

LOUISIANA DEPARTMENT OF EDUCATION



**B-3 Seats Kickoff Webinar
Planning for 2022-2023**
March 23, 2022

B-3 Seats Timeline

Over the next few weeks and months, RSNs and LDOE will collaborate often in training and planning to ensure the smooth launch of your B-3 seats on July 1, 2022.

Date	Activity
March 23, 2 - 4 p.m.	<i>Kickoff Webinar</i> ✓
April 6, 2 - 4 p.m.	Eligibility Webinar
May 6	Planning Document Due; emailed to devon.camarota@la.gov
May 25, 2-3 p.m.	eGMS Budget Prep Webinar
June 1	Funds live in eGMS, complete assurances, contact information, and submit budget
July 15	Budget due in eGMS for review

Kickoff Webinar Agenda

- I. B-3 Seats Overview
- II. Allocation Logic
- III. Center Eligibility
- IV. Family Eligibility
- V. Planning Document





B-3 Seats Overview

B-3 Seats

Guidance for 2022-2023

The Department is issuing guidance on requirements that all B-3 Seats recipients must adhere to in regards to center partnerships, payment models, eligibility determination, and attendance tracking.

The B-3 Seats pilot **requires** Ready Start Networks to:

- Submit a planning document by May 6
- Establish partnership agreements with participating centers that meet Department criteria
- Determine eligibility for all participating families, enroll children, and retain documentation for auditing purposes
- Create a budget for the B-3 Seats pilot funding
- Determine payment structure to centers for children enrolled
- Track attendance and submit to the Department monthly

The Department also **recommends** that Ready Start Networks:

- Structure payments at the beginning of the month to centers
- Ensure flexibility in partnership agreements for seat allocations and add language for termination of partnership as needed
- Hire or delegate staff for the exclusive purpose of administering B-3 seats

B-3 Seats

Overview of Seat Requests

Community networks submitted bold, ambitious seat requests developed in partnership with program partners, district leadership, and community leaders.

- In 2022-2023 Super App requests, early childhood community networks requested funding for **5,789 birth through three-year-old seats** based on an analysis of their community's need and capacity.
- Of the 66 early childhood community networks in the state, **43 (66%)** requested these additional birth through three-year-old seats.
- Through ARPA CCDBG funding and PDG Renewal funding, LDOE was able to fund a **portion of Ready Start Network seat requests in diverse delivery for a total of 3,201 seats across 30 Ready Start Networks.**

B-3 Seats Awards Logic

Because the number of Ready Start Networks requesting B-3 Seats in diverse delivery exceeded the funding available, the Department made decisions based on the following:

- The Department took into consideration all current B-3 Seats enrollment (as of January 2021 attendance) and prioritized continuity of care for RSNs with currently enrolled B-3 Seats.
- The Department prioritized the youngest children in the state, starting with infants.

If a network reaches 100% enrollment of their 2022-2023 allocation, they will be considered for additional allocations as funding allows.

B-3 Seats

Allowable Uses of Funds

At least 70% of these funds must be used to fund seats at full-tuition for families. Additional funding can be used in efforts to improve the quality of care.

Ready Start Networks may use the B-3 Seat rates as a guide and not a rule for reimbursing their centers; however, at minimum, families must receive care tuition free, and **70% or more of the allocation must be used to pay centers directly for seats.**

Allowable uses of funds include:

- Direct payments to centers for administering seats
- Stipends or salaries for administrative staff to process eligibility documents and enrollment
- Stipends for teachers
- Enrollment activities
- Translators for non-English speaking families to enroll
- Coaching staff salary supporting B-3 participating teachers

B-3 Seats

Overview of Rates

B-3 Seats rates were calculated based upon the newly adjusted CCAP Rates, and estimated CCAP Quarterly Bonuses.

