

Proposed Timeline for Payments

Lead Agency Captures Enrollment	Lead Agency Action	Suggested Deadline
July 2021	Submit B-3 Seats Budget, Registration Fees	By July 31, 2021*
July 15, 2021	Webinar - Payments, eGMS, and eligibility	N/a -- Attend as needed
July 2021	Collect Administrative Fees	N/A - keep within lead agency
Aug 1, 2021	Review enrollment, and issues monthly Payment to Center	By August 10, 2021
Sept 1, 2021	Monthly Payment to Center	By September 10, 2021
Week of September 13th	Attend 30 min 1-1 Check In with LDOE	By September 17, 2021
October 1, 2021	Monthly Payment to Center	By October 10, 2021
November 1, 2021	Monthly Payment to Center	By November 10, 2021
Week of November 15, 2021	Attend 30 min 1-1 Check In with LDOE	By November 19, 2021
December 1, 2021	Monthly Payment to Center	By December 10, 2021
November-December 2021	LDOE awards 2nd Allocation in PDG funding for B-3 seats	By December 15, 2021*
January 1, 2022	Monthly Payment to Center	January 10, 2022
February 1, 2022	Monthly Payment to Center	February 10, 2022
Week of February 14, 2022	Attend 30 min 1-1 Check In with LDOE	By February 19, 2022
March 1, 2022	Monthly Payment to Center	March 10, 2022
April 1, 2022	Monthly Payment to Center	April 10, 2022
May 1, 2022	Monthly Payment to Center	May 10, 2022
May 2022	Final reimbursements in eGMS	By May 30, 2022*
June 1, 2022	Monthly Payment to Center	By June 10, 2022
Week of June 13, 2022	Attend 30 min 1-1 Check In with LDOE	By June 17, 2022

***Indicates a mandatory deadline.**

eGMS Reimbursement Recommendations

eGMS Action	Budget Covered	Suggested Deadline
1st Reimbursement	Administrative costs for full year, at least first three months of projected center payments at full enrollment with partnership agreements and allocations as supplemental evidence	July 30, 2021
1st Quarter PER	n/a	September 15, 2021*
2nd Reimbursement	Costs for center reimbursements at full enrollment for month 4	October 30, 2021
3rd Reimbursement	Costs for center reimbursements at full enrollment for month 5	November 30, 2021
2nd Quarter PER	n/a	December 15, 2021*
4th Reimbursement	Costs for center reimbursements at full enrollment for month 6	January 30, 2021
5th Reimbursement	Costs for center reimbursements at full enrollment for month 7	February 28, 2021
6th Reimbursement	Costs for center reimbursements at full enrollment for month 8	March 30, 2021
3rd Quarter PER	n/a	April 15 2021*
7th Reimbursement	Costs for center reimbursements at full enrollment for month 9	April 30, 2021
8th Reimbursement	Costs for center reimbursements at full enrollment for months 10-12	May 15, 2021
9th Reimbursement	Final costs of Program	May 30, 2021*
4th Quarter PER	n/a	June 15, 2021*

**Indicates a mandatory deadline*

Only PERs are required to have documentation uploaded for approval by LDOE. Reimbursements are able to be submitted as frequently as you are able, per your internal business office, and do not require documentation to be submitted. It is always a best practice to collect and organize documentation for all transactions early and often.

Payment Modeling

The Department of Education strongly recommends that lead agencies schedule their payments to centers at the **beginning of the month** and based upon **enrollment**, rather than allocation. For this to function well, it is highly encouraged that lead agencies and centers work together to enroll as many children as possible at the start of this pilot, so that payments can remain constant, regular, and predictable.

First Two Weeks

The Department recommends paying centers for the first *two weeks* at their predicted enrollment, to establish a buffer of funds to ensure centers are able to financially support the children who will enroll. This should be an amount of about 50% of the monthly estimated payment for a fully enrolled allocation. The second half of the month will be included in the next month's payment based on actual enrollment. The subsequent months should be paid exclusively on enrollment.

Fully Enrolled

In cases where centers are fully enrolled, and children enrolled are attending the majority of days in the month, lead agencies should make payments in full to centers.

Less than a Full Month Enrolled

In cases where children are enrolled mid-month, lead agencies should modify payment for that child to reflect the length of enrollment at the center.

Struggling Enrollment

Centers who have not enrolled their full allocation should only be paid for the enrolled children. After the first two weeks of the pilot, if children are not enrolled for half of the month or more, payments can be prorated to reflect the enrollment period for the child.

Transient Children

Lead agencies should give centers a two-week grace period for children who leave the center. If the spot is still unfilled after two weeks, the center's payments should be adjusted to reflect the new enrollment numbers.