

Date:

Address:

Dear Director:

The Child Care Information Services (CCIS) of _____ on-site monitoring visit for Program Year 2011 - 2012 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, we will use the Compliance Performance Standards and the Compliance Monitoring Tool for 2011 – 2012 which were sent to you in Operations Communiqué #11-03. 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). We plan to review _____ case files along with their corresponding provider files, invoices and payments during the review.

Prior to the scheduled 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 our 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 2011 – 2012. A final letter will be sent with the overall results for all of the Performance Standards for 2011 – 2012 after June 30, 2012.

Please contact me if you have any questions.

Sincerely,

Subsidy Coordinator