



East Coast CCDF Meeting—From the Child on the Carpet Square to Efficient State Systems: Engaging Families and Providers in Quality Child Care

May 23–25, 2012 • Hyatt at the Bellevue • Philadelphia, Pennsylvania



March 12, 2012

Dear State Child Care Administrators:

We are delighted to invite you to the May 23–25, 2012, *East Coast CCDF Meeting—From the Child on the Carpet Square to Efficient State Systems: Engaging Families and Providers in Quality Child Care*. The meeting will take place at the Hyatt at the Bellevue in Philadelphia, Pennsylvania. It will begin on Wednesday, May 23, at 8:30 a.m. and will conclude on Friday, May 25, at 12:30 p.m.

This meeting will bring together the Child Care and Development Fund (CCDF) administrators from Regions I, II, III, and IV, which includes 22 States and 2 Territories.

We are excited to have presentations on family engagement in quality child care systems, time-and-attendance systems, and quality performance reporting and an open dialog with Shannon Rudisill, the Director of the Office of Child Care (OCC); however, it is the participation of representatives from each State and Territory that makes these events so valuable.

OCC is requesting the attendance of the State Administrator or his or her designee at the meeting. As you know, new legal and contract guidance means that we cannot support travel expenses. OCC included a provision in the Terms and Conditions for fiscal year 2012 State/Territory CCDF grant awards clarifying our expectation that CCDF lead agencies will send representatives to OCC-sponsored trainings and events and that travel costs are allowable and expected under the grant. Here is the exact language:

15. The CCDF Administrator, or designee from the State or Territory CCDF Lead Agency, must attend and participate in ACF-sponsored national or regional in-person meetings and trainings, as directed by the Office of Child Care. This award may be used for allowable costs associated with travel, lodging, per diem, and other related expenses associated with the grantee meetings and trainings.

We encourage you to bring additional team members who you think would benefit from this meeting.

Here are some additional meeting details to assist you with your travel approval process.

Hotel Location: Hyatt at the Bellevue
200 South Broad Street
Philadelphia, PA 19102
Phone: (215) 982-4900

Sleeping Room Rate: \$137 for single or double occupancy per night plus \$20.82 (15.2%) for applicable taxes

Airport: The closest airport to Hyatt at the Bellevue is the Philadelphia International Airport (10 miles). The cost for a taxi is \$28.50 one way. A less expensive option is the Lady Liberty shuttle (<http://www.ladylibertyshuttle.com/>), which costs \$10 one way. Upon arriving at the airport, proceed to the Ground Transportation desk and pick up the phone. Please note that the shuttle is not direct and can make stops along the way.

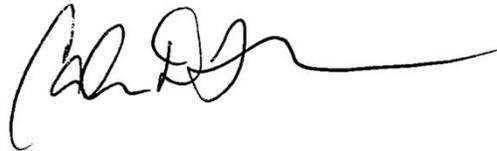
The Communications Management Center (CMC), under contract to OCC, will provide logistical support for this meeting. There is no fee for registration; however, participants need to register on line at <http://taevents.occ-cmc.org/regions1to4/eastcoastccdfmtg/> by May 11, 2012. If you need assistance with registration or have any logistics-related questions, please contact Veronica Reyes at CMC by e-mail at vreyes@blhtech.com or by phone at (240) 399-8746.

Please feel free to contact us with any questions. We look forward to seeing you at this important meeting.

Sincerely,



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