

Fiscal Communiqué #12-04 – Fiscal Year 2011-12 Year-End Information and Important Dates

This is a message from the Division of Policy.

Title: Fiscal Year 2011-12 Year-End Information and Important Dates

Date: July 24, 2012

Priority: High

Category: Informational

Action Required: See “Next Steps”

Purpose:

The purpose of this Communiqué is to remind Child Care Information Services (CCIS) of several important pieces of information pertaining to the recap and closure of Fiscal Year (FY) 2011-12 and to remind CCISs of several critical dates related to the end of the FY.

Discussion:

Admin/Family Support Services (FSS) Budgets & Expenditures

The FSS budgets and expenditures pages in PELICAN Child Care Works (CCW) will lock for the months of April, May and June 2012 during the monthly invoice batch scheduled for the evening of Friday, August 24, 2012. Therefore, CCIS agencies **MUST** make all FSS budget changes and enter all FSS expenditures for FY 2011-12 before the evening of August 24. No changes will be able to be entered for FY 2011-12 beginning August 25, 2012.

Audit Guidelines

The CCIS Audit Guidelines for FY 2011-12 are available on the Department of Public Welfare (DPW) website for privately operating CCIS agencies. The guidelines will not be forwarded via e-mail or hard copy. Please access the DPW website to view/print the guidelines.

FY 2011-12 CCIS Audit Guidelines:

<http://www.dpw.state.pa.us/publications/forproviders/regulationshandbooksguidesandmanuals/index.htm>

The 2012 Single Audit Supplement is to be used in the auditing of the counties that receive and expend federal and state funding from DPW. Counties may also use the DPW Single Audit Supplement for sub-recipient monitoring purposes. The 2012 supplement **will not** be available on the website until August 2012. We will notify CCIS agencies when it becomes available.

Recap Instructions & Documents

Each CCIS will receive a pre-populated copy of their Recap report and their RE417 - Summary Payment Recap Report from their Subsidy Coordinator. The information that will be pre-populated is all the data from PELICAN CCW. Since the information from

the system is pre-populated, CCISs will not need to send hard copies of information from the system with the Recap Sheet.

Pre-populated Recap worksheets and RE417 - Summary Payment Recap Reports will be sent to each Subsidy Coordinator to forward to each CCIS agency with directions by September 4, 2012.

Recap Due Date

Recaps for FY 2011-12 and refund checks are due to OCDEL no later than the close of business on **Friday, September 14, 2012** as stated in Announcement: S-12 #08 Fiscal Year 2011-2012 Recap Submission Deadline.

Next Steps:

- 1) Share this information with appropriate staff and make note of the critical dates.
- 2) According to instructions, complete FY 2011-12 Recap and the pre-populated Recap worksheet you will receive in early September 2012 from your Subsidy Coordinator.
- 3) Direct questions to your Subsidy Coordinator.

Obsolete