



**ANNOUNCEMENT: S-10 # 05**  
**OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING**  
**BUREAU OF SUBSIDIZED CHILD CARE SERVICES**

**ISSUE DATE:** June 7, 2010  
**EFFECTIVE DATE:** Immediately  
**SUNSET DATE:** September 16, 2010

<b>SUBJECT:</b>	Fiscal Year 2009-2010 Recap Submission Deadline
<b>TO:</b>	Child Care Information Services Agencies
<b>FROM:</b>	Todd Klunk Acting Deputy Secretary, Office of Child Development & Early Learning 

**PURPOSE:**

To provide Child Care Information Services (CCIS) agencies with information pertaining to the 2009-2010 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.

OCDEL is extending the recap deadline for FY 2009-10 to **Wednesday, September 15, 2010**. The books closing date in PELCORN Child Care Works is not changing and will remain August 31, 2010.

Any necessary updates and/or corrections to the initial recap can be submitted at a later time on an updated Recap Worksheet as instructed in the *Recaps* policy and procedure chapter located on the intranet at <http://ocd.dpw.state.pa.us/custom/ccis/ccis.asp>.

**NEXT STEPS:**

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