ECE Grant FY23 Updates

Starre Cox and Megan Shuler
August 4, 2022
# Meet the ECE Team

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director</td>
<td>Starre Cox</td>
</tr>
<tr>
<td>Education Program Support Specialist</td>
<td>Katie Pappas (EMIS Users) Megan Shuler (EAS Users)</td>
</tr>
<tr>
<td>Administrative Professional 2</td>
<td>Da’Vaughna Parks (EAS)</td>
</tr>
</tbody>
</table>
Format

Review of ECE Grant Requirements

Highlight FY23 Updates

Q & A and Resources
## Updated Documents

<table>
<thead>
<tr>
<th>FY23 Grantee Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCIP Manual</td>
</tr>
<tr>
<td>EAS Manual</td>
</tr>
<tr>
<td>JFS 01122 ECE Eligibility Screening Tool (March 2022)</td>
</tr>
<tr>
<td>Zero Income and McKinney-Vento Statement</td>
</tr>
</tbody>
</table>
Grant Requirements

- Child Eligibility
- Hours & Attendance
- Early Learning Assessment
- Licensing and SUTQ
- CCIP & Data Systems
Determining Child Eligibility

- Age
- Family Income
- Exceptions
Child Eligibility

Age Eligibility

- Child must be 4 by Oct. 1
- Child cannot be eligible for kindergarten (even if on an Individual Education Plan)
- Resident of Ohio
- Child with an Individual Education Plan eligible on 4th birthday

Exceptions to Age

- Grantees can apply to serve three-year-old children from October 3 - 17, 2022. This is only after attempts to serve eligible four-year-old children is exhausted. Slots can NOT be intentionally held.
UPDATE FY23

Grantees that are unable to fill four-year-old slots by October 1, 2022, may seek approval from the Department of Education to consider using remaining funds for three-year-old children that meets eligibility requirements.

The child must be three when they enroll but does not have to be three by October 1, 2022.
Child Eligibility

Income Eligibility

✓ 200% or below Federal Poverty Level
✓ Exceptions
  ▪ Child with an Individual Education Plan (IEP)
  ▪ Child in Foster Care/Kinship Care
  ▪ Child experiencing homelessness
Sliding Fee Scale

Federal Poverty Guidelines

- Must have written policy in place
- At or below 100% - no tuition or fees permitted to be charged
- Between 101-200% - program determines tuition and fees based on sliding scale
- Sliding fee must be less than full-pay tuition
- Must be applied consistently for all Early Childhood Education grant-funded children

*Written policy can be $0 pay for all ECE funded children
# Required Eligibility Documentation

**JFS 01121 Form**

- Required for all ECE Funded Children

**Age Verification**

- Birth Certificate

**Income Verification**

- Documentation of Gross Earned and Unearned Income

- Collects income information

- Translated documents

- Zero Income Statement

- Must be signed

- Alternative documents

- Examples in Grantee Manual

**AGE AND INCOME ELIGIBILITY DOCUMENTATION MUST BE KEPT ON FILE AT THE PROGRAM.**
UPDATE FY23

Early Childhood Education Eligibility Screening Tool

JFS 01121

• The JFS 01121 Early Childhood Education Eligibility Screening Tool was updated in March 2022.

• Rule 5101:2-16-02 has been updated to allow an electronic signature of on the JFS 01121 form.

• Grantees should continue to use the JFS 01121 form for ECE funded children.

• Families that wish to receive PFCC funding do not need the JFS 01122 Publicly Funded Child Care Supplemental Application.
Age Verification

If a family is unable to locate the child’s birth certificate, alternative documents may be accepted to avoid delaying service to the child while the family works to obtain a new birth certificate. Examples of alternative documents that may be used for age verification, so long as they contain the applicants full name and date of birth, are official hospital records, insurance policies or school records. A birth certificate must be obtained, however, should not interfere with the child beginning services.
Grantees may accept a family’s award letter from government programs that provide benefits to families that are 200% or below the federal poverty income guidelines.

- SNAP (Supplemental Nutrition Assistance Program)
- PFCC (Publicly Funded Child Care)
- TANF (Temporary Assistance for Needy Families)
- OWF (Ohio Works First)
Early Childhood Education Grant
Zero Income and McKinney-Vento Statement

Families with no income must provide a written explanation of how they are meeting basic living expenses, including food, housing/shelter, utilities and transportation.

The McKinney-Vento Act provides resources for children of families that are experiencing homelessness. Preschool students experiencing homelessness are eligible for immediate enrollment in programs with Title 1 funding. Homelessness is defined as:

Individuals who lack a fixed, regular, or adequate nighttime residence and includes:
1. Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation;
3. Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in 1-3 above.

