

# CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM

## REPORTING AND REIMBURSEMENT REQUIREMENTS



## LA 4 General Timeline

Item Due	Due Date
Coordinator Contact and Staffing Information Form due	August/September
LA 4 Budgets Due in eGMS	August/September
Classes begin	August/September
Districts/charters submit reports for LA 4 programs	Monthly
Teaching Strategies GOLD Finalized Checkpoints	October February May
Onsite visits by local and third-party evaluators using the CLASS assessment tool	September – May
Program Review and Technical Assistance as requested by awardees	October - June
Coordinated Funding Request released	October (Tentative)
Coordinated Funding Request submissions due to LDE	December (Tentative)
LA 4 allocations approved by BESE	January (Tentative)
Performance Profiles generated and shared with programs	Fall

## ATTENDANCE

Each school system must keep daily attendance records for all children in the LA 4 Program. In order to be counted as present for attendance purposes, a student must be present **a minimum of four (4) hours of the six (6) hour instructional period.**

Each month, the district will report to the Department through its monthly enrollment report, the number of LA 4 funded children who were present for 74% of the scheduled school days each month. This data must be collected at the local level on a class by class basis. The monthly attendance percentage should be calculated using the following formula:

Total # of school days in the month X 74% = # of days children need to attend to meet 74% attendance target.

*Example: If there are 22 school days in the month of October, 74% of the month would be 16.28 days.*

*Therefore, children would need to attend school for at least 16 days in order to meet the 74% target.*

School districts must develop a system to collect attendance data (TANF claim forms, class roll books, JPAMS, POWERSCHOOLS reports, etc.). All documentation of attendance must be maintained at the local level and does not need to be submitted to the Department for the purposes of reimbursement. It may be requested, however, for desk review monitoring and/or audit purposes.

Documentation for excused absences (doctor's notes, funeral notices, etc.) must also be kept on file. All such documentation should be submitted as part of the desk review monitoring process. Excused absences should not be calculated against a child's monthly attendance percentage. In other words, if a child has an approvable, documented absence, then those days are not counted as "absent."

A child may be dis-enrolled from the program, at the discretion of the district, if he/she fails to meet the 74% attendance requirement for **two consecutive months due to unexcused absences.** Suspensions or expulsions of children should be an action of last resort, and ONLY after the program has exhausted every means possible (counseling, mental health evaluation, SBLC meeting, etc.) to address challenges exhibited.

## STAFFING

### LEAD TEACHERS

All lead teachers must meet at least one of the following requirements:

- a) A valid and current Louisiana teaching certificate\* in PK-3, Nursery School, Kindergarten, Early Interventionist Birth-5, or Noncategorical Preschool Handicapped.
- b) A Practitioner License in PK-3;
- c) A valid and current Louisiana teaching certificate in Elementary Education and an Out-of-Field Authorization to Teach (OFAT) in PK-3, Nursery School, Kindergarten, Early Interventionist Birth-5, or Noncategorical Preschool Handicapped.; or
- d) An *uncertified teacher* with a baccalaureate degree and a Temporary Authority to Teach (TAT), Temporary Employment Permit (TEP), or an Out-of-State Certificate in PK-3, Nursery School, Kindergarten, Early Interventionist Birth-5, or Noncategorical Preschool Handicapped.

**\* An Early Childhood Ancillary Certificate does not fulfill the requirement of a "valid and current Louisiana teaching certificate" for lead teachers.**

## **PARAPROFESSIONALS/TEACHER ASSISTANTS**

All paraprofessionals/teacher assistants must meet LEA specific requirements for employment and one of the following requirements:

- a) Meet the definition of “highly qualified,” which may include passing of the ParaPro test, achievement of an Early Childhood Ancillary Certificate, CDA, or Associate’s or Bachelor’s degree;
- b) Possess a high school diploma or equivalent;
- c) Have extended experiences of assuming responsibility and care for a group of preschool age children (children younger than five years of age)

## **FUNDING**

Funds are available to children who meet age and income eligibility requirements (185% or less of the Federal Poverty Level; 200% after August 20, 2018). Classes shall be provided at no cost except for the applicable lunch cost to the child or his family for any child who is eligible to receive reduced price meals.

Tuition may be charged, for any child who does not meet eligibility requirements (185% or less of the Federal Poverty Level; 200% after August 20, 2018). Such children may be charged for all or part of the LA 4 class, in an amount not to exceed that necessary for the system to provide the LA 4 class to the child and, in any case, no more than the average amount expended per pupil on those children from whom no tuition may be required, excluding any amount attributable to the provision of classroom space and utility costs.

