

**Title:** Fiscal Year Rollover (FYRO) Part 1: CCIS Actions to Prepare for 2012-2013 Fiscal Year Rollover Process

**Date:** May 31, 2012

**Priority:** High

**Category:** Informational

**Action Required:** Read and follow "Next Steps"

**Response Required:** None

### **Background**

We have scheduled the 2012-2013 Fiscal Year Rollover (FYRO) process to take place Saturday, June 9, 2012. Through FYRO, we establish funding programs for the 2012-2013 fiscal year. These funding programs allow CCISs to continue working with enrollments July 1, 2012, onward.

This Fiscal Communiqué is part one in a series of three FYRO-related communiqués.

### **Actions Recommended Prior to the FYRO Process**

We recommend completing the following actions prior to the FYRO process on June 9, 2012:

Manually establish the Teen Parent and Summer Only Set-Aside Funding Program with an effective date of July 1, 2012, for the next fiscal year. Establishing the Teen Parent set-aside will assure enrollments roll over to 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 9, 2012, will save work later and will ensure that both set-aside funding programs exist in the new fiscal year. It will also ensure Teen Parent enrollments roll over in the correct funding program. Failing to complete this activity prior to June 9, 2012, will cause you to have to recreate the set-aside funding program and transfer appropriate Teen Parent enrollments to the recreated set-aside funding program.

Additionally, if you complete this action prior to June 9, 2012, 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.

Enter your provider closures. Entering your provider closures will ensure that your encumbrances after FYRO are as accurate as possible. Please make sure you do not enter more than 30 unpaid closures for any regulated provider. Entry of too many closures in the system causes issues with the FYRO process.

On June 4, 2012, we will send you part two of the FYRO Communiqués, which will list and explain the FYRO exception and validation reports. We will send the actual reports to you after the FYRO process is complete.

### **Next Steps**

1. Review this communiqué with appropriate staff members.
2. Ensure that appropriate staff members understand this communiqué.
3. Perform the recommended actions prior to FYRO on June 9, 2012.
4. This communiqué becomes obsolete effective June 10, 2012.
5. Direct questions to Mark Gamse-Bernosky at (717) 346-9667 or ([mgamsebern@pa.gov](mailto:mgamsebern@pa.gov)).