I, ___________________________, verify that neither I nor any member of my family earns/receives any income.

I, ___________________________, verify that my family meets the definition of homelessness.

Briefly describe how your family is meeting food, housing, utilities and transportation needs:

I certify that the information above is complete and accurate to the best of my knowledge. I understand that if knowingly give false information or misrepresentation of my income, it may result in disqualification.
Hours and Attendance

Must provide a minimum of 12.5 hours a week, 455 total hours for the year (6 consecutive months).

YES List
- Recess/Outdoor Play
- Mealtimes
- PD Hours
- Parent-Teacher Conferences
- Not penalized for child’s absence

NO List
- Nap Time
- Parent Orientation
- Calamity Days need to be made up if puts the program under total hours
Braiding Funding

- PFCC and Head Start funding beyond the 12.5 hours
- Preschool Classroom with General Education Teacher
- Itinerant Special Education Services can be provided during ECE hours
Braiding Funding

- Preschool Special Education classroom taught by a special education teacher or intervention specialist.
- PFCC and ECE funds during the same hours.
Early Learning Assessment

ECE programs must assess and report the Ten Required Learning Progressions during the fall and spring assessment windows.
UPDATE FY23

Step Up to Quality Comprehensive Assessment Requirement

Continuing for the 2022-2023 school year, programs that choose to use Ohio's Early Learning Assessment as their comprehensive assessment to meet SUTQ requirements must assess all preschool age children in the set of Ten Required Progressions (including 24 skills, or SKBs) at a minimum of two times during the year following a program determined schedule.
# Early Learning Assessment

<table>
<thead>
<tr>
<th>Assessment Window</th>
<th>Requirement</th>
<th>EAS Due Date</th>
<th>EMIS Due Date *</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong>&lt;br&gt;Aug. 15 – Nov. 14</td>
<td>Required for reporting</td>
<td>Jan. 15, 2023</td>
<td>Mar. 31, 2023</td>
</tr>
<tr>
<td><strong>Winter</strong>&lt;br&gt;Nov. 15 - Feb. 14</td>
<td>Ongoing for best practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong>&lt;br&gt;Feb. 15 – May 14</td>
<td>Required for reporting</td>
<td>June 15, 2023</td>
<td>Aug. 25, 2023</td>
</tr>
<tr>
<td><strong>Summer</strong>&lt;br&gt;May 15 - Aug. 14</td>
<td>Ongoing for best practice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Early Learning Assessment

Teachers making scoring, or rating, decisions, must be complete The Early Learning Assessment (ELA) Initial Training, that includes demonstrating reliability.

Assistant teachers, paraprofessionals and educational aides that are supporting a fully ELA-trained teacher can attend the Early Learning Assessment for Support Professionals.
The purpose of the Early Childhood Education Grant is to maximize a child’s early educational experiences before kindergarten and provide high-quality early learning services to eligible children.

Grantees must:

- Remain in good standing with meeting licensing standards
- Be Step Up to Quality Highly Rated (3, 4, or 5 star)
# Data Reporting and Systems

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>All ECE Grantees</td>
<td>Public School Districts, Community Schools, Educational Service Centers, and Joint Vocational Schools</td>
<td>Chartered Nonpublic Schools, Ohio Department of Job and Family Services licensed programs</td>
</tr>
</tbody>
</table>
Getting started in Data Systems

CCIP Users & EAS Users

1. **OH|ID**
   - Must have an OH|ID
   - Account should be linked to ODE

2. **Assign role in OEDS**
   - OEDS Administrator must assign specific roles in the system
   - EX: CCIP Fiscal Rep

3. **Request the ELE Tile**
   - EAS Users must request the ELE Application before being able to enter data
Budget Guidance and Reminders
Allowable Expenses

• Instructional materials and supplies directly related to the program for the qualifying children.

• Meeting and maintaining Step Up To Quality requirements

• Health support services (e.g., dental clinic, vision/hearing screenings for children)

• Building renovations for spaces where children receive direct care of children (e.g., classrooms, children’s restrooms, large muscle room, playground).

• Equipment and computers for instructional services

• Building/facility maintenance (physical facilities and surrounding property).
Unallowable Expenses

- Expenditures that exceed the total approved application budget
- Enrollment incentives
- Purchasing new buildings or real estate property
- Building renovations for spaces where children do not attend (e.g., administrative offices, kitchen, staff break rooms or staff restrooms)
- Funds that supplant the purchase of supplies or food provided by a school district or program for children participating in the free and reduced-price food program (breakfast and/or lunch)
- Funds that supplant preschool special education program dollars
Budget Reminders

Rent can only be allocated under an Indirect Cost.

Supplies should be no more than 10% of the allocation. Anything over 10% should have a detailed explanation.

Total Indirect Costs and Governance/Admin can not be more than 15%.
Funds are based on:

A per child allocation of $4,000.

The maximum number of ECE-funded children enrolled in the program at any one time.

Enrollment entered in EMIS or EAS and enrollment provided in the Fall and Spring Survey.
Fiscal Reminders

Grantees are:

• entitled to the full amount of their allocation if all slots are filled at any one point in time for one full month.

• highly encouraged to request funds quarterly or throughout the school year.
Fiscal Reminders

Only request funds for the number of children you have served

✔ Example
  ▪ Allocation = $20,000 (5 slots X $4000/slot)
  ▪ Serve 3 children
  ▪ Only permitted to expend $12,000 (3 X $4000)

✔ If a program overdraws their allowable funding, they are required to pay it back at the end of the fiscal year.
Budget Revision

✓ Necessary if any cost to a given category increases or decrease by 10%
✓ Permitted to be submitted through the end of the grant
✓ Request revision prior to making a change in expense category
✓ Explanation required for all purchased services
✓ Needed when a Grantee would like to relocate their slots to another site location.
UPDATE FY 23

The Site Location Reporting Form has been updated and Grantees are asked to provide a second program contact.

<table>
<thead>
<tr>
<th>Grantee Name:</th>
<th>Grantee IRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Awarded Slots for Grantee (Total allocation amount in CCIP divided by $4,000):</td>
<td></td>
</tr>
<tr>
<td>First Program Contact Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Second Program Contact Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Fiscal Contact Name:</td>
<td>Fiscal Contact Phone #:</td>
</tr>
</tbody>
</table>
Important Dates and Resources
Enterprise Application System (EAS)

- Provider Application due Sept. 30
- Student Applications due Oct. 31
- Attendance collected monthly
- Early Learning Assessment (Fall and Spring)
Education Management Information System (EMIS)

Student Level Data Reporting
• Student Collections done 3 times a year

“E” Code Reporting
• Only children who are ECE-funded should have “E” code
• Reported by entity receiving the ECE funding
• Program coordinator should work with EMIS coordinator to assure correct reporting

Gen Issues Checks
• Run throughout the year
• Numbers reported in December and April enrollment surveys vs. what is reported in EMIS
# Important Fall Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>• FY 22 Final Expenditure Report Deadline (Sept. 30)</td>
</tr>
<tr>
<td></td>
<td>• Provider Application for EAS (Sept. 30)</td>
</tr>
<tr>
<td>October</td>
<td>• Requests to serve Three-Year-Old application (Oct. 3-Oct. 17)</td>
</tr>
<tr>
<td></td>
<td>• Student Applications for EAS (Oct. 31)</td>
</tr>
<tr>
<td>November</td>
<td>• Complete Fall Enrollment Survey (Nov. 7-18)</td>
</tr>
<tr>
<td></td>
<td>• Finalize ELA Ratings (Nov. 14)</td>
</tr>
</tbody>
</table>
## Important Winter Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>• Submit Project Cash Request</td>
</tr>
<tr>
<td>January</td>
<td>• ELA Scores due for EAS (Jan 15)</td>
</tr>
<tr>
<td>February</td>
<td>• Grantees can begin collecting income documentation for FY 24</td>
</tr>
</tbody>
</table>
## Spring and Summer Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>• Last day to enroll students (April 1)</td>
</tr>
<tr>
<td>May</td>
<td>• Complete Spring Enrollment Survey</td>
</tr>
<tr>
<td></td>
<td>• Finalize Spring ELA scores (May 14)</td>
</tr>
<tr>
<td></td>
<td>• Finalize student applications for EAS (May 30)</td>
</tr>
<tr>
<td>June</td>
<td>• Enter Spring ELA score for EAS (June 15)</td>
</tr>
<tr>
<td></td>
<td>• Submit remaining Project Cash Request. Last day to incur expenses June 30.</td>
</tr>
</tbody>
</table>
ECE Grant for Administrators Webpage

ECE Contacts

Starre Cox
Assistant Director
Starre.Cox@education.ohio.gov

EAS Reporting Programs
Megan Shuler
Education Program Specialist
Megan.Shuler@education.ohio.gov

EMIS Reporting Programs
Katie Pappas
Education Program Specialist
Katie.Pappas@education.ohio.gov

SSID
Da'Vaughna Parks
Administrative Professional 2
Davaughna.Parks@education.ohio.gov

Early Childhood Education
Mailbox
EarlyChildhoodEducation@education.ohio.gov
Thank you for supporting Ohio’s youngest learners! We appreciate all your commitment to high-quality care and education.