

Checklist of Required Documents to be Submitted for CBC Contracted Slots Converting to Vouchers

July 2011 Renewals:	Required Data	Due to DFD by
Current Roster of enrolled children	Parent Name, Address, Phone Number, Child Name, Date of Birth, Date of Enrollment, Component (See Attached schedule)	May 1, 2011
Level of Service (LOS) Reports	Prior Contract	May 1, 2011
	Current Contract – Quarters 1, 2, and 3	May 1, 2011
Final LOS	For the Contract ended June 30, 2011	July 10, 2011
Copy of Insurance Certificate	Identify all current insurance policies, limits	June 15, 2011
Copy of Current Center License		June 15, 2011
Copy of Bonding Certificate		June 15, 2011
Audit Reports	Prior and most recently completed fiscal year	June 30, 2011
July 2011 Renewals with Summer Component (DCSUM)	Additional Data to be Submitted	
Anticipated or Current Roster for the 2011 DCSUM component	Parent Name, Address, Phone Number, Child Name, Date of Birth, Date of Enrollment, Weekly Co-pay (See Attached Schedule)	June 1, 2011
Summer 2011 applications for each eligible child	Submit to Office of Childcare Operations (CTRX Unit)	May 15, 2011 (All applications must be received before July 15, 2011)
Annex C-1 (Holiday/Training)	Summer Service Days	June 1, 2011
Form P1.10 - Modification Form	2 copies	June 1, 2011
Final LOS	For the Summer 2011 Service	September 30, 2011

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October 2011 Conversion: Contracts renewing in February, March, April, May, June, August, September, October, November, December (Non-July 2011 and January 2012 Renewals)	Required Data	Due to DFD by
Current Roster for each component	Parent Name, Address, Phone Number, Child Name, Date of Birth, Date of Enrollment, Component (See Attached Schedule)	August 1, 2011
Level of Service (LOS) Reports	Prior Contract	August 1, 2011
	Current Contract – Quarters 1 , 2, and 3	Due 10 days after the close of the quarter
Final LOS	For amended contract service period through September 30, 2011	Due 10 days after the close of the contract year
Annex C-1 (Holiday/Training)	Amended for contract service period through September 30, 2011	September 15, 2011
Form P1.10 – Modification Form (not required for October)	2 copies	September 15, 2011
Copy of Insurance Certificate	Identify all current insurance policies and limits	September 15, 2011
Copy of Current Center License		September 15, 2011
Copy of Bonding Certificate		September 15, 2011
Audit Reports	Prior and Current Fiscal Year	September 30, 2011

Contract Modifications:

February, March, April, May, June, November, and December Renewal Contracts will be modified for a shortened period of performance ending on September 30, 2011.

August and September Renewal Contracts will have current contracts extended for the period of performance ending on September 30, 2011.

No Modifications required of October Renewal Contracts.

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January 2012 Renewals:		
January 2012 Renewals:	Required Data	Due to DFD by
Current Roster for each component	Parent Name, Address, Phone Number, Child Name, Date of Birth, Date of Enrollment, Component (See Attached Schedule)	November 1, 2011
Level of Service (LOS) Reports	Prior Contract	November 15, 2011
	Current Contract – Quarters 1 , 2, and 3	November 15, 2011
Final LOS		January 10, 2012
Copy of Current Center License		December 15, 2011
Copy of Bonding Certificate		December 15, 2011
Audit Reports	Prior and Current Fiscal Year	December 31, 2011