

Allowable Uses of Funds for 2022-2023 Allocations

This document should be used to ensure that all funding sources are able to be used for their intended purpose, maximized to the best of the community network lead agency’s ability, and prevent overlapping of funds being used for the same effort. Each allocation also has the contact information for the program manager should you have any questions about the use of funds.

eGMS Budget Code - Allowable Uses

✓ = This allocation is allowed to be used for this budget category	2
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Allocation	eGMS Budget Code - Allowable Uses							
	✓ = This allocation is allowed to be used for this budget category							
	100 Personal Services - Salaries (district employees)	200 Personal Services - Benefits (district employees)	300 Purchased Professional and Technical Services (not done by internal staff)	400 Purchased Property Services (non-district employees do this service)	500 Other Purchased Services (not an employee of the district)	600 Supplies	700 Property (acquiring or improving capital assets like land and buildings)	800 Other
<i>Believe!</i>	✓	✓	✓	✓	✓	✓		✓
B-3 Seats	✓	✓	✓	✓	✓	✓		✓
Community Network Lead Agency	✓	✓	✓	✓	✓	✓		✓
Early Childhood Education Fund	✓	✓	✓	✓	✓	✓		✓
Early Childhood Guides	✓	✓	✓	✓	✓	✓		✓
Ready Start Network Lead Agency	✓	✓	✓	✓	✓	✓		✓
<i>The decision to take Indirect Costs (IDC), a reduced amount of IDC, or none IDC is a local decision. All of the allocations in this document may allow the recipient to take indirect costs. The % of indirect costs is set at the local level.</i>								

If you have questions about any of these allocation, please contact the team member listed below:

Child Care Management Software Initiative (CCMSi) - shallan.jones@la.gov

Community Supply Building and Access Expansion (CSBAE) grant - amy.poirier@la.gov

Early Childhood Ancillary Certificate (ECAC) stipends - pheriche.perkins@la.gov

Family Child Care - felicia.jackson3@la.gov

Ready Start Transform (RST) grant - amy.poirier@la.gov

Believe! Category 1

Questions about Believe! Category 1 allowable uses and budgets should be directed to devon.camarota@la.gov.

Recommended Use of Allocation	
Function	Estimated Percent of Funding
Workforce Incentives	Any of these activities could be up to 100% of the budget
Enrollment Support	
Direct Payments to Centers	
Personal Protective Equipment	

Recommended Use of Believe! Category 1 Allocation	
Function	Estimated Percent of Funding
Workforce Incentives	~25%
Bonuses or stipends for incentives like: attendance at work, sign-on stipends for new employees, attendance at professional development sessions, earning certain threshold(s) of CLASS® scores	
Salaries for staff working directly with children in a Type III Center	
Employee Benefits for staff working directly with children in a Type III Center	
Enrollment Support	~25%
Advertising through television, radio, billboards, social media, and other outlets	
Costs of holding events and creating pamphlets, documents, or other materials for families	
Scholarships to cover enrollment fees when families initially are accepted into care	
Child Care Management Software Initiatives	
Direct Payments to Centers	~25%
Rent/mortgage for building space in a Type III Center	
Utilities (water, electric, internet, other operating bills) in a Type III Center	
Other operating costs such as cleaning services, routine maintenance to building for the safety of children and staff in a Type III Center	
Personal Protective Equipment	~25%
Disposable, single-use, or finite materials that are necessary for the safety and protection of children and staff at a Type III Center, such as: diapers, wipes, paper towels, gloves, tissue, hand sanitizer, cleaning materials, etc.	

NOT Allowable for Believe! Category 1
Direct payments for child care tuition
Physical improvements or construction to any facility, including playground equipment
CLASS® observations or other professional development

Believe! Category 2

Questions about Believe! Category 2 allowable uses and budgets should be directed to amy.poirier@la.gov.

Recommended Use of Funds	
Function	Estimated Percent of Funding
Support an existing Type III center to <i>increase</i> the number of children served in an existing B-3 classroom.	Any of these activities could be up to 100% of the budget
Support an existing Type III center to <i>open a new</i> B-3 classroom in an existing space already licensed for children within their facility.	
Support a CCAP-certified Family Child Care Provider to <i>increase</i> the number of children served.	

Recommended Use of Believe! Category 2 Allocation
Function
<i>The decision to take no Indirect Costs or a reduced amount is a local decision.</i>
Support an existing Type III center to <i>increase</i> the number of children served in an existing B-3 classroom.
Equipping an existing classroom with additional required furnishings, materials, and equipment
Supporting existing Type III child care centers in the hiring, onboarding, and training of additional teachers to meet the staffing needs associated with increasing the number of children served
Support an existing Type III center to <i>open a new</i> B-3 classroom in an existing space already licensed for children within their facility.
Equipping an existing classroom with the required furnishings, materials, and equipment
Supporting existing Type III child care centers in the hiring, onboarding, and training of new teachers to meet the staffing needs associated with a new classroom
Assisting the site with enrollment efforts, such as paying for advertisements, supporting the costs of site-specific enrollment events, and covering other costs associated with enrolling and admitting new children into the program
Support a CCAP-certified Family Child Care Provider to <i>increase</i> the number of children served.
Equipping their space with the required furnishings, materials, and equipment
Assisting the provider with enrollment efforts, such as paying for advertisements and covering other costs associated with enrolling and admitting new children into the program.

NOT Allowable for Believe! Category 2
Capital improvements - inclusive of construction or physical improvements to any facility, outdoor areas, or playgrounds.

Believe! Category 3

Questions about Believe! Category 3 allowable uses and budgets should be directed to leslie.doyle@la.gov.

Recommended Use of Allocation	
Function	Estimated Percent of Funding
High-quality curriculum and learning resources	Most of these activities could be up to 100% of the budget (see exception below)
Professional development to support high quality interactions	
Mental health resources and trauma-informed supports	
Universal developmental screening process	
Service support for YCWD to increase inclusive opportunities	

Recommended Use of Believe! Category 3 Allocation	
Function	
High-Quality Curriculum and Learning Resources	
High-quality curriculum	
Curriculum supports	
Developmentally-appropriate learning resources and materials	
Subscriptions and site licenses for online programs	
Professional Development	
Professional development and/or training	
Coaching	
Salaries and benefits for new positions created to support the quality of type III child care centers	
Stipends and substitutes for type III centers	
Other Purchased Services	
Advertising and communication	
Travel	
Technology-related hardware and software (<15% of Category 3 allocation)	

NOT Allowable for Believe! Category 3
Quality purchases for public school pre-K and Head Start/Early Head Start sites
Increase seats for children in programs (no teacher salary or seat tuition)
Purchase or lease of a building
Physical improvements or construction to any facility, including playground equipment
Food or refreshments for a meeting/professional development
Activities from other Believe! categories

Believe! Category 4

Questions about Believe! Category 4 allowable uses and budgets should be directed to amanda.colon@la.gov.

Recommended Use of Allocation	
Function	Estimated Percent of Funding
Learning at home activities	Any of these activities could be up to 100% of the budget
Developmental screening and engaging families	
EC transition(s) and engaging families	

Recommended Use of <i>Believe!</i> Category 4 Allocation
Function
Family Engagement
Family informational meetings or engagement trainings (e.g., trainings, event advertising, promotional materials, materials, books, child incentives, food for family participants. etc.)
Family literacy development (e.g, training, seminars, adult materials, children materials, books)
Subscription to text-based family engagement programs
Parenting strategies support and/or training (e.g., curriculum, resources and stipends for teacher to lead after hours trainings with families)
Family engagement (advocacy) consultant
Family leadership training and events/activities
Developmental Screening Family Engagement
Developmental screening activities (e.g., family engagement activities and materials)
Costs associated with supporting families at developmental screening events (e.g., promotional materials, milestone materials, child incentives, etc.)
Early Childhood Transitions
Transition pre-K to kindergarten program development and support (e.g., training events for teacher and families, activities, materials, books, resources, after-hour stipends to teachers)
Costs associated with supporting families at pre-K transition events (e.g., promotional materials, materials, books, kindergarten book, child incentives, etc.)

NOT Allowable for <i>Believe!</i> Category 4
CLASS® materials, Tier I curriculum, child care management software, child care enrollment software, developmental screening kits
Increase seats for children in programs (e.g., teacher salary or tuition for seats)
Purchase, lease of a building or furniture (e.g., administrative, teacher, or classroom)
Physical improvements, construction to any facility, or including playground equipment
Activities from <i>Believe!</i> Categories 1, 2 or 3

B-3 Seats

Questions about B-3 Seats allowable uses and budgets should be directed to devon.camarota@la.gov.

Recommended Use of Allocations	
Function	Estimated Percent of Funding
Direct payments to centers for seats	70% at minimum
Efforts to support the administration of B-3 Seats	30% or less
Efforts to support the quality of B-3 seats	30% or less

Recommended Use of B-3 Seats Allocations	
Function	Estimated Percent of Funding
Direct payments to centers for seats	70% minimum
Cost of infant seats by daily, weekly, monthly, or yearly rate	
Cost of toddler seats by daily, weekly, monthly, or yearly rate	
Cost of three-year-old seats by daily, weekly, monthly, or yearly rate	
Administration of Seats	0-30%
Salary for a person (or people) who manages the B-3 seats pilot, oversees applications and makes eligibility determinations	
Enrollment advertising for B-3 specific seats/pilot	
Stipends for translators (in-house or contracted) to support with enrollment	
Quality of Seats	0-30%
Stipends for teachers teaching at B-3 participating centers	
Coaching staff salary or stipend for B-3 teachers/centers	
Family engagement trainings or activities	

NOT Allowable for B-3 Seats
Food or refreshments for a meeting/professional development
Buy or lease a building
Physical improvements or construction to any facility, including playground equipment
Excessive materials and supplies

Community Network Lead Agency Budget

Questions about Community Network Lead Agency allocation allowable uses and budgets should be directed to amanda.colon@la.gov.

Recommended Use of Funds	
Function	Estimated Percent of Funding
CLASS Observations	70%
Coordinated Enrollment	15%
Network Administration	10%
Materials, Supplies/Misc.	5%

These recommendations are based on the estimated costs associated with each function.

Recommended Use of Community Network Lead Agency Allocations Funds	
Function	Estimated Percent of Funding
CLASS® Observations	70%
CLASS® renewal fees (e.g., observer renewal, CLASS trainer re-certification fee)	
Observations	
CLASS® observation materials	
Stipends/fees for CLASS® calibrations meetings	
Materials to support instruction (e.g., curriculum or supplemental materials)	
Travel (e.g., observations, TLS, Collaboratives, etc.)	
Network Administration	15%
Salaries for administration, coaches, administrative work, and benefits	
A portion of the cell phone bill of the community network lead agency	
COVID-19 materials - such as take-home packets or contracting with a printing company (virtual/hybrid model)	
Pay rent/lease for the copy machines	
Upgrading wifi for TS GOLD® for a center	
Coordinated Enrollment	10%
One-time rent for event (no lease), for Coordinated Enrollment and/or family engagement	
Advertising with radio, newspapers, and TV	
Printing and print materials - yard signs, print materials, matching t-shirts for enrollment events, etc.	
Mobile enrollment and registration opportunities (not leasing or buying a vehicle) stocking the vehicle with electronic supplies laptops, printers, scanners, mobile wifi, and phones.	
Family informational meetings, events, family festival related to enrollment and community network (e.g., trainings, materials, subscriptions, or activities)	
Materials, Supplies/Misc.	5%
Materials and supplies for children and classroom materials	
Technology: laptops, iPads, or office printer	

NOT Allowable for Community Network Lead Agency Allocations
Increase seats for children in programs (no teacher salary or seat tuition)
Food or refreshments for a meeting/professional development
Purchase or lease of a building
Physical improvements or construction to any facility, including playground equipment
Purchases of furniture

Early Childhood Education Fund (ECE Fund)

Questions about Early Childhood Education Fund allowable uses and budgets should be directed to devon.camarota@la.gov.

Recommended Use of Allocation	
Function	Estimated Percent of Funding
Direct payments to centers for seats	70% or more
Quality Improvements to Seats	0-30%
Audit Costs	

Recommended Use of ECE Fund Allocation	
Function	Estimated Percent of Funding
<i>The decision to take no Indirect Costs or a reduced amount is a local decision.</i>	
Direct payments to centers for seats	70% or more
Cost of infant seats by daily, weekly, monthly, or yearly rate	
Cost of toddler seats by daily, weekly, monthly, or yearly rate	
Cost of three-year-old seats by daily, weekly, monthly, or yearly rate	
Quality Improvements to Seats	0-30%
Stipends for teachers teaching at B-3 participating centers	
Coaching staff salary or stipend for B-3 teachers/centers	
Family engagement trainings or activities	
Audit Costs	0-30%
A participating local entity must submit to the department an independent limited scope audit conducted by a certified public accountant who has been approved by the legislative auditor. Audit procedures will be developed by the department and will be limited in scope to those records necessary to substantiate that the funding received was utilized in accordance with program requirements and the approved application.	

NOT Allowable for ECE Fund
Food or refreshments for a meeting/professional development
Purchase or lease of a building
Physical improvements or construction to any facility, including playground equipment
Excessive materials and supplies
Seats for children aged four years or older

Early Childhood Guides (EC Guides)

Questions about Early Childhood Guides allowable uses and budgets should be directed to devon.camarota@la.gov.

Recommended Use of Allocation	
Function	Estimated Percent of Funding
EC Guide Salaries	The funding can be used flexibly as the RSN sees fit to meet community needs.
Family Engagement and Enrollment	
Incentives for CCAP Certified Type III Centers	
Materials and Supplies	

Recommended Use of EC Guides Allocation	
Function	
<i>The decision to take no Indirect Costs or a reduced amount is a local decision.</i>	
Salaries	
EC Guide salary	
Other recruitment/engagement staff salaries	
Benefits for EC Guides	
Family Engagement and Enrollment	
Family informational meetings or engagement trainings (e.g., trainings, materials, or activities)	
Family literacy development (e.g, training, seminars, adult materials, children materials, books)	
Subscription to text-based family engagement programs	
Developmental and/or Ages and Stages Questionnaire Screenings	
Incentives for CCAP Certified Type III Centers	
Direct payments to centers for engagement and partnership with EC Guides	
Scholarships to cover enrollment fees for families applying for CCAP as needed	
Materials and Supplies	
Any materials and supplies needed for the EC Guide to implement the work, compensate travel costs, and recruitment or engagement activities.	

NOT Allowable for EC Guides Allocation
Physical improvements or construction to any facility, including playground equipment

Ready Start Networks

Questions about Ready Start Network allowable uses and budgets should be directed to janet.griqq@la.gov.

Ready Start Network Recommended Use of Allocation

Ready Start Networks are dynamic entities that have individualized needs based on the landscape of the communities that they serve.

The **unique characteristics of each community drives the mission and goals of each Ready Start Network**; therefore, each budget and associated allowable expenditures are unique and based on each individual network's:

- blueprint goals and associated strategies,
- funding needs related to the execution of the deliverables associated with the Ready Start Network framework, inclusive of the four pillars (blueprint, coalition, advisory council, and local funding),
- participation in additional LDOE initiatives and grant opportunities, and
- funding from sources in addition to the RSN allocation.

Due to this, **specific guidance related to allowable uses of RSN funding** will be provided during RSN-specific support activities including but not limited to

- individualized support calls with the Ready Start Network manager,
- Community of Practice webinars, and
- in-person strategic planning meetings.

Additionally, **allowable uses for Ready Start Network allocations will be determined on a network-by-network case** and in consultation with the Ready Start Network Manager based on each network's:

- progress in developing the local Ready Start Network as a scaled initiative,
- progress related to the Ready Start Network becoming a sustainable facet of the local early care and education landscape and the state early childhood system,
- progress in developing and implementing network and community goals,
- participation in other LDOE initiatives and grant opportunities, and
- usage of multiple funding sources or initiatives that may utilize strategies that result in cross-funding.

Example Allowable Expenditures

- | | |
|---|--|
| <ul style="list-style-type: none"> ● All or part of salary for one district employee(s) as Ready Start program director, coordinator, etc. ● Fringe benefits for Ready Start program staff ● Purchased professional and technical services to achieve RSN pillars ● Professional services contract for business/educational consultant to establish a local collaborative advisory council structure and assist in creation of bylaws | <ul style="list-style-type: none"> ● Web page professional services contract to develop early childhood network website ● Domain services for website ● Contract with consultant to organize, plan, facilitate, and communicate ongoing early childhood engagement opportunities ● Mileage for Ready Start staff to provide on-site visits to child care centers |
|---|--|

Example Non-Allowable Expenditures for Ready Start Network Budgets

Funding for Early Head Start or Head Start

Tuition for seats
Facility Improvements
Office furniture
Food/refreshment, unless for an activity directed to children who are present (e.g., "lunch with loved ones")