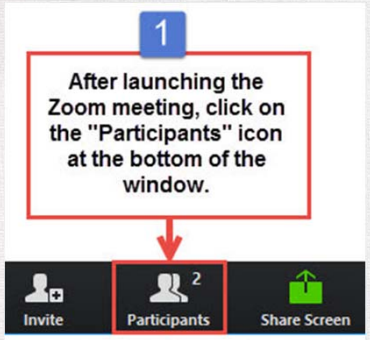
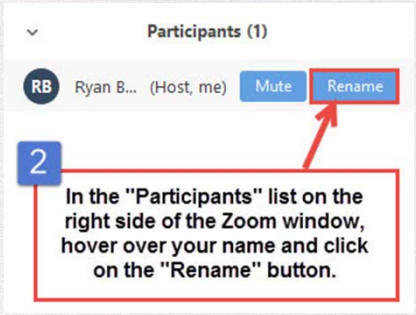
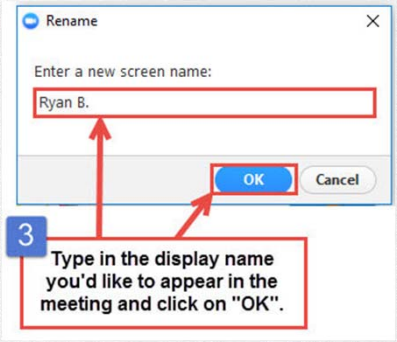
NEW Zoom Name Change

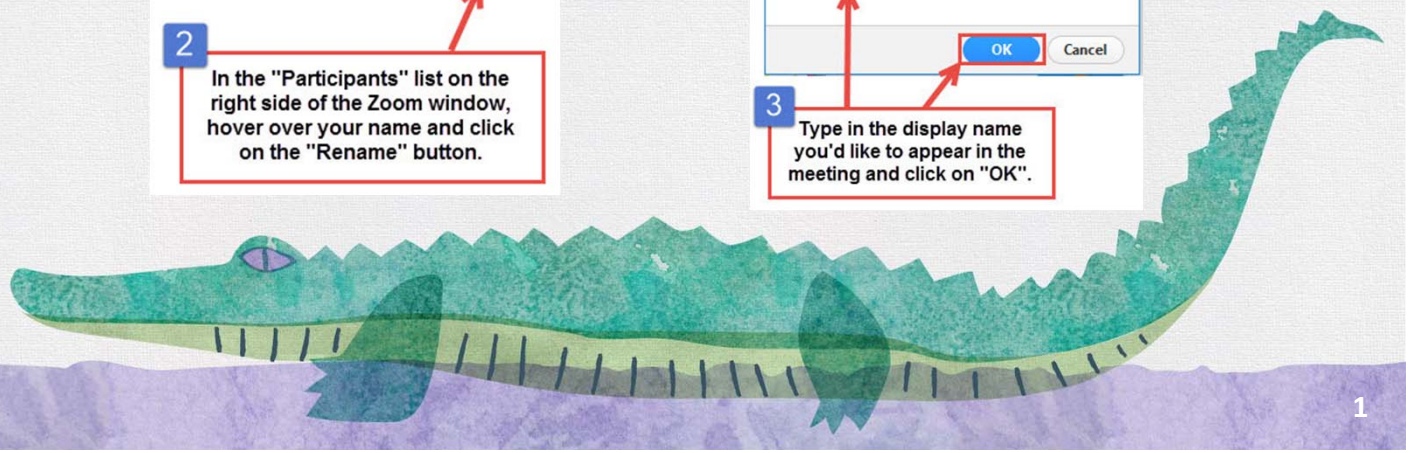
Network and Name

1. Click on the “Participants” button at the top of the Zoom window.
2. Hover the mouse over your name in the “Participants” on the right of the Zoom window. Click on “Rename.”
3. Enter your **network name** and **name** **(ex.: Calcasieu Michelle Joubert)** so it will appear in the Zoom meeting and click on “OK.”









Believes

LOUISIANA DEPARTMENT OF EDUCATION

CNLA Office Hours
March 7, 2023

March 7 Agenda

1. pre-K Program Eligibility with Kishia Grayson
2. Accountability
3. Updates and Reminders
4. Upcoming Events

LOUISIANA DEPARTMENT OF EDUCATION

2023 - 2024 pre-K Programs

Determining Family Eligibility

Topics to be Covered

- Eligibility Criteria for LA 4 and NSECD
- Using the DirectMatch System
- Alternative Methods for Determining Child Eligibility

Coordinated Enrollment Requirements

Bulletin 140 mandates that Louisiana uses locally-managed enrollment systems that:

1. Coordinate Information: Families know of all available seats
   - *Inform families about the availability of publicly-funded programs*
2. Coordinate Eligibility: Families who are economically disadvantaged easily know for which programs they qualify
   - *Ensure families are referred to available publicly-funded programs*
3. Coordinate Applications: Families apply to all programs through one application
   - *Collect family preferences regarding enrollment choices*
4. Match Based on Preference: Families enroll their child in the highest ranked preference available
   - *Enroll children based on family preference so no one occupies more than one seat*

pre-K Program Eligibility

pre-K Program Eligibility Overview

pre-K programs serve children who meet certain eligibility criteria:

- Age
- Income
- Applicable documentation for immunizations

Definition of "Economically Disadvantaged"

Children in Louisiana are eligible for public pre-K programs if they live at or below 200% of the Federal Poverty Level, are in foster care, and/or are experiencing homelessness.

- Children in families with incomes at or below 200% of the Federal Poverty Level are considered "economically disadvantaged" and are therefore eligible for one of Louisiana's pre-K programs.
- Children in foster care and children experiencing homelessness are *categorically eligible* for publicly-funded seats.
- Children with special needs and children whose home language is not English may be eligible to receive services *but must still qualify* to participate in publicly-funded programs. These children may be able to be served through other funding sources such as Title I, 8(g), and IDEA.

Important Eligibility Reminders

*The only determinants of eligibility for pre-K are **income** and **age**.*

- LEAs/sites should not deem a child ineligible for a pre-K seat for reasons other than income and age. This includes medical issues (including toilet training), guardianship, clothing, transportation, religion, ethnicity, cultural practices, and/or language barriers.
- LA 4 seats are awarded to serve children residing within the jurisdiction of a participating public school system.

Important Eligibility Reminders

*The only determinants of eligibility for pre-K are **income** and **age**.*

- Should an LEA/site consider it necessary to prevent a child from enrolling or consider disenrolling a child for any reason, they must communicate with the child's guardian what service limitations they may face, e.g. due to medical issues or language barriers, explain to the child's guardian what the site's plan is for supporting this child to receive educational services, and, in collaboration with the family, document in writing how the site will best meet the child's needs.

Age Requirement

Children must be 4-years-old by September 30 of their pre-kindergarten year.

Use the child's state-issued or foreign birth certificate, or current passport or visa to:

- Verify date of birth, **and**
- Verify that the person completing the application is the person listed on the birth certificate; **or**

Verify court-issued documentation showing permanent or temporary legal custody, such as:

- Custody Judgments
- Child Placement Agreement from DCFS
- Non-Legal Custodian Affidavit
- Notarized Provisional Custody by Mandate
- Notarized Military Power of Attorney

Birthdates	Age
10/1/2018 - 9/30/2019	Four Years Old

Income Eligibility Determination: DirectMatch

