

Operations Communiqué #06-02 Subsidy Leadership Meetings

Title: Subsidy Leadership Meetings

Date: April 7, 2006

Priority: High

Category: Informational

Action Required: Read, disseminate to appropriate staff, take next steps as appropriate and/or required.

Response Required: None

PURPOSE

To advise the Child Care Information Services (CCIS) agencies that the Subsidy Leadership meetings for Unification scheduled to occur in April, May and June are being cancelled and will be replaced by teleconferences scheduled with individual CCISs.

DISCUSSION

At the Statewide meeting in February, the Office of Child Development (OCD) announced that meetings would be scheduled for CCISs participating in each of the phases for the implementation of Unification. The primary purpose of the meetings would be to inform each CCIS of the impact Unification would have on their agency and the support that would be provided by OCD

After careful review and reconsideration, OCD has determined that meetings based on the implementation schedule and in group settings are not conducive to this primary purpose. Therefore, OCD will be re-structuring these critical discussions with the CCIS to individual conferences. This will provide better opportunity to have discussion with the CCIS that is productive and purposeful and will better meet the needs of the CCIS at this stage of preparation for Unification. The primary purpose remains to inform each CCIS of the Unification impact specific to their agency.

The meetings being cancelled are:

- Phase 2
 - 04/18/06 in Harrisburg – Bradford/Sullivan, Bucks, Juniata, Lancaster, Lebanon, Luzerne, Monroe, Northampton, Tioga, Wyoming
 - 04/20/06 in Harrisburg – Adams/Franklyn/Fulton, Bedford, Carbon, Lackawanna, Lehigh, Pike, Schuylkill, Somerset, Susquehanna/Wayne
- Phase 3
 - 04/26/06 in Harrisburg – Berks, Blair, Cambria, Centre, Clinton/Lycoming, Columbia, Huntingdon, Montour, Snyder/Mifflin/Union.
 - 06/06/06 in Grove City – Armstrong, Beaver, Clearfield, Crawford, Lawrence, Mercer, Northern Tier, Venango.
- Phase 4
 - 05/18/06 in Philadelphia – Philadelphia North, Northeast, Northwest, South, West; and Chester, Delaware, Montgomery
- Phase 5
 - 06/07/06 in Grove City – Butler, Clarion/Jefferson, Erie, Fayette, Greene, Indiana, Warren/Forest, Washington.
 - 06/08/06 in Pittsburgh – Allegheny City, North, South

It is important for the CCIS to also know that the requirements imposed by the Re-Authorization of Temporary Assistance to Needy Families (TANF) will have an as-yet

undetermined impact on the TANF child care caseload. This re-evaluation must conclude before decisions about the CCIS staffing and operational needs required to support Unification can be finalized and before the schedule for individual conferences can be confirmed. Once this impact is fully assessed and applied to the Unification plan, **teleconferences with individual CCISs will be scheduled, not based on the Unification phase, but based on level of impact.** Therefore, CCISs that will experience the greatest impact under Unification will be scheduled first. Impact will be prioritized in terms of the following anticipated needs:

- Additional square footage, including potential re-location and/or co-location.
- Parent Agency requirements that prolong the period of time before a necessary change can be actuated.
- Additional information technology and telecommunications – servers, desktops, printers, user licenses, voice and data lines.
- Organizational and workload distribution.
- Training of existing and new staff.
- Other considerations as realized.

Meetings and teleconferences with individual CCISs will include discussion on the following items:

- Current TANF Child Care Caseload and Staffing
- TANF Re-Authorization
 - New Federal Participation Requirements
 - Pennsylvania's Plan – Work Support Component
 - Impact on TANF Child Care Caseload
- Other OIM Developments Impacting Unification
 - MEDA
 - Model Office Concept
- Unification Issues Identified at the February Statewide Meeting
 - Advance Payment Requirements
 - CAO Collaboration
 - CIS Data
 - Dual Governance
- Unification Preparation – The Next Level
 - TANF Child Care Regulations and Policies
 - Unification Business Process Workgroup
 - Training
 - Advance Information on R/N Providers
 - Automated Conversion
 - "SWAT" Teams
- Next Steps

NEXT STEPS

1. Share this communiqué with appropriate staff.
2. Incorporate the necessary schedule changes, including individual teleconferences when notified.
3. Direct questions to the subsidy coordinator.