The total per pupil amount shall not exceed the amount allocated per child per school year. The payments required to the LEA shall be suspended at any time a determination is made that the LEA is not in compliance with state or federal regulations specified in this document or has falsified or not upheld signed assurance statements provided to the Department of Education at the time the application is submitted. Payments may be renewed upon guideline compliance being achieved and/or resolving problems related to signed assurance statements. Recovery of any payments lost during any period of suspension shall be at the discretion of the BESE pursuant to the BESE appeal system.

The LEA **must maintain** in each year of participation the same total level of funding from any source for programs or classes of early childhood education or enrichment activities provided in the year prior to such participation. If prior funding sources are unavailable and do not relate to LEA failure to properly request funding or to properly implement the program, a written request for an exception should be submitted with the application along with appropriate documentation.

## **ALLOWABLE AND UNALLOWABLE EXPENSES**

Program services shall be administered according to an approved budget. All program expenses must be in accordance with the United States Education Department General Administrative Regulations (EDGAR), the Office of Management and Budget (OMB) Circular A-87, A-102, and A-133 and the approved allocation between the LEA and the Department of Education.

### **Administrative Costs**

As a general rule, administrative costs should be **no more than 10 percent** of an entity’s total allocation. The cost of salaries and related benefits should be calculated only for the percentage of time personnel works on LA 4 pre-K-funded activities.

**The following are considered administrative costs:**

- General administration or coordination of program, including accounting and payroll functions;
- Salaries associated with performing administrative functions;
- Supplies, equipment\*, travel, postage, utilities, and office space related to the administration of a program;
- Activities related to eligibility determinations;
- Preparation of program plan, budget and schedules; and
- Program monitoring

***\*No equipment can be purchased with TANF Federal Funds***

**The following are considered non-administrative costs:**

- Direct cost of providing program services including client activities, assessment, case management, etc.
- Salaries associated with performing service functions
- Supplies, equipment\*, travel, postage, utilities and office space related to the performing of service functions
- Evaluations and audits of service functions
- Technology/management information systems not related to payroll, personnel or other administrative functions
- **Stipends may be paid with state funds only**

***\*No equipment can be purchased with TANF Federal Funds***

**The following are not considered allowable costs, even if they are related to program operations:**

- Purchase of vehicles
- Renovation, construction, or purchase of building used for program operation
- Payment of bad debts or interest payments as a result of credit arrangements
- Medical services
- Payment of stipends to program participants without prior authorization from DOA/DCFS
- Payment of ongoing basic needs (cash, food, or housing) beyond four months
- Services provided to elderly adults without minor children and single adults without children
- Purchase of alcohol
- Services or materials deemed inappropriate in relation to service delivery

The funds provided under grants may not be expended for any sectarian purpose or activity, including sectarian worship or instruction. Any religious instruction offered at any LA 4 pre-K site shall be funded with monies other than those provided through the LA 4 pre-K allocation.

Percentage of salaries and/or contracted services paid with TANF LA 4 funds must be commensurate with the amount of work the staff person/contractor is doing directly with LA 4 or LA 4 students. Clerical and/or ancillary staff and contracted professionals whose services are utilized districtwide may not be paid at 100% through LA 4 funds. Benefits should also reflect the correct percentage.

Sabbatical salaries and any corresponding benefits are not allowable expenses. Salaries may be budgeted for active teachers who are currently providing instruction within the 6 hour instructional day. Salaries may remain in effect for short term absences. However, long term sabbatical leave is a local decision and cannot be paid for with LA 4 grant funds.

Funds cannot be used to fund before and after school programs, summer programs, or to supplant other program funding. LA 4 funds may only be used to fund salaries, activities, materials, staffing, family engagement,

and any other allowable expenditures related to providing pre-K services during the 6-hour instructional day as allowed by funding source.

**TANF funds shall:**

- Be used to supplement and expand existing programs, create new programs or continue service delivery of existing TANF-funded initiatives with satisfactory performance
- Be used only for the designated purposes. Any overpayments will be offset from future payments
- Be utilized according to the intent as specified in the legislation governing the program

**TANF funds shall NOT:**

- Be used to supplant funds in existing programs
- Be used to fund programs with unsatisfactory performance, unsatisfactory financial management practices or entities who are prohibited from doing business within the state of Louisiana
- Be used as a match to draw down other federal funds
- Be used to purchase equipment (office furniture, computers, printers, cameras, iPads, Smartboards, playground equipment, CD players, or other non-expendable items)
- **Be used to fund stipends.**

**MID-YEAR REALLOCATIONS**

Based on October enrollment for the 6-hour instructional program, allocations may be amended if the program does not fill 100% of their allocated number of slots. Programs serving more than their allocated number of students may be awarded supplemental funds if funds are available.