Age Group	Rates
3 Year Olds	\$10,670
Toddlers (1 or 2 year olds)	\$11,700
Infants	\$18,940

For 2022-2023, RSNs are required to spend at least 70% of their allocation on seats.

Due to the **significant** increase in Infant rates, the LDOE did not allocate based on an “average” of rates like in previous years. Allocation amounts were calculated by specifically counting each seat in each age group, and multiplying by the rate seen here.

B-3 Seats Allocations

Since the allocations of seats by age had to be tied to a set amount, rather than an average, allocations were sent in an approximation of what age groups your community plans to serve.

As community needs may vary from your estimations, you can alter the number of seats offered by age from your original award.

Use your total funding awarded as a guide if you want to move between age ranges.

Seat allocations moving between age ranges are not a 1:1 match because of the higher infant rate.

B-3 Seats

Overview of B-3 Funding Split

- Each community's B-3 seat allocation is funded in part by PDG (22%) and in part by ARPA CCDBG (78%).
- All budgets to support B-3 seats will be available for editing June 1. After budgets are approved by all LDOE staff, spending or “draw downs” can begin as early as July 1.
- Because the Preschool Development Grant is expiring, **all PDG funds must be spent before 12/31/2022.**
- **Networks must be prepared to submit budgets immediately after funds are available in eGMS, so spending can occur urgently.**

B-3 Seats Attendance Tracking

Attendance tracking is a mandatory requirement for participants in the B-3 Seats pilot for monitoring and evaluation purposes, even though the Department has not set a minimum attendance requirement.

Guidance for Attendance Tracking:

- Signed attendance trackers will be due on the 10th day of the following month (in alignment with LA 4 attendance tracking), and must account for each day of the child's enrollment.
- Tracking will only capture "present" or "absent" and not take into account excused absences.
- Tracking should only include child's first initial of first name and first two letters of last name to protect child's privacy.
- The Department will share Google Sheet attendance trackers in July 2022.



Center Eligibility

B-3 Seats Center Eligibility

Ready Start Networks must determine which centers in their network will be partners in this pilot and receive allocated B-3 Seats.

In order to participate in the B-3 Seats pilot, centers must:

- Be a Type III center, **not** located in a school setting
- Have a Performance Rating of Proficient or above
 - If a Ready Start Network is interested in partnering with a new Type III site that is not yet rated, please let the Department know, be prepared to provide rationale for partnership, and make additional measures for support of quality in center in partnership agreement
- Have infant spots available or plan to have infant spots available beginning in Fall 2022 (may use B-3 funds to create infant spots)
- Ensure seats are full time (30 hours per week minimum, six hours of continuous care per day minimum),
 - [Bulletin 139](#) in “definitions” of full time care
- Meet the ECAC requirement for teachers
 - Teachers in classrooms where B-3 seats are placed should have their ECAC or be enrolled in an [ECAC program](#) by Fall 2022

RSNs participating may also increase the rigor of their center participation requirements, or expand to include other metrics that are indicators of quality.

B-3 Seats Center Eligibility

Ready Start Networks might also consider increasing the rigor of criteria for selecting partners, which should be shared with the LDOE in the Ready Start Network's planning document.

Ready Start Networks might consider increasing the rigor by:

- Implementing an application process for centers
- Requiring additional community involvement or participation in Ready Start Network events
- Reviewing previous participation in other grants or initiatives for increasing access to early childhood education
- Selecting centers with existing waitlists or high community demand
- Requiring teacher pay and benefits to be at or above an established level

