

ANNUAL ACTIVITIES

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112.1 GENERAL POLICY

Each year in April, the Office of Child Development and Early Learning (OCDEL), Bureau of Subsidized Child Care Services distributes a [Business Timeline](#) to the Child Care Information Service (CCIS) agencies. The timeline shows the annual activities headquarters staff and the CCIS agencies must complete at the end of the fiscal year and the beginning of the next fiscal year. The timeline is offered to assist the CCIS with planning.

The information in this chapter describes these annual activities, which are displayed on the Business Timeline in more detail.

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112.2 DEFINITIONS & ACRONYMS

[See Manual “101 – Definitions & Acronyms” for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.](#)

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112.3 OBJECTIVES

The information in this section contains the objectives with regard to annual activities.

The following are the objectives of this manual section:

1. To provide detailed information about the annual activities on the Business Timeline.
2. To assist CCIS agencies in planning and preparing the annual activities that are performed each year.

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112.4 GRANTS

The legally binding relationship between OCDEL and the CCIS agency grantees is formalized through the Commonwealth's Grant process. Each year this is accomplished in one of two ways. An initial process is utilized with those entities who successfully win the bid thru the Request for Application (RFA) process for a specific geographic service area. After the initial process, upon agreement with OCDEL and the Comptroller, the exiting grants can be renewed or extended for another one year term with the current grantees. For more on Grants see [Manual "100 – Grants"](#).

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112.5 FEDERAL POVERTY INCOME GUIDELINES (FPIG)

Each year in late January, the Federal government issues the Federal Poverty Income Guidelines (FPIG). The guidelines are a simplification of the poverty thresholds used for administrative purposes in determining financial eligibility. The FPIG is published in the *Federal Register* by the Department of Health and Human Services. .

Each year, the FPIG is used to revise the Income Limits and Co-payment Guidelines (Guidelines) for the subsidized childcare program. The new Guidelines are published in the Pennsylvania Bulletin and sent to the CCIS agencies through an announcement, which also contains instructions regarding the appropriate notice to send to parents or caretakers whose weekly co-payment changes as a result of the new Guidelines.

When the FPIG changes, OCDEL sends the CCIS agencies an Excel file containing reports that indicate the impact of the Guidelines on families receiving subsidized child care. This Excel file is issued towards the end of April. Each CCIS each CCIS uses the material contained in their individual file to complete the following steps:

1. Assess eligibility for each family whose co-payment will increase or decrease due to the revised Guidelines. This will set the new co-payment for the family. (Due to co-pay stabilization, PELICAN Child Care Works (CCW) will not implement increased co-payments until redetermination.)
2. Create a new Enrollment Summary for each family whose co-payment decreases. The Enrollment Summary will be mailed centrally and will notify parents and providers of the co-payment change.

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3. Create a Child Care Confirmation Notice that advises parents that their co-payment has decreased. The text in the Child Care Confirmation Notice will reflect a decrease in co-payment due to the updated FPIG.

The CCIS should not generate a Child Care Confirmation Notice to parents receiving an increase in co-payment due to the updated FPIG until the family's next redetermination.

NOTE: If at redetermination, the co-payment increases for no reason other than the revised FPIG, the CCIS must send the p/c the Confirmation Notice that includes the language for "Increase of co-payment based on FPIG".

4. Identify families whose annual income is close to 235% of the FPIG and who have a redetermination due date that falls between late April and the first week of May. If any of these families would be ineligible based on current Guidelines, but eligible based on the new Guidelines, the CCIS should hold off processing the redetermination until after the first week of May. CCISs should enter the following in Case Comments, "Redetermination delayed as per income Limits and Co-payment Guidelines."
5. Review the applications for subsidized child care that were received in April through the first week of May. If the family is not eligible due to the current Guidelines, but will be eligible using the new Guidelines, the CCIS should hold off processing the application until on or after the first week of May.

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112.6 MARKET RATE SURVEY

The federal government requires OCDEL to survey regulated child care provider rates every two years. This fiscal year regulated in-state providers will enter their private pay rates through Survey Monkey at an Internet link specified in the provider letter sent to them by the CCIS agencies.