**LA 4 MONTHLY REPORTING**

**ENROLLMENT**

**Districts must report the unduplicated full-day monthly enrollment numbers for ALL four-year-old children.**

This information is still reported by classroom. Monthly enrollment data **FOR ALL FOUR YEAR OLDS IN YOUR DISTRICT (LA 4, TITLE I, 8(g), IDEA, PEG if applicable, LOCAL FUNDS, TUITION PAYING, ETC.)** must be entered online *and submitted no later than the close of business on the date outlined in the timelines of reporting for each month.*

Information must be reported on the Department of Education Pre-K enrollment reporting website:

[http://www.louisianabelieves.com/data/preKdata/tanfpreK\\_login.aspx](http://www.louisianabelieves.com/data/preKdata/tanfpreK_login.aspx)

**Note:** The user name is: **tanfprek** and the password is: **user**

**To make changes to your classes or to add new ones, you will need to go to the Class/School Maintenance section first:**

- Select Class/School Maintenance from the menu
- Select Add or Modify as applicable
- Select your district/school
- Enter your Site/Teacher information. **IMPORTANT: In an effort to maintain consistency in reporting, you must include the name of the school in your reporting data. It should be entered as instructed below:**

***“Name of School – Name of Teacher (first and last)”*** -- For example, if Miss Erin Carroll teaches at Disney Elementary, her entry would read *“Disney Elementary– Erin Carroll”*. The purpose of this is so that all schools and teacher names are visible on the monthly reports. This is very important for accurate monitoring and reporting.

Once this is completed, you should be able to go back to the Main Menu and select the appropriate report that

you would like to submit. For enrollment, you will select **Enrollment Data Form**.

On this screen you will enter the following:

- Select the appropriate month and year
- Select your district
- Enter the name of your Early Childhood Coordinator (this is a required field)
- Select the teacher
- Enter the following
  - **Total in Class** – Total number of children in the class
  - **LA 4** – Total number of children in the classroom funded through LA 4 in that classroom
  - **LA 4 Attd74%** - Total number of LA 4 children who met the 74% attendance requirement
  - **Pre-K Expansion** – Number of children (if any) in the classroom funded through the Pre-K Expansion grant.
  - **Pre-K Expansion Attd74%** - Total number of Pre-K Expansion children who met the 74% attendance requirement (if any)
  - **Title I Full Day, 8(g), IDEA Full Day, Other Funding** – Total Number of Children in the classroom funded through these sources
  - **Tuition** – Children in that classroom who pay tuition
  - **Local Funds** – Children in that classroom who are funded through local district dollars
  - **Children with IEP** – Total number of children in the classroom with an IEP
  - **LA 4 Children Provided Transportation** – total number of children who utilize the LEA’s transportation services to get to and from school
  - **TS Gold** – Total number of ALL children in the classroom with finalized *GOLD*® Checkpoints (reported in October, February, and May only)
  - **TS Gold LA 4 Only** – Total number of LA 4 children in the classroom with finalized *GOLD*® Checkpoints (reported in October, February, and May only)
- Click “Add Data” and the information will populate for that class
- Repeat steps for each additional class

### **ASSESSMENTS (REPORTING BASED ON *GOLD*® CHECKPOINTS):**

Pursuant to §513 of [Bulletin 140](#) – *Louisiana Early Childhood Care and Education Network*, publicly-funded sites must ensure all publicly-funded children receive completed assessments using *GOLD*® or another state-approved assessment tool that is developmentally appropriate, valid, reliable, and culturally sensitive. Publicly-funded sites shall obtain approval from the Department prior to using child assessment tools different from the assessment tool provided by the Department.

*GOLD*® reporting checkpoints are as follows:

- October
- February
- May

The number of total finalized checkpoints should be reported by the date indicated on the reporting timeline for each checkpoint.

Note: The Developing Skills Checklist (DSC) Assessment and ECERS-R are no longer required.

### **SUPPORT SERVICES REPORTS (DUE JANUARY AND JUNE):**

Programs shall provide support services, which include, but are not limited to:

- vision/hearing screening and referrals
- parental involvement activities
- linkages to services such as G.E.D., adult literacy training, and referrals for medical, housing/utilities assistance, etc.

**This information is reported twice a year as indicated on the reporting timeline.**

**NOTE:** District coordinators are responsible for checking the accuracy of all reports. Once they are submitted, they are not subject to change once the deadline for reporting has passed. Prior to the deadline, however, coordinators may go in to the website and make adjustments to data. Incomplete, missing or untimely submission of data may result in the withholding of funds for that month.

**CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM  
2018-2019 REPORTING TIMELINE**

Staffing Information Report	Enrollment Reports		TS GOLD		Support Services Reports	
	Reporting Period	Date Due	Reporting Period	Date Due:	Reporting Period	Date Due:
August 2018	August	September 7, 2018	October 2018	November 7, 2018	August through December, 2018	January 9, 2019
	September	October 5, 2018				
	October	November 7, 2018				
	November	December 7, 2018	February 2019	March 8, 2019		
	December	January 9, 2019				
	January	February 8, 2019				
	February	March 8, 2019	May 2019	June 7, 2019	January through May, 2019	June 7, 2019
	March	April 5, 2019				
	April	May 8, 2019				
	May	June 7, 2019				
	June	July 8, 2019				



## **CORRECTIVE ACTION PROCEDURES FOR DISTRICTS/CHARTERS**

### **WITH ATTENDANCE PERCENTAGES BELOW 74%**

As per the Department's contract with the Department of Children and Family Services (DCFS) for the TANF portion of our LA 4 funds, 100% of LA 4 children in a district or charter school must attend school for 74% of the scheduled school days in each month. Data from enrollment reports will be used to determine the percentage of LA 4 children in each district or charter school who met the 74% attendance target.

- If districts fail to meet the monthly attendance target, they must submit a corrective action plan explaining the cause of the attendance target not being met and how they intend to rectify the issue.
- If a district fails to meet the monthly attendance target after three consecutive months, then their monthly reimbursement will be reduced using the per pupil amount times the number of children who did not meet the attendance target for the third month.

### **REIMBURSEMENTS**

- Claims for reimbursement cannot be paid until an up-to-date approved budget has been submitted through eGMS and approved by both Early Childhood Program and Grants Management staff.
- Reimbursement Claims are submitted to the Office of Appropriation Control through eGMS. Please be sure to keep a copy of each form for your records.
- It is recommended that grantees request reimbursement from the Department on a **monthly basis, but MUST submit such claims on no less than a quarterly basis** to ensure that funds are drawn down in a timely manner.
- For questions regarding reimbursement procedures, you may contact Tameca Jeanpierre at Tameca.Jeanpierre@la.gov.

Please note: If you are not the person responsible for submitting Reimbursement Claims you will need to check with your Budget Office (or other responsible party) to make certain that these forms are submitted.

### **AUDIT REQUIREMENTS**

Districts/charters are subject to audits by, but not limited to:

- Local-District or Chartering organization
- Legislative Auditors
- Department of Education Auditors
- Any other fiscal audits deemed necessary

All documentation, including budget and reimbursement information shall be kept on file in the possession of the grantee for a period no less than three years.

### **PROGRAM MONITORING**

Districts will be monitored annually for, at a minimum, **student eligibility and attendance**. A copy of the Pre-K Program Desk Review Documentation Checklist will be provided prior to monitoring.

## Early Childhood Personnel Reference Guide

Staff Member	Department	Contact Information
<b>Lindsey Bradford</b> Portfolio Senior Manager Early Childhood	Early Childhood	<a href="mailto:Lindsey.Bradford@la.gov">Lindsey.Bradford@la.gov</a>
<b>LDE Early Childhood Programs Support Staff</b>		
<b>Julie Cutrer</b> Budget Analyst	Office of Grants Management	<a href="mailto:Julie.Cutrer@la.gov">Julie.Cutrer@la.gov</a>
<b>Tameca Jeanpierre</b> Accountant	Appropriations Control (Reimbursements)	<a href="mailto:Tameca.Jeanpierre@la.gov">Tameca.Jeanpierre@la.gov</a>
<b>Judy Richardson</b> Program Consultant	Office of Statewide Monitoring	<a href="mailto:Judy.Richardson@la.gov">Judy.Richardson@la.gov</a>
<b>Terry Simoneaux</b> Program Consultant	Office of Statewide Monitoring	<a href="mailto:Terry.Simoneaux@la.gov">Terry.Simoneaux@la.gov</a>