

CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM

2020-2021 REPORTING AND PAYMENT REQUIREMENTS



2020-2021 TIMELINE

ACTION	TIMELINE
Release of 2020-2021 Coordinated Funding Requests in SuperApp	November 4, 2019
2020-2021 Coordinated Funding Requests due	February 7, 2020
LA 4 awards approved by BESE	May 2020
<i>2020-2021 LA 4 Early Childhood Program Attendance Reporting and Payment Claim Form, Pre-K Program Assurances, and corresponding guidance released via email to all participating school systems.</i>	July 24, 2020
Classes begin	August/September 2020
Districts/charters submit <i>Attendance Reporting and Payment Claim Form</i> for months August - May.	Monthly (September to June)
<i>Teaching Strategies GOLD Checkpoints finalized*</i>	October 2020 February 2021 May 2021
Onsite visits by third-party evaluators using the CLASS™ assessment tool*	September 2020 – May 2021
Program Review and Technical Assistance as requested by awardees	August 2020 - June 2021
2019-2020 Performance Profiles generated and shared with programs*	Fall/Winter 2020-2021

**Subject to change based on status of COVID-19 school closure protocols as determined by Executive Order.*

PAYMENT STRUCTURE

STATE MANDATED SCHOOL CLOSURE	PHASE 1 OR PHASE 2	PHASE 3
<ul style="list-style-type: none"> LA 4 will be reimbursed based on enrollment only While strongly encouraged and required as part of Strong Start, schools will not have to demonstrate instructional requirements to be reimbursed 	<ul style="list-style-type: none"> LA 4 will be reimbursed based on attendance and meeting program requirements LA 4 programs will have to meet virtual/hybrid program requirements detailed below in order to be reimbursed 	<ul style="list-style-type: none"> LA 4 will be reimbursed based on attendance LA 4 program requirements will return to normal

PAYMENT ELIGIBILITY REQUIREMENTS FOR VIRTUAL PROGRAMS

School systems will likely consider various models for instruction delivery and phasing in reopening during the 2020-2021 school year. School systems should prepare for at least three possible scenarios: traditional, hybrid and virtual. All scenarios should include daily attendance for staff and students.

TRADITIONAL	HYBRID	VIRTUAL
Instruction in a traditional school setting with mitigation efforts in place	Instruction via a combination of face-to-face and virtual models	Instruction via a 100% virtual model with synchronous and/or asynchronous learning

In addition to the [Strong Start 2020 guidelines](#) and in coordination with the [Reopening Guidelines and Resources](#), we have developed a set of requirements for implementation of publicly funded virtual pre-K. When implementing virtual pre-K, LEAs must ensure the following:

- Lead teachers meet all certification criteria as required by program type,
- Children are provided with materials and guided instruction that follows a high-quality Tier I pre-K curriculum which is aligned to the Louisiana Birth to Five Early Learning and Development Standards and promotes kindergarten readiness,
- There is a strategic communications plan to connect with every student on a daily basis, provide weekly feedback on students' work, and communicate a family's role in supporting their child's continuous learning, and
- Programs offer versatile delivery methods for instruction, related services, and professional development.

Satisfactory compliance with the above points will ensure LEA's have aligned virtual programs with pre-K program guidelines.

Districts whose pre-K children are receiving, at a minimum, the above requirements daily should consider that those children have met the criteria for attendance and should indicate that they are present on their enrollment and attendance reports.

ATTENDANCE REPORTING

Unless schools are forced to close due to an Executive Order, each school system must keep daily attendance records for all children in the LA 4 Program. In a traditional model, 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 school system will report to the Department through its monthly *LA 4 Early Childhood Program Attendance Reporting and Payment Claim Form*, 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. 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 (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 payment. 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 disenrolled 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 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.**

FUNDING

LEAs are allocated funded seats based upon the number of students they anticipate serving during the school year. The total per pupil amount for the 2020-2021 school year for the 6-hour instructional portion of the day is \$4,580.

Funds are available to children who meet age and income eligibility requirements (200% or less of the Federal Poverty Level). 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.

Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) and children in foster care are considered categorically eligible.

Tuition may be charged, for any child who does not meet eligibility requirements (200% or less of the Federal Poverty Level). 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.

Payments 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. 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.

MID-YEAR REALLOCATIONS

Based on October enrollment for the 6-hour instructional program, allocations may be amended if the program does not fill 95% of their allocated number of slots. Programs serving more than their allocated number of students may be awarded supplemental funds provided funds are available.

LA 4 MONTHLY REPORTING

To receive payment, an LEA must submit monthly attendance reports for all children participating in the LA 4 program. Funds will be disbursed only for children present for at least 74% of the month.

LEAs must submit monthly enrollment and attendance reports for each child funded with LA 4 funds by the date outlined in the reporting timelines. Failure to submit timely data will result in a forfeiture of payment that cannot be recouped in subsequent months.

LEAs will need to submit detailed enrollment and attendance information for LA 4 children monthly via the LA 4 Attendance Reporting and Claim form.

LA 4 ATTENDANCE REPORTING AND PAYMENT CLAIM FORM INSTRUCTIONS

Preparing the Spreadsheet:

1. Enter the District/LEA name and the name of the person completing the form.
2. Any days that the school or district is closed (holidays, weather, etc.) must be identified by **selecting a C from the dropdown in each cell.**
3. Complete the LASID and child name information. Do not enter the child's whole name. **To protect the privacy of these children, please only enter their first initial and the first two letters of their last name.**

Capturing Attendance:

4. Each day the child is present must be identified with a "1" by selecting 1 from the dropdown in each cell.
5. Days when the child is absent (unexcused) should be identified with a "0" by selecting 0 from the dropdown in each cell.
6. Days that the child presents a valid doctor's excuse (excused absences), they should be marked present (by selecting 1) and that day highlighted in yellow. Excuses should be kept on file for monitoring and audit purposes.
7. Children with late start dates must attend 74% of their scheduled school days. Ex. Mary starts school on October 21. She must attend 5 days to meet the requirement. Days a child is not enrolled should be identified with a "-" by selecting the dash (-) from the dropdown. NOTE: A dash does not indicate a closure or absence. It ONLY identifies if a child has been enrolled or has dropped.
8. Children who disenroll for any reason must meet the full 74% of the scheduled school days requirement in order to be reimbursable. Ex. Johnny's family relocates. His last day of school is October 11. Since he only attended 7 days (35%), he does not meet the requirement. (See example row 20.) However, Charles' last day was October 25. He attended 17 days, meeting the requirement, and is eligible for payment.

Completion and Submission:

9. Once the attendance information has been captured for each child, the appropriate authority within each LEA must sign the certification.
10. Our office will begin reviews on the date indicated in the reporting timeline so please ensure that you have completed the attendance and signature for that month by the deadline.

CODING FOR LA 4 REVENUES AND EXPENDITURES IN FY 2020-2021

In FY 2019-20, the manner in which LA 4 funds were received from another state agency shifted thus requiring the LDOE to change the administration of the funds from a grant allocation to a services agreement. Funds supporting LA 4 formerly identified as federal TANF funds lost their identity as a result of the new services agreement according to federal regulations.

This communication serves as official notice as to how LA 4 funds should be treated in 2020-2021 and all future years in which the services agreements are in place.

Starting with FY 2019-20, the portion of LA 4 revenue formally labeled as being paid with federal TANF dollars should now be identified by LDOE as State dollars just like the State revenue portion of the funding allotments for services.

The entirety of LA 4 funds received by a school district should be recorded in the district's accounting system and reported in the Annual Financial Report (AFR) as *State Revenue*. The appropriate reporting in the AFR for this State revenue is Key punch Code #5800, entitled LA 4. The cash should be reported in either General Fund or Other Special Funds according to the manner in which the funds were accounted for at the local level. LA 4 funds previously labeled as federal TANF funds should NOT be accounted for and reported in the AFR as Federal revenue in KPC #11800 entitled Temporary Assistance for Needy Families (TANF).

In addition, the claiming of indirect costs is no longer permitted, as these funds are no longer identified as a federal grant. However, administrative costs may be charged up to 10% of the total allocation. The only rules for allowable and unallowable expenditures are now related to the funds that fall within the 10% administrative costs. Expenses that were previously unallowable under TANF rules may now be considered allowable.

ADMINISTRATIVE COSTS

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

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

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 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

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2020-2021 REPORTING TIMELINE**

Staffing Information Report	Enrollment and Attendance Reports	
July 2020	Reporting Period	Date Due
	August	September 10, 2020
	September	October 10, 2020*
	October	November 10, 2020
	November	December 10, 2020
	December	January 10, 2021*
	January	February 10, 2021
	February	March 10, 2021
	March	April 10, 2021*
	April	May 10, 2021
	May	June 10, 2021
	June	July 10, 2021

NOTE: District coordinators are responsible for checking the accuracy of all reports. Once your data has been submitted, it may not be edited once the deadline for reporting has passed. Prior to the deadline, however, coordinators may go in to the form and adjust the data.

Incomplete, missing, or untimely submission of data may result in the withholding of funds for that month.

*When the 10th of the month falls on a weekend (October, January, and April deadlines), the report must be submitted by end of day on Sunday, or before 8:00 AM on Monday. LEAs may choose to submit by close of business on the Friday before.

SUPPORT SERVICES:

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.

Documentation of all support services may be requested during program monitoring.

SUSPENSION/EXPULSION

Schools/LEAs should not deem a child ineligible for a pre-K seat for reasons other than income and age. This includes medical issues (including toilet training), guardianship, clothing, transportation, religion, ethnicity, cultural practices, and/or language barriers. Should a school/LEA consider it necessary to prevent a child from enrolling or consider disenrolling a child for any reason, the school/LEA must have exhausted all possible options to keep a child enrolled. Before a child is disenrolled or expelled, there should be conversations with families to develop a plan that would help a child be successful in their educational experiences. This plan must be kept on file at the site and updated with the family at each parent-teacher conference.

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
Lindsey Bradford Portfolio Senior Manager Early Childhood	Early Childhood	Lindsey.Bradford@la.gov
LDE Early Childhood Programs Support Staff		
Tameca Jeanpierre Accountant	Appropriations Control (Reimbursements)	Tameca.Jeanpierre@la.gov
Judy Richardson Program Consultant	Office of Statewide Monitoring	Judy.Richardson@la.gov
Terry Simoneaux Program Consultant	Office of Statewide Monitoring	Terry.Simoneaux@la.gov