

Transition Communiqué #13-10 Change to Attendance Invoice Deadline for May and June 2013

This is a message from the Bureau of Subsidized Child Care Services

Title: Change to Attendance Invoice Deadline for May and June 2013

Date: May 13, 2013

Priority: Medium

Category: Informational

Action Required: See "Next Steps"

Response Required: None

Purpose:

To provide Child Care Information Services (CCIS) agencies with flyers to send providers announcing the change to the provider attendance invoice deadlines for May and June 2013.

Discussion:

Normally attendance invoices for the months of May and June of the current fiscal year must be received by the CCIS by July 31st. However, due to CCIS Consolidation and books closing within PELICAN Child Care Works (CCW) for Fiscal Year (FY) 2012-13 on July 31, 2013, this date must be moved forward.

Policy:

Due to CCIS Consolidation, books for FY 2012-13 will close July 31, 2013. Provider Agreements state attendance invoices for the months of May and June of the current fiscal year must be received by July 31st. However, this year, in order for providers to receive payments for the May and June 2013 invoices, completed attendance invoices must be received by the CCIS no later than July 15, 2013.

This change is being done to assure CCIS agencies have enough time to process the attendance invoices and pay providers. Providers who submit invoices after the deadline risk not being paid. The CCIS has the discretion to pay for attendance invoices that are received after July 15th if they are able to process them and still close their books by July 31st.

NOTE: The return address for the June provider attendance invoices will be the main address for the FY 2013-14 grantee. CCIS agencies can use labels to change the return address if desired. Starting with the July 2013 attendance invoices, the return address can be set to either the FY 2013-14 main address or to a secondary address. Additional communications will be sent regarding selection of return addresses on communications.

Included with this communiqué is a Change to Attendance Invoice Deadline for May and June 2013 notice. CCIS agencies should include this notice when sending the May and June invoices so that each provider receives timely notice of this change.

Next Steps:

1. Share this information with appropriate staff.

2. Include the Change to Attendance Invoice Deadline for May and June 2013 notice when mailing the May and June provider invoices.
3. Direct questions to your Subsidy Coordinator.