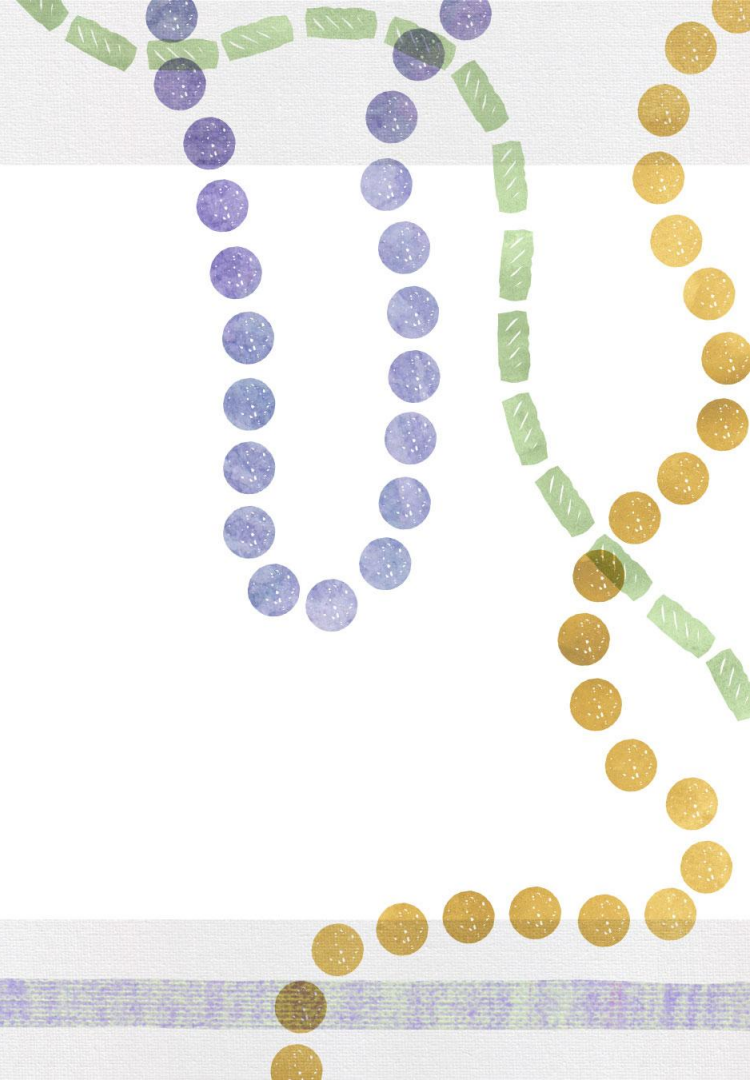
B-3 Seats Center Eligibility



What additional requirements did you put in place previously, if you participated in a previous year of the pilot?

What ideas would you like to implement this upcoming year?

Family Eligibility



Family Eligibility

Determination by the Ready Start Network

Ready Start Networks are responsible for determining eligibility for all families applying to the B-3 seats pilot. This is a time-intensive process, and RSNs need to consider how they will expand capacity on their team to execute this pilot.

Eligibility Requirements for Families:

- Income at 85% State Median Income (SMI) or below
 - Families with a Minor Unmarried Parent qualify at 95% SMI.
- Needing full-time Care (30 hours minimum per week, 6 hours of continuous care per day)
- Parents must be:
 - Working at least 20 hours **per week**, or
 - In training at least 20 hours **per week** or
 - In school full-time (at least 12 credit hours) or
 - Actively Seeking Employment

Categorically Eligible Populations:

- Experiencing Homelessness
- In Foster Care

Eligibility determination can be a challenging process, and requires meticulous review. If at any point your team needs support in reviewing family documents, please contact devon.camarota@la.gov early and often.

Family Eligibility Income

Families applying for B-3 seats must earn at or below the 85% State Median Income to be eligible for this pilot.

Federal Income Limits: 85% SMI	
Family Size	Gross Monthly Income
2	\$3,939
3	\$4,866
4	\$5,793
5	\$6,720
6	\$7,646
7	\$7,820
8	\$7,994
9	\$8,168
10	\$8,341
11	\$8,515
12	\$8,689

Income is calculated based on earned (work pay statements) and unearned income, such as alimony, child support, social security income, retirement, etc.

Ready Start Networks will be required to determine eligibility based on income for **all** families.

