



# PIQA CONFIRMATION LETTER

Date:

FEIN/SS#:

CONTRACT #:

Dear \_\_\_\_\_ :

This is to confirm that \_\_\_\_\_ from the Bureau of Child Care and Development will conduct a monitoring review of your agency's fiscal year (FY) \_\_\_\_\_ child care program records. We anticipate this review to begin on: \_\_\_\_\_ at 9:00 a.m. and will conclude on \_\_\_\_\_ at 5:00 p.m. We will review records from: \_\_\_\_\_.

The review will be conducted using the following methods: 1) Observation of services and facility; 2) Discussion with staff; and 3) Review of random program and fiscal records. There will be an entrance conference to discuss the purpose, objectives, and methods for conducting the monitoring review.

Since you have a contract with the Illinois Department of Human Services (IDHS), we will focus on service delivery methods, contract utilization to date, and client and fiscal record-keeping. Please have available for review, the attendance record(s) for:

Please identify on those records, all children billed to the IDHS Subsidized Child Care Program. We will also review the client files for those names marked on the enclosed Payments for Site Providers report list. Please have these records pulled and available by the date of the review. The monitoring review will begin with an entrance conference which consists of routine questions regarding the operation of the center(s) capacity, licensing restrictions, staff, hours of operation, and the number of children served. The following items should also be available for review at the time of the visit: your center's current DCFS license, a copy of the forms used in a typical client folder, fiscal records which should include the latest bank statements, cash receipts and disbursement journals, the chart of accounts, and the Drug Free Workplace Certification. We will also review the child care certificates and the sign in/out records, and ask that you complete the enclosed Initial Entrance Questionnaire and have it available for examination at the time of the review.

Since you are a non-contract provider, we will focus on client service delivery. Please have available for review, the attendance records for:

Please identify on those records, all children billed to IDHS Subsidized Child Care Program and have those records pulled and available by the review date. The monitoring review will start with an entrance conference which consists of routine questions regarding the operation of the center(s) capacity, licensing restrictions, staff, hours of operation, and the number of children served. We will also review the child care certificates, DCFS license, sign in/out records, and ask that you complete the enclosed Initial Entrance Questionnaire and have it available for examination at the time of the review.



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- Since you have BOTH a contract with the Illinois Department of Human Services (IDHS) and are also a non-contract provider, we will focus on service delivery methods, contract utilization to date, and client fiscal record-keeping, as well as client service delivery. Please have available for review, the attendance records for

Please identify on those records, all children billed to the IDHS Subsidized Child Care Program and have those records pulled and available by the review date. We will also review the client files for those names listed on the attached list. Please have these records pulled and available by the review date. The monitoring review will start with an entrance conference which consists of routine questions regarding the operation of the center(s) capacity, licensing restrictions, staff, hours of operation, and the number of children served. The following items should also be available for review at the time of the monitoring visit: your center's current DCFS license, a copy of the forms used in a typical client folder, fiscal records which should include the latest bank statements, cash receipts and disbursement journals, the chart of accounts, and the Drug Free Workplace Certification. We will also review the child care certificates and sign in/out records.

- Since you have a contract with the Illinois Department of Human Services (IDHS), we will focus on service delivery methods, contract utilization to date, and client and fiscal record-keeping. We will also review the client files for those names on the enclosed list. Please have these records pulled and available by the date of the review. The monitoring review will start with an entrance conference. The entrance conference consists of routine questions regarding the operation of the CCR&R. The following items should also be available for review at the time of the monitoring visit: fiscal records, this includes the latest bank statement, cash receipts and disbursements journals, and the chart of accounts. Other additional items include the Drug Free Workplace Certification. We will also review the child certificates and ask that you complete an Initial Entrance Questionnaire.

In addition to becoming more familiar with your services, the review will allow us to assess strengths and weaknesses of the overall program and provider technical assistance as needed. Your agency may also make known any concerns related to IDHS' administration of the program.

Our review of your program would be expedited if you could arrange for staff to be available to answer any questions we may have and set aside working space for us to review information related to the contract.

As time permits, your agency may be informed of the preliminary review results at the conclusion of the on-site review. A follow-up letter will also explain the review results and any agreed upon actions needed for improvement. For monitoring coordination purposes, the review results may also be shared with staff of other state agencies.

Please feel free to contact monitor(s): \_\_\_\_\_ at (312) 793-3610 with questions.

Sincerely,

Richard Martin, Supervisor  
Bureau of Child Care and Development

cc: Linda Saterfield, IDHS