

Guidance for Administering Preschool Development Grant B-5 (PDG) Seats

Overview: Louisiana was awarded the Preschool Development Renewal Grant, which provides a total of \$6,707,250 in funding to create fully-funded birth through three-year-old seats. This guidance document will provide PDG Seats participants with answers to questions that have arisen during the beginning stages of this work. Pilot programs will design processes for filling and administering seats in a way that best reflects their networks’ needs.

Determining Eligibility: Early childhood lead agencies that are awarded PDG seat funding will be required to determine eligibility for families in order to place children in these seats. The Department is not prescribing a particular method on how to process families and determine the funding source for their children. All networks must ensure that children filling the PDG Seats meet the following criteria to receive their fully funded seat:

- **Income eligibility:** Families that are at or below 200% of the Federal Poverty Level (200% FPL)

Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$2,873	3 People ~ \$3,620
4 People ~ \$4,367	5 People ~ \$5,113
6 People ~ \$5,860	7 People ~ \$6,607
8 People ~ \$7,353	9 People ~ \$8,100

- **Work Requirements:** Every adult works OR attends school/training program for a minimum of 20 hours per week. This can be a combination of work hours + training/education hours.
- **Actively Seeking Work Requirements:** If adult(s) caring for the child are unemployed, they may still qualify for eligibility by demonstrating they are actively seeking work. To qualify as “actively seeking work,” families must provide validated documentation that demonstrates they are actively seeking employment. Adults must submit validation of their (and other household member(s) if applicable) Active HIRE Account information from the Louisiana Workforce Commission.
- **Homeless Children/Children in Foster Care:** Children/families experiencing homelessness or foster care are categorically eligible for PDG Seats.

Additional Frequently Asked Questions:

- **Will there be a minimum attendance requirement?**
There will be no minimum attendance requirement imposed by the Department, though attendance tracking is a requirement and will be reported to the Department. Lead agencies may consider imposing an attendance requirement on their participating families and centers, to ensure that seats are being actively filled and the intention of the grant, to expand access and high-quality education for children, is being met. Although there will not be a minimum attendance requirement, the Department will evaluate the enrollment/attendance of seats once in the fall to make necessary allocation adjustments for spring. Lead agencies will be notified prior to any changes to their allocation.

- **Can I move seats to other qualifying centers if they are not able to fill the seats?**

Yes, lead agencies can move seats amongst centers in order to meet the needs of families within the community. The Department requests that if this does happen, lead agencies should provide an updated document showing how and where seats are placed in individual centers (Question 3 in your Planning Document). This keeps the Department informed of decisions being made in this pilot that will provide more support for future endeavors like the PDG Seats.

- **How should I set up my payment to child care centers?**

This decision is up to the lead agency, and can be managed in different ways. Lead agencies should include the payment schedule in the partnership agreements signed by the lead agency and participating center. Some options include bi-weekly or monthly payments based on attendance or enrollment, a monthly lump sum based on a pre-arranged budget in the partnership agreement, or reimbursements at the end of the month for costs incurred. If changes need to be made to the partnership agreements for any reason, including payment amounts (i.e. if seat allocations are changed), lead agencies should consider making a formal amendment to the partnership agreement and get signatures from all participating parties with updated dates.

- **What are the funding rates for individual seats?**

The funding rates for seats are based on the geographical zone that the network is located in and the age group of the child. These factors help approximate the relative costs of care. See the table below:

Geographical Zone	Provider Type	Infant	One- or Two-Year-Old	Three-Year-Old
1	Type III center	\$11,462	\$10,934	\$10,670
2	Type III center	\$9,350	\$9,350	\$9,012

- **What geographical zone is my network located in?**

Zone 1	Zone 2
Ascension, Bossier, Caddo, Calcasieu, East Baton Rouge, Jefferson, Lafayette, Lafourche, Livingston, Morehouse, Orleans, Ouachita, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, Tangipahoa, Terrebonne, West Baton Rouge, West Feliciana	Acadia, Allen, Assumption, Avoyelles, Beauregard, Bienville, Caldwell, Cameron, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, East Feliciana, Evangeline, Franklin, Grant, Iberia, Iberville, Jackson, Jefferson Davis, LaSalle, Lincoln, Madison, Natchitoches, Pointe Coupee, Rapides, Red River, Richland, Sabine, St. Helena, St. James, St. Landry, St. Martin, St. Mary, Tensas, Union, Vermillion, Vernon, Washington, Webster, West Carroll, Winn

- **What if a center closes temporarily due to COVID-19?**

The Department of Education and the Department of Health will provide ongoing guidance in response to COVID-19. If a center closes due to COVID-19, they can still be compensated for the enrollment of eligible children in the PDG Seats, if still providing care and education remotely. This guidance is still being developed, but will include actions such as delivery of educational tools/materials, delivery of consumable products to families (i.e. diapers and food), and daily contact with families through phone, email, or web-based calls such as Zoom or Google Hangouts.

- **What are the eligibility criteria for centers?**

Centers selected to participate in the PDG Seats Pilot must have a 2018-2019 Performance Rating of Proficient or above. They must also have infant spots available or plan to have infant spots available beginning in fall 2020. The centers may use PDG funds to create infant spots. These centers should be able to offer seats that are full time (six hours of continuous care minimum). Centers should also ensure teachers in classrooms where PDG seats are placed have their ECAC or be enrolled in an ECAC program by fall 2020.

- **How could CCAP layering work?**

CCAP layering is up to the discretion of the lead agency, and there are multiple ways this could be used. For example, children who are eligible for both CCAP and PDG Seats may be funded for their 6 hour day of care through PDG Seat funding, while extended care could be paid for through CCAP funds. PDG Seats is also designed for a 10 month school year, but with additional funding from CCAP, the allocated funding may be able to combine to support children in the seats for 11 or 12 months. Again, the layering of these funds is up to the lead agency, and other creative solutions may be discovered throughout the work.

If you have questions or would like to set up time to discuss, please contact devon.camarota@la.gov.