAN Child Care Works will REMAIN August 31, 2009.)

Updates and/or corrections that need to be made can be submitted at a later time on an updated Recap Worksheet as instructed in the *Recap* policies and procedures.

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.

NEXT STEPS:

1. Share this information with appropriate staff.
2. Direct questions to your Subsidy Coordinator.