

Title: Fiscal Year Roll-Over (FYRO) Part 1 - CCIS Actions to Prepare for the 2010-2011 FYRO Process

Date: May 21, 2010

Priority: High

Category: Informational

Action Required: Read and follow “Next Steps”

Response Required: None

Purpose

The purpose of this communiqué is to inform the Child Care Information Services (CCISs) when the Fiscal Year Rollover (FYRO) process for 2010-2011 is scheduled for and what steps CCISs must take to prepare for it.

Discussion

The FYRO process is scheduled to take place Saturday, June 5, 2010. Through FYRO, funding programs for the next fiscal year are established. These funding programs allow CCISs to continue working with enrollments from July 1, 2010, onward.

This communiqué is the first of three FYRO-related communiqués that will be issued.

Actions Recommended Prior to the FYRO Process

CCISs should complete the following actions prior to the FYRO process on June 5, 2010:

1. Manually establish all set-aside funding programs with an effective date of July 1, 2010, 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 Fund A – Regular, as part of the FYRO process.

Completing this activity prior to June 5, 2010, will save work later and 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 5, 2010, will cause CCISs to have to recreate the set-aside funding program and transfer appropriate enrollments to the recreated set-aside funding program.

Additionally, if CCISs complete this action prior to June 5, 2010, these cases will not appear on the Set-Aside Exception/Validation report, thereby decreasing the number of cases to review and correct.

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

On June 1, 2010, CCISs will receive part two of the FYRO communiqués. Part two will list and explain the FYRO exception and validation reports. The actual reports will be sent after the FYRO process is complete.

Next Steps

1. Review this communiqué with appropriate staff and ensure they understand it.
2. Perform the recommended actions prior to FYRO on June 5, 2010.
3. Obsolete this communiqué effective June 6, 2010.
4. Direct questions to Ryan Morgan at (717) 346-0650 or at (rymorgan@state.pa.us).