Providers, who do not have access to the Internet, can contact the CCIS who will send a hard copy of the survey to the provider. This copy will be sent directly to headquarters who will enter the information directly into Survey Monkey.

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112.7 PROVIDER CLOSED DAYS

Each year prior to July, every regulated provider who has an active provider agreement must report closures on the Provider Agreement Appendix B, Provider's Closed Days (Appendix B). The following are the policy rules for provider closed days:

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- The subsidy program will pay up to 15 closed days per year from July through June as long as the provider also charges private pay clients for the closed days listed on the Appendix B.
- Appendix B is prepopulated with the main Commonwealth of Pennsylvania observed holidays. The provider must indicate whether private-pay (non-subsidy) clients are charged for these days if the provider is closed. Otherwise the provider indicates the facility is opened. The provider can also add additional closed days indicating if private-pay clients pay for the days.
- Once closed days are entered, they cannot be changed.
- If a provider initially choose fewer than 15 paid closed days and need to increase paid closed days at a future date, the provider may do so as follows:
 - Notify the CCIS at least two weeks prior to adding closed days.
 - Notify the CCIS within 3 days of reopening the facility following an emergency closure or an unplanned closure such as a snow day.
- In no case will payment be made for more than 15 closed days per year beginning July 1 through June 30.

Closed days entered by the CCIS cannot be changed during the year. Because of this, providers may want to limit the number of closed days declared at the beginning of the year. This will allow a couple of days that could be added in case the provider needs to declare an emergency closure later in the year.

It is important to note that no more than 30 unpaid closures can be in PELICAN CCW prior to Fiscal Year Roll Over (FYRO). Excessive closures cause the FYRO process to run over 14 hours. In an attempt to shorten the FYRO process, OCDEL policy limits the number of paid and unpaid closures entered in the system for each provider to 45 or less.

The CCIS must track providers that close for the summer or extended periods outside of PELICAN CCW or must enter the closed days after the FYRO process.

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112.8 SCHOOL-AGE FLIP

School-age flip is the process of changing school-age children's enrollments within PELICAN CCW from part-time to full-time or vice versa.

Since many children will begin attending care full-time during the summer, PELICAN CCW continues to hold both a school year and a summer schedule for school-age children who have the "Attending School" checkbox marked on the Enrollment Detail page.

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PELICAN CCW also has a reference table that sets the first day and the last day of the school year. For PELICAN CCW purposes the school year begins the first Monday in September and ends in mid-June.

CCISs must inform their child care providers when the school year in PELICAN CCW officially starts and ends

In June, OCDEL sends CCIS agencies an Excel report titled “Enrollments Affected by the School-age Flip.” The report lists school-age enrollments that have the “Attending School” checkbox marked on the Enrollment Detail page in PELICAN CCW. CCIS agencies use the data in this report to determine which enrollments will be full-time for the summer and part-time for the school year. It is important that the CCIS informs the provider of schedule changes.

Enrollment Summaries do not have to be sent to providers when enrollments continue but change from full-time to part-time or vice versa due to the school year schedule.

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112.9 FISCAL YEAR ROLL OVER (FYRO)

Fiscal Year Roll Over (FYRO) is the process of configuring funding programs and allocations to the grantees for the upcoming fiscal year in PELICAN CCW. These funding programs allow CCISs to continue working with enrollments for July onward. It is important that CCISs complete the following actions prior to FYRO:

1. Manually establish all set-aside funding programs with an effective date of July 1st for the next fiscal year. This will establish set-aside enrollments appropriately in all set-aside funding programs and prevent these enrollments from rolling over to Low Income – Regular as part of the FYRO process.
2. Enter provider closures as described in the [Provider Closed Days](#) section of this Chapter. Entering provider closures will ensure that encumbrances after FYRO are as accurate as possible.

CCISs will also receive FYRO exception/validation reports after the FYRO process is complete.

The table below identifies each of the exception/validation reports, details what data is included in the report and outlines the actions the CCIS must take to address the exception.

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<i>Set Aside Enrollments Report</i> Filename	Set Asides.xls
Report Type	Exception/Validation Report
Description	This report lists all enrollments within a set aside funding program (e.g. Teen Parent, Summer Only, etc.) in the current fiscal year that were rolled over to Fund A – Regular in the new fiscal year. <u>This happens when the set aside funding programs are not established by the CCIS prior to FYRO.</u>
Data Included	Caseload, Office Name, Provider ID, Co/Rec #, Individual Number, Child Name, Caretaker Name, Funding Program, Exception Type
Actions Required	Establish set aside funding programs prior to FYRO. If the CCIS did not establish a set aside funding programs prior to FYRO, the CCIS will have to review the cases in this report and manually transfer the enrollments to the appropriate set aside funding program after the funding programs are set up.

<i>Non-Standard Schedule Enrollments</i> Filename	NS Sch Rolled over.xls
Report Type	Validation Report
Description	This report lists all enrollments for which a non-standard schedule exists in the current fiscal year. FYRO is expected to roll over the non-standard schedules to the next fiscal year with the same pattern as the current fiscal year.
Data Included	Caseload, Office Name, Provider ID, Co/Rec #, Individual Number, Child Name, Caretaker Name, Exception Type
Actions Required	<ol style="list-style-type: none"> 1. Review the schedule for all enrollments on this report to make sure that the schedule for next FY is correct. 2. Update discrepancies and report cases as instructed_so this information can be analyzed for next year’s fiscal year rollover process.

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<i>Adult Care Level Report</i> Filename	Adults.xls
Report Type	Validation Report
Description	<p>This report lists children whose care level will change to Adult on or before July 1st. Enrollments for these children will not be carried over into the new Fiscal Year. The enrollments will continue to exist in their current status but will not be associated with a funding program in the new Fiscal Year.</p> <p>Remember, the cost of care for the Adult care level is \$0, so the enrollments for children with an Adult Care Level have no cost of care and do not generate payments to providers. If necessary, the care level may be overridden by entering a developmental age for children with a disability and the discontinued segments on enrollments may be removed through the Retroactive Changes page to reinstate the enrollments.</p>
Data Included	Caseload, County Name, Office Name, Provider ID, Co/Rec #, Individual Number, Child Name
Actions Required	Review cases and override care level with a developmental age or discontinue enrollment as appropriate.

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112.10 FAMILY SUPPORT SERVICES (FSS) LOCK

After FYRO, the Family Support Service (FSS) budgets and expenditures pages in PELICAN CCW will lock for the months of April, May and June during the monthly invoice batch, scheduled in July. Therefore, CCIS agencies **MUST** make all FSS budget changes and enter all FSS expenditures for the ended fiscal year before this time. For more information about the FSS and the lock see [Manual “109 - Funds Management”](#).

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112.11 RECAPS

As per the CCIS Grant Agreement any funds received by the CCIS but not expended must be returned to OCDEL at the conclusion of the fiscal year by the date prescribed and agreed upon in the Grant Agreement. Also required to be included with the excess funds is the fiscal summary referred to as the RECAP by the contractual due date. For more information see [Manual “111 – Recaps”](#).

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112.12 ANNUAL AUDITS

Annually the CCIS are required to have an independent audit conducted after the close of the fiscal year and the results submitted to DPW. The CCIS Audit guidelines are available in June on the Department of Public Welfare (DPW) website at:

<http://www.dpw.state.pa.us/publications/forproviders/regulationshandbooksguidesandmanuals/index.dml> (CHECK Link)

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

The Single Audit Supplement is used to audit county government grantees that receive and expend federal and state funding from DPW. Counties may also use the DPW Single Audit Supplement for sub-recipient monitoring purposes.

For more information see [Manual “100 – Grants”](#).

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112.13 PERFORMANCE MONITORING

Performance Monitoring is conducted annually by Subsidy Coordinators for each CCIS agency through on-site case reviews, staff interviews, system monitoring of data and reports from PELICAN CCW. For more information see [Manual “102 - Performance Monitoring”](#).

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