Remember, **income trumps all**. Any family who is over income is **not eligible for B-3 seats**, regardless of other factors.

Family Eligibility Redetermination

For Ready Start Networks who participated in previous years of B-3 seats, you will have children whose eligibility you must redetermine to continue receiving care.

Redetermining Eligibility should include:

- Notify families of eligibility documents needed
- Notify families of deadline (one year after their application date) for returned documents
- Verify eligibility once documents are received - *note that families previously deemed eligible through actively seeking employment must be employed or in training for subsequent years of eligibility.*
- Place or return children in seats

Redetermination should begin **about 45 days** prior to one year enrolled. For example, a child enrolled on 9/1/2021 should be contacted in mid-July 2022 to gather redetermination documents

For children aged 3 in the previous year, support families in transitioning to LA 4 or another 4 year-old program.



B-3 Seats
Planning Document



B-3 Seats Planning Document

Prior to forming a budget, all B-3 Seats recipients need to create a planning document that outlines the Ready Start Network's proposal for where seat allocations are placed, anticipated budget costs, and sample partnerships.

All Ready Start Networks will submit their B-3 Seats Planning Document to devon.camarota@la.gov by **May 6**.

The plan should include:

- Centers with whom the Ready Start Networks will partner and the rationale for partnership
- Allocation of seats and age group by site
- Partnership agreement draft
- Eligibility Determination preparation
- Budget draft - **including 70% or more dedicated to seats with individual network rates per seat.**
- Other responses to planning questions, such as recruitment strategies, cost of care per age, and internal business office planning

Planning Document

Administrative Responsibilities

The Planning Document is designed to assist networks in thinking about which centers to partner with, how to budget the allocated funds, and answer other administrative questions.

Questions from the Planning Document

1. Indicate with which child care centers you will partner, and the rationale for partnership
2. Estimate your allocations by age and by site
3. What are the most important components of the partnership agreements (also known as assurances or MOUs) you will make with your child care centers?
4. How will you ensure each center meets your requirements and what additional activities you will implement specifically for sites receiving B-3 Seats?
5. How do you plan to recruit families to fill new B-3 slots created in your network? Will you target certain ages, areas of the network, or demographics?
6. How much does your network plan to pay centers per seat for each age range? How did you establish this rate?
7. Indicate your estimated budget of your entire year of B-3 Seats funding
8. Who in your business office or finance office issues payments to centers? Who submits reimbursement requests and PER reports in eGMS?
9. What steps do you need to take to process reimbursements with your business office?

Planning Document

Partnership Agreements

Partnership agreements are foundational in a strong, lasting relationship between Ready Start Networks and the centers, while ensuring high-quality care for all children.

Sample Partnership Agreement:

Child-care Center _____ (name of site) agrees to partner with _____ (lead agency) for the allocation of B-3 Seats starting on _____ (date) through _____ (date). We agree to work together towards providing high-quality child care and education to the children of Louisiana, and to do this we will:

- Meet all of the B-3 program requirements, including offering infant care in my center, ensuring the lead teacher in classrooms with B-3 funded slots has an early childhood ancillary certificate, and B-3 seats are offered free of cost to families who meet the income requirements (200% FPL).
- Attend recurring meetings on a _____ (daily/weekly/monthly) basis (via Zoom, in person at _____ location after Phase III is begun by LDOE) to discuss operational/logistical matters in effectively implementing the B-3 seats
- Participate in _____ (hours) of Early Childcare professional development OR
- Participate in _____ (specific Early Childcare professional development sessions, maybe through CCR&R)
- Take daily attendance for B-3 seats and submitting by _____ (daily time deadline)
- Conduct _____ (number) weekly informal observations of all teachers/classrooms with B-3 seats, and take action to earn a score of “Highly-Proficient” in unified quality rating system

Planning Document Partnership Agreements

Partnership agreements act as your contract between centers and RSNs, and are also a tool to ensure compliance with the requirements of this pilot.

