



ANNOUNCEMENT: S-08 # 01
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: February 19, 2008
EFFECTIVE DATE: February 19, 2008

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| SUBJECT: | Child Care Information Services Grant Renewal for FY 2008-09 |
| TO: | Child Care Information Services Agencies |
| FROM: | Harriet Dichter Deputy Secretary, Office of Child Development and Early Learning |

Harriet Dichter

PURPOSE:

To provide Child Care Information Services (CCIS) agencies with the following:

- A review of the Fiscal Year 2007-08 Grant Agreement renewal language;
- Electronic versions of the Fiscal Year (FY) 2008-09 CCIS grant Estimated Full-Time Equivalency Totals and Rider 3 documents;
- A discussion of Audit expense distribution for Family Support Services; and
- Instructions and timeline for submitting the FY 2008-09 grant renewal documents to DPW.

DISCUSSION:

Item 1 of the FY 2007-08 Grant Agreement states the term of the grant as July 1, 2007 to June 30, 2008. It continues "The Department may renew this grant for four (4) additional one year periods...the revised budgets for the renewal years will become part of this grant agreement."

The Department of Public Welfare's Office of Child Development and Early Learning (OCDEL) and Office of the Comptroller have agreed to exercise the option of renewing the FY 2007-08 grant for the new fiscal year (2008-09).

Attached are electronic versions of the Estimated Full-Time Equivalency Totals (FTE Totals) and Rider 3. You are to use the Rider 3 worksheet as provided to submit your new budgets for FY 2008-09 along with updated Organizational Chart and FTE Totals documents as applicable to the new Budgets. All existing grant language remains as stated and agreed upon for FY 2007-08.

Your Subsidy Coordinator will soon provide you with your total allocation and a breakout of the allocated amounts for Low Income, Former TANF, TANF Training, TANF Working, TANF Work Support – Training, TANF Work Support – Working, TANF State MOE, Food Stamps and General Assistance/Work Support 2. Assistance in

reviewing and completing your 2008-09 budgets and FTE Totals will be provided by your Subsidy Coordinator on an individual basis.

Beginning with the FY 2008-09 budgets, OCDEL is requiring that CCIS Audit Expenses be divided within the Operations portion of all three Family Support Services (FSS) budgets. The division of the Audit Expenses is to be proportional to the FSS allocation for each budget. See the *Instructions to Renew Your 2007-08 Grant for FY 2008-09* document for an example of how to distribute Audit Expenses.

Rider R Commonwealth Travel Rates are subject to change in accordance with current rates established under State Management Directive 230.10.

Form PA 778 "Contractor's Responsibility to Employ Welfare Clients" will not be sent to you until the contracting process is complete and all signatures have been affixed.

INSTRUCTIONS:

Please mail the completed documents – with signatures on Riders 3A, 3B and 3C – to Maria Hegedus and a copy to your Subsidy Coordinator no later than March 31, 2008. DPW cannot guarantee the renewal of your Grant Agreement by the July 1, 2008 effective date if the documents are not submitted to DPW by March 31, 2008. If DPW does not receive the signed budget documents by March 31, 2008, it may not be able to pay for expenditures incurred prior to the full execution of the renewed Grant.

You must use the Excel versions of the budget sheets, as provided, to type in your responses. In addition to mailing all documents, please e-mail the Rider 3 document to your Subsidy Coordinator and Maria Hegedus (mhegedus@state.pa.us) – no later than March 31, 2008.

NEXT STEPS:

1. Complete the Organizational Chart, Estimated Full-time Equivalency Totals and Rider 3 documents accurately.
2. E-mail the Excel version of the completed Rider 3 to your Subsidy Coordinator and Maria Hegedus by March 31, 2008.
3. Send 2 original copies of the Organizational Chart, Estimated Full-time Equivalency Totals and Rider 3 – with signatures on Riders 3A, 3B and 3C – to Maria Hegedus and a copy to your Subsidy Coordinator.

Maria Hegedus
DPW – OCDEL
333 Market Street, 6th Floor
Harrisburg, PA 17126

(Reminder: All three budgets are to be signed by a representative of the Grantee or the CCIS.)

4. Contact your Subsidy Coordinator with any questions.

Attachments