

Policy Communiqué #13-02: Regulated Out-of-State Provider Verification of Legal Operation

Title: Regulated Out-of-State Provider Verification of Legal Operation

Date: January 4, 2013

Priority: Medium

Category: Action required

Action Required: See "Next Steps"

Response Required: Yes. See "Discussion" and "Next Steps"

Purpose:

The Office of Child Development and Early Learning (OCDEL) is issuing this communiqué to remind Child Care Information Services (CCIS) agencies to conduct the annual canvas of regulated out-of-state providers currently serving Pennsylvania children to verify that they are operating legally as a child care provider.

Background:

On an annual basis, the CCIS must contact out-of-state providers who care for Pennsylvania's subsidy children to obtain updated provider information and confirm the facility continues to operate legally within their state. Please refer to the Attachments - "Verification of Legal Operation Letter", "Regulated Out-of-State Provider Child Care Facility Information" and "Federal Tax Information" to review the process and paperwork required for out-of-state regulated providers.

Discussion:

The CCIS must forward providers' information to OCDEL. Please follow the steps below to complete this verification process.

The CCIS must:

- Identify out-of-state regulated providers currently participating in Pennsylvania's subsidized child care program.
- **By January 18, 2013**, send the attached provider letter and forms to out-of-state regulated providers with instructions to return the completed documents to the CCIS **by February 15, 2013**.
- **By February 22, 2013** forward the updated information to:

Kathy Seidl
Bureau of Subsidized Child Care Services
OCDEL
333 Market Street
Harrisburg II, 6th Floor
Harrisburg, Pennsylvania 17126-0333

- **By March 1, 2013** terminate the agreement and suspend any enrollments for any out-of-state regulated provider that does not return the information by February 15, 2013.

Providers who do not comply will be closed by OCDEL on March 1, 2013.

Next Steps:

- 1.) Share this communiqué with staff responsible for doing this work.
- 2.) Send the request for updated information to regulated out-of-state providers currently participating in Pennsylvania's subsidized child care program by January 18, 2013.
- 3.) Forward the updated information to Kathy Seidl at the above address by February 22, 2013.
- 4.) Before March 1, 2013 terminate agreements and suspend any enrollments for out-of-state providers that do not comply.
- 5.) Direct questions to your Subsidy Coordinator.