- Receive _____ (dollar amount) to be used exclusively for the creation and improvement of B-3yo seats within the center. *<can be more prescriptive on how specific dollar amounts will be used to what purpose here as appropriate for your agency/center relationship>*
- Determine in coordination with lead agency staffing employment responsibilities. *<can be more prescriptive on how specific dollar amounts will be used to what purpose here as appropriate for your agency/center relationship>*
- The RSN has the right to remove children and funding from _____ (center) at any point during the year if the RSN finds that _____ (center) is out of compliance with any of the listed agreement requirements, or in violation of any requirements listed within [Bulletin 137](#).
- <Add other requirements for partnership as needed or desired between agency and child care center>*

Both parties agree to uphold the qualifications listed herein.

Planning Document Enrollment

Ready Start Networks are responsible for enrolling all children in seats, and should begin planning their strategies for this early and prepare to outline those strategies in their planning document.

Enrollment planning should include:

- Staff designated to lead enrollment
- Budgeting for enrollment initiatives
- Event plans, i.e. if in person or virtual
- Community locations to advertise
- Radio, television, social media advertisements
- Eligibility training for staff interacting with families and applications
- In person campaigns at local grocery stores, parks, food pantries, or other community hubs

Planning Document

Enrollment Planning Discussion



Eligibility determination is one of the biggest lifts of this pilot, and requires at least one person to process all eligibility documents, family applications, and enrollment activities.

- How are you reaching out to economically disadvantaged families?
- What new and additional stakeholders in your community can you leverage to reach out to the families in need of care?
- What barriers do you anticipate families having in providing eligibility documents, and how can you proactively solve this challenge?
- What advertising will you implement for these seats? And how will you make sure that advertising reaches families most in need?

Planning Document Enrollment

Ready Start Networks should begin making plans for how long it will take to recruit families, meet with families, collect and verify information, and enroll children.

Suggested Family Application Timeline			
Initial Meeting*	Family Submits Application	Ready Start Network verifies Eligibility	Child(ren) Enrolls
<i>Before enrollment, discuss eligibility documentation needed for receiving a seat, provide deadlines to families and guidance for returning eligible documents.</i>	<i>All dates on eligibility documentation should be dated within two months (60 days) of application date.</i>	<i>Suggested turn-around in determination is no more than 10 days after application. If children are experiencing homelessness or foster care, children should be enrolled immediately.</i>	<i>Family is notified of any outstanding documentation and given a timeline on when to return with documents to enroll in child care.</i>

**Estimate the turnaround time for your office to process eligibility and accept or reject an application. Plan to start recruitment of new to B-3 families accordingly so that children can be enrolled as early as August 2. If a Ready Start Network is interested in enrolling children prior to August 2, they should ensure their eGMS budget is submitted and approved by LDOE and communicate enrollment dates with devon.camarota@la.gov.*

Planning Document

Use of Funds Discussion



As this is still a pilot, there are opportunities to innovate to efficiently use B-3 funding to improve quality and expand care for children.

- If continuing B-3 seats from previous years, what adjustments will you need to make to accommodate the new 70% to seats requirement?
- How are you leveraging these seats to help stabilize child care in your community?
- What “big picture” problems could you address through B-3 Seats activities and funds?
 - ex: Teacher retention → B-3 Seats teachers earn additional stipends as they remain in centers or with classrooms every quarter, 6 months, year, etc.
- How can you increase your family engagement strategies through B-3 Seats funding?

Planning Document eGMS

It is critical to plan ahead for the year the frequency of your reimbursements and preparing adequately for quarterly PERs.

Budget in Planning Document:

- Make as detailed or close to what you would submit in eGMS as possible
- Provide per center allocation, per age allocation, and number of seats per center by age
- Add lines as needed

Reimbursements in eGMS:

- Documentation is optional
- Budget code, dates of the reimbursement period, and descriptions of the expenses are required
- Reimbursements can be submitted as frequently as needed

When submitting quarterly **Periodic Expense Reports (PERs)*** in eGMS:

- Documentation **is required**
- If not submitted on the deadline, subsequent reimbursements cannot be processed until PER is completed
- If no spending occurred in this quarter, a PER must still be submitted

*Contact your business office with questions you might have regarding eGMS reimbursements or PER submissions.

Planning Document

Working with Your Business Office

This pilot involves a strong relationship between you and your internal business office for processing reimbursements early and often.

Questions from the Planning Document:

- Who in my finance office do I need to speak to in order to process reimbursements?
- What documentation does my internal office need in order to process reimbursements?
- How long does my office take to process reimbursements?
- When do I want to have payments in my center director's hands, and based on the previous questions, how far in advance should I start the reimbursement process with my internal office?
- How much of my total allocation can I draw down right away, according to my internal office?
- When are the staff in the business office likely to be out of office, so that I can prepare documents prior to their leave?
- Please complete the table with estimated reimbursement request dates and for how much, which you will eventually enter into eGMS.

Planning Document

Determining Eligibility

Eligibility determination is a labor-intensive process, specifically in the early months of the pilot. In the 2022-2023 Planning Document, you will be asked to outline your eligibility determination procedures.

Questions from the Planning Document:

1. Who on your staff will lead the eligibility determination process? Please put their contact information below.
2. How will you maintain the files for families, so that they are prepared for the LDOE yearly audit?
3. How will you communicate the requirements to interested families, and follow up with them for the necessary documents?
4. The LDOE recommends providing families a 30 day window between an initial meeting and final due date for eligibility documents. How will you manage this turnaround time in your community, what adjustments will you make if any, and what is your justification for this process?
5. What challenges do you anticipate in collecting eligibility documents for families, and how do you plan to solve for those challenges?

Tip: team members determining eligibility should be comfortable asking questions and checking in with Devon when family eligibility isn't abundantly clear.

Ready Start Network Action	Suggested Deadline
Submit B-3 Seats Planning Document to devon.camarota@la.gov	May 6
Submit B-3 Seats Budget in eGMS	July 15
Review enrollment, and issues monthly Payment to Center, submit attendance to the LDOE	August 10
Monthly Payment to Center and submit attendance to the LDOE	September 10
1st quarter PER due to the LDOE for PDG funds	September 30
Monthly Payment to Center and submit attendance to the LDOE	October 10
Monthly Payment to Center and submit attendance to the LDOE	November 10
Attend 30 min 1-1 Check In with LDOE	November 19
Monthly Payment to Center and submit attendance to the LDOE	December 10
<i>Spending of PDG funds must happen prior to 12/30/2022, so draw down funds from eGMS prior to December 15.</i>	December 15
<i>2nd quarter PER due to the LDOE for PDG Funds</i>	December 30

Documents and Resources

B-3 Seats Guidance Document 2022-2023

B-3 Seats Planning Document 2022-2023 - *must be returned to the LDOE by May 6*

Eligibility Document Examples 2022-2023

B-3 Seats Family Eligibility Worksheet 2022-2023

March 23 Webinar Slides (today's!)

All will be emailed to attendees, and are available on the [Lead Agency Library](#) in the B-3 Seats Pilot Guidance Document Section.



Next Steps

- Complete Planning Document by **May 6**
 - a. Choose centers with whom to partner
 - b. Draft partnership agreement
 - c. Get to know your business office
 - d. Prepare eligibility determination procedures
 - e. Plan your budget
- If you need one-on-one support, schedule a meeting with Devon and send an email with at least two meeting date and time options.
- Accept **April 6** Eligibility Webinar Invitation and have all staff involved with B-3 Seats attend
- Review shared documents and use to **complete Planning Document by May 6**