

Operations Communiqué #07-02 Quarterly Distribution of the CAO CCIS Coordinator List and the CCIS Address List

This is a message from the Division of Field Operations.

Title: Quarterly Distribution of the CAO CCIS Coordinator List and the CCIS Address List

Date: February 1, 2007

Priority: Low

Category: Informational

Action Required: Read and share with appropriate staff.

Response Required: None

PURPOSE

To provide Child Care Information Services (CCIS) agencies with updated lists for County Assistance Office (CAO) and CCIS coordinators and for CCIS addresses.

DISCUSSION

Attached to this Communiqué are the "CAO CCIS Coordinator List" and the "CCIS Address List". The "CAO CCIS Coordinator List" is being issued to enable CAO and CCIS staff to make direct contact with the appropriate individual at the partnering agency. The "CCIS Address List" is being issued to share updated information for the agencies with all CCISs.

The Office of Child Development and Early Learning will canvas CAOs and CCISs on a quarterly basis for updates to these lists. Once changes have been incorporated, the updated lists will be issued.

NEXT STEPS

1. Share the lists with appropriate staff.
2. Direct questions to the assigned Subsidy Coordinator.