

**PROCEDURES FOR VERIFYING LEGAL OPERATION OF REGULATED
OUT-OF-STATE PROVIDER**

1. No later than March 7, 2008, the CCIS agency must mail the following documents to each regulated out-of-state provider who cares for a Pennsylvania subsidy-eligible child:
 - a. The attached provider letter describing the requirements that must be met and forms that must be completed to maintain the provider agreement; and
 - b. The attached forms entitled “Regulated Out-of-State Facility Information” and “Facility Tax Information-Out-of-State Child Care Facility”.

2. The out-of-state provider is required to return the requested information to the CCIS by March 28, 2008.
 - a. If the provider returns the documents, the CCIS:
 - a. Copies the returned documents;
 - b. Maintains the documents in the original out-of-state provider file; and
 - c. Mails copies of the provider documents to OCDEL at the following address:

Susan Harrison
Bureau of Certification Services
OCDEL
333 Market Street
Harristown II, 6th Floor
Harrisburg, Pennsylvania 17126-0333

 - b. If the provider fails to return the documents by March 28:
 - 1) The CCIS:
 - a) Notifies the provider that the provider agreement will be terminated
 - b) Notifies the parent that the provider agreement will be terminated and the parent must find another child care provider; and
 - c) Notifies the Out-of-State Provider Specialist when enrollment(s) is(are) moved.
 - 2) The Out-of-State Provider Specialist closes the out-of-state provider in PELICAN – Child Care Works.