



State of Arizona
Department of Education



Health and Nutrition Services Division

HNS 06-2018

MEMORANDUM

To: Designated Officials of Family Day Care Home (FDCH) Sponsoring Organizations

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Original Signed

Date: February 22, 2018

RE: FDCH Provider Manager System Update

The new FDCH Provider Manager system is almost complete. The anticipated go-live date for the new system is March 30, 2018. As announced in the December mandatory trainings, all provider application information will be submitted to the Arizona Department of Education (ADE) electronically through the FDCH@azed.gov inbox when the system goes live. **Any documents received in hardcopy form after the go-live date will not be accepted and will be promptly returned to the sponsor for electronic submission.**

As a courtesy to our sponsors, ADE is offering an additional two-hour, one-on-one technical assistance session at each individual sponsor's office location. This technical assistance will be provided to focus specifically on questions the sponsor representatives may have regarding the new process of submitting electronic documents.

If your organization would like to have one-on-one technical assistance, please contact Carol Foxhoven at carol.foxhoven@azed.gov or (602) 542-8719. Carol will work with you to schedule a convenient time for this individual session. Please note that each sponsoring organization requesting technical assistance must schedule **its own** technical assistance. As with all technical assistance, it is tailored to the specific needs of the individual sponsor and therefore, technical assistance will not be designed for groups of sponsoring organizations.

Should you have any questions, do not hesitate to contact your specialist.

Diane M. Douglas, Superintendent of Public Instruction

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