

Fiscal Communiqué #09-02 / System Communiqué #09-09

Fiscal Year Roll-Over (FYRO) Part 1 – CCIS Actions to Prepare for the 2009 – 2010 FYRO Process

Title: Fiscal Year Roll-Over (FYRO) Part 1 – CCIS Actions to Prepare for the 2009 – 2010 FYRO Process

Date: May 29, 2009

Category: Informational

Action Required: Yes; see “Discussion” and “Next Steps”

Response Required: No

Citation / Reference: None

Purpose:

The purpose of this communiqué is to inform the Child Care Information Services (CCISs) when the Fiscal Year Roll-Over for 2009 – 2010 is scheduled for and what steps CCISs must take to prepare for it.

Discussion:

FYRO for 2009 – 2010 is scheduled to take place Saturday, June 6, 2009. Through FYRO, funding programs for the next fiscal year are established. These funding programs allow CCISs to continue working with enrollments July 1, 2009 onward.

This communiqué is the first of three that will be issued.

Actions Recommended Beginning June 1, 2009 and Prior to June 6, 2009

Beginning Monday, June 1, 2009, CCISs should complete the following actions prior to the FYRO process scheduled for June 6, 2009:

1. Manually establish all set-aside funding programs with an effective date of July 1, 2009 for next fiscal year. This will establish set-aside enrollments appropriately in all set-aside funding programs and prevent these enrollments from rolling over to Low Income – Regular as part of the FYRO process.

Completing this activity prior to June 6, 2009, will save work later and will ensure that the set-aside funding programs exist in the new fiscal year. It will also ensure that related enrollments roll over in the correct funding program. Failing to complete this activity prior to June 6, 2009, will cause you to have to recreate the set-aside funding program and transfer all appropriate enrollments to the recreated set-aside funding program.

Additionally, if you complete this action prior to June 6, 2009, these cases will not appear on the Set-Aside Exception/Validation report, thereby decreasing the number of cases you will have to review and correct.

2. Enter your provider closures. Entering your provider closures will ensure that your encumbrances after FYRO are as accurate as possible.

On June 2, 2009, we will send you Part 2 of the FYRO communiqués. It will list and explain the Set-Aside Exception/Validation report, as well as other FYRO exception and validation reports. We will send the actual reports to you after the FYRO process is complete.

Next Steps

1. Review this information with appropriate staff members.
2. Perform the recommended actions prior to FYRO on June 6, 2009.
3. Obsolete this communiqué effective June 7, 2009.
4. Direct questions to Ryan Morgan at (717) 346-0650 or at rymorgan@state.pa.us.