

**Title:** Fiscal Year Rollover (FYRO) Part 1: CCIS Actions to Prepare for the 2011-2012 FYRO Process

**Date:** May 20, 2011

**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) of when the Fiscal Year Rollover (FYRO) process for 2011-2012 is scheduled for and what steps CCISs must take to prepare for it.

### **Discussion**

The FYRO process is scheduled to take place Saturday, June 4, 2011. Through FYRO, funding programs for the next fiscal year are established. These funding programs allow CCISs to continue working with enrollments from July 1, 2011, 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 4, 2011:

1. Manually establish the teen parent set-aside funding program for each CCIS office with an effective date of July 1, 2011, for next fiscal year. This will establish set-aside enrollments appropriately in the teen parent set-aside funding program and prevent these enrollments from rolling over to Fund A – Regular, as part of the FYRO process.

Completing this activity prior to June 4, 2011, will save work later and will ensure that the set-aside funding program exists 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 4, 2011, will cause you to have to recreate the set-aside funding program and transfer appropriate enrollments to the recreated set-aside funding program.

Additionally, if you complete this action prior to June 4, 2011, 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 May 31, 2011, 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 4, 2011.
3. Obsolete this communiqué effective June 5, 2011.
4. Direct questions to Ryan Morgan at (717) 346-0650 or at ([rymorgan@state.pa.us](mailto:rymorgan@state.pa.us)).