pennsylvania
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

Bureau of Subsidized Child Care Services

Date:

Address:

Dear Director:

The Child Care Information Services (CCIS) of _____ on-site monitoring visit for Program Year 2009 -2010 Compliance Performance Standards is scheduled to begin on _____ for a period of _____days. Other staff from the Office of Child Development and Early Learning (OCDEL) may participate in the review. Please designate a point person to respond to any questions or clarifications necessary while completing the on-site review.

During the site visit, I will use the updated Compliance Performance Standards and the Compliance Monitoring Tool for 2009 – 2010 which were sent to you in Operations Communiqué #09-14. The review will include parent case files, provider files, provider invoices and corresponding payments and a review of the data in PELICAN-Child Care Works (CCW). I plan to review ____ case files along with their corresponding provider files, invoices and payments during the review.

Prior to my visit, you will receive a list of the case files, provider files and provider invoices to be reviewed. Please have these files in order and available upon my arrival. Please do not make any corrections to these files prior to the on-site review.

An exit conference will be conducted at the conclusion of the monitoring visit to discuss preliminary findings. Subsequent to that, a Plan of Correction (POC) will be established with you to address any standards rated “Needs Improvement”.

The on-site monitoring will be combined with on-going operational monitoring throughout Program Year 2009 – 2010. A final letter will be sent with the overall results for all of the Performance Standards for 2009 – 2010 after June 30, 2010.

Please contact me if you have questions. I look forward to our meeting.

Sincerely,

Subsidy Coordinator

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