

## **Operations Communiqué #15-05: Bureau of Subsidized Child Care Services Annual Activities Chapter and 2015 Business Timeline**

**This is a message from the Division of Field Operations.**

**Title:** Bureau of Subsidized Child Care Services Annual Activities Chapter and 2015 Business Timeline

**Date:** April 15, 2015

**Priority:** Low

**Category:** Informational

**Action Required:** Share with appropriate staff

**Response Required:** None

### **Purpose:**

The purpose of this communiqué is to issue the 2015 Business Timeline and Policy and Procedure Chapter 112 Annual Activities for the Office of Child Development and Early Learning (OCDEL), Bureau of Subsidized Child Care Services.

### **Discussion:**

Enclosed is a timeline showing the activities planned for the end of this fiscal year and the beginning of next fiscal year. This timeline is offered to assist CCIS agencies with planning. Please note that the dates quoted on the timeline are subject to change. A copy of the timeline will be housed on the OCDEL intranet front page under "Business Timeline".

Additionally, Policy and Procedure Chapter 112: Annual Activities has been updated to reflect the actions listed on the Business Timeline.

A copy of the chapter will be housed on the OCDEL Intranet under "Policy and Procedures Manual".

### **Next Steps:**

1. Review Chapter 112 Annual Activities and the timeline with appropriate staff.
2. Obsolete Operations Communiqué 14-03 "Bureau of Subsidized Child Care Services Annual Activities Chapter and 2014 Business Timeline."
3. Direct questions to the subsidy coordinator.