

CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM

2019-2020 REPORTING AND PAYMENT REQUIREMENTS



2019-2020 TIMELINE

ACTION	TIMELINE
Release and Completion of 2019-2020 Coordinated Funding Requests	Fall/Winter 2018
2019-2020 Coordinated Funding Requests due	December 1, 2018
LA 4 awards approved by BESE	January 2019
Classes begin	August 2019
<i>2019-2020 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 districts.</i>	September 2019
Districts/charters submit <i>Attendance Reporting and Payment Claim Form</i> for months August - May.	Monthly (September to June)
<i>Teaching Strategies</i> GOLD Checkpoints finalized	October 2019 February 2020 May 2020
Onsite visits by third-party evaluators using the CLASS™ assessment tool	September 2019 – May 2020
Program Review and Technical Assistance as requested by awardees	August 2019 - June 2020
2019-2020 Performance Profiles generated and shared with programs	Fall/Winter 2019-2020

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 *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 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.**

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 2019-2020 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. TANF 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. Calculate the total number of scheduled school days. Enter this number in the cell labeled Total Attendee days. (School calendars may be requested for audit purposes.) The required number of days will calculate automatically.
3. Any days that the school or district is closed (holidays, weather, etc.) must be identified with a C.
4. Complete the SIS 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:

5. Each day the child is present is marked with a '1'.
6. Days when the child is absent (unexcused) should be identified with a '0'.
7. Days that the child presents a valid doctor's excuse (excused absences), they should be marked present and that day highlighted in yellow. Excuses should be kept on file for monitoring and audit purposes.
8. Children with late start dates must attend 74% of *their* scheduled school days. Ex. Mary starts school on December 9. She must attend 7 days to meet the requirement. Days a child is not enrolled should be identified with an '-'. These will need to be adjusted manually.
9. 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 December 10. Since he only attended 7 days (47%), he does not meet the requirement. However, Charles' last day was December 17. He attended 12 days, meeting the requirement, and is eligible for payment.

Completion and Submission:

10. Once the attendance information has been captured for each child, the appropriate authority within each LEA must sign the certification.
11. 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.

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.

**CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM
2019-2020 REPORTING TIMELINE**

Staffing Information Report	Enrollment and Attendance Reports	
July 2019	Reporting Period	Date Due
	August	September 13, 2019
	September	October 10, 2019
	October	November 10, 2019*
	November	December 10, 2019
	December	January 10, 2020
	January	February 10, 2020
	February	March 10, 2020
	March	April 10, 2020
	April	May 10, 2020*
	May	June 10, 2020
	June	July 10, 2020

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 (November and May 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.

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		
Julie Cutrer Budget Analyst	Office of Grants Management	Julie.Cutrer@la.gov
Tameca Jeanpierre Accountant	Appropriations Control (Reimbursements)	Tameca.Jeanpierre@la.gov
Judy Richardson Program Consultant	Office of Statewide Monitoring	Judy.Richardson@la.gov
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