



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

Mary Ellen Caron, Ph.D.
Commissioner

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February 20, 2008

Dear Executive Director,

The Department of Children and Youth Services (CYS) will be hosting its annual fiscal conference from Monday, March 17, 2008 through Wednesday March 19, 2008 at Kennedy King College located at 6301 S. Halsted Street.

This year's conference will include our entire community of agencies that receive funding from CYS, from early childhood providers to those who provide workforce development services to children and families throughout the city of Chicago. There will be a wide array of topics including Policies and Procedures, Cost Allocation and more.

This year's conference theme is "***Understanding Your CORE***". Our goal is that at the conclusion of the training your agency will gain additional clarity about the fiscal administration and select systems administration of CYS funded programs. Secondly, we hope that this conference will help to strengthen the quality of fiscal operations for your organization. Lastly, throughout the conference we will provide guidelines for consistent fiscal and select IT systems processes and procedures.

Your agency is required to attend at a minimum the core workshops that involve your agency's CYS funded programs. It is recommended that fiscal staff responsible for administering your CYS funded programs attend. Board Presidents as well as Executive Directors are also invited to attend.

Registration and a listing of the workshops are available at <http://cys.mycopa.com>.

We look forward to seeing you!

Sincerely,

A handwritten signature in black ink, appearing to read "Ken McGhee", written over a horizontal line.

Kenneth McGhee
Deputy Commissioner – Finance and MIS

