



ANNOUNCEMENT: S-11 #05
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: July 8, 2011
EFFECTIVE DATE: Immediately
SUNSET DATE: September 16, 2011

SUBJECT: Fiscal Year 2010-2011 Recap Submission Deadline
TO: Child Care Information Services Agencies
FROM: Barbara Minzenberg, Ph.D. Deputy Secretary, Office of Child Development & Early Learning <i>Barbara Minzenberg, Ph.D.</i>

PURPOSE:

To provide Child Care Information Services (CCIS) agencies with information pertaining to the 2010-2011 fiscal year (FY) financial recap.

DISCUSSION:

The Payment Provisions section of the CCIS grant states that all recap information, supporting documentation and monies due to the Department must be received by the Office of Child Development and Early Learning (OCDEL) no later than August 31 of the year immediately following the conclusion of the FY.

OCDEL is extending the recap deadline for FY 2010-11 to **Thursday, September 15, 2011**. The Administration/Family Support Services lock in PELICAN Child Care Works (PELICAN CCW) will remain August 24, 2011. The book closing date in PELICAN CCW is not changing and will remain August 31, 2011.

Any necessary updates and/or corrections to the initial recap can be submitted at a later time on an updated Recap Worksheet as instructed in the *Recaps* policy and procedure chapter located on the intranet at <http://ocd.dpw.state.pa.us/custom/ccis/ccis.asp>.

NEXT STEPS:

1. Share this information with appropriate staff.
2. Direct questions to your Subsidy Coordinator.