

Fiscal Communiqué #11-04 – Fiscal Year 2010-11 Year-End Information & Important Dates

This is a message from the Division of Policy.

Title: Fiscal Year 2010-11 Year-End Information & Important Dates

Date: July 28, 2011

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) 2010-11 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 2011 during the monthly invoice batch as scheduled for the evening of Wednesday, August 24, 2011. Therefore, CCIS agencies **MUST** make all FSS budget changes and enter all FSS expenditures for FY 2010-11 before the evening of August 24. No changes will be able to be entered for FY 2010-11 beginning August 25, 2011.

The FSS budget and expenditures page lock for FY 2010-11 is Wednesday, August 24, 2011.

Audit Guidelines

The CCIS Audit Guidelines for FY 2010-11 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 in hardcopy. Please access the DPW website to view/print the guidelines.

2010-11 CCIS Audit Guidelines:

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

The 2011 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 supplement will also not be forwarded via e-mail or in hardcopy. Please access the DPW website to view/print the document.

2011 Single Audit Supplement:

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

NOTE: The links to the DPW page are also available through the OCDEL Intranet through CCIS Users – Related Links.

Recap Instructions & Documents

The Recap process is being modified this year. The change is that each CCIS will receive a pre-populated copy of their 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 will be sent to each Subsidy Coordinator to forward to each CCIS agency with directions by September 2, 2011. The Recap Chapter will not be updated until after the new directions are tested this year. **Please follow the directions you receive through your Subsidy Coordinator to complete your Recap.**

Recap Due Date

Recaps for FY 2010-11 and refund checks are due to OCDEL no later than the close of business on **Thursday, September 15, 2011** as stated in Announcement: S-11 #05 Fiscal Year 2010-2011 Recap Submission Deadline.

Next Steps:

- 1) Share this information with appropriate staff & make note of the critical dates.
- 2) According to instructions, complete FY 2010-11 Recap and the pre-populated Recap worksheet you will receive in early September 2011 from your Subsidy Coordinator.
- 3) Direct questions to your Subsidy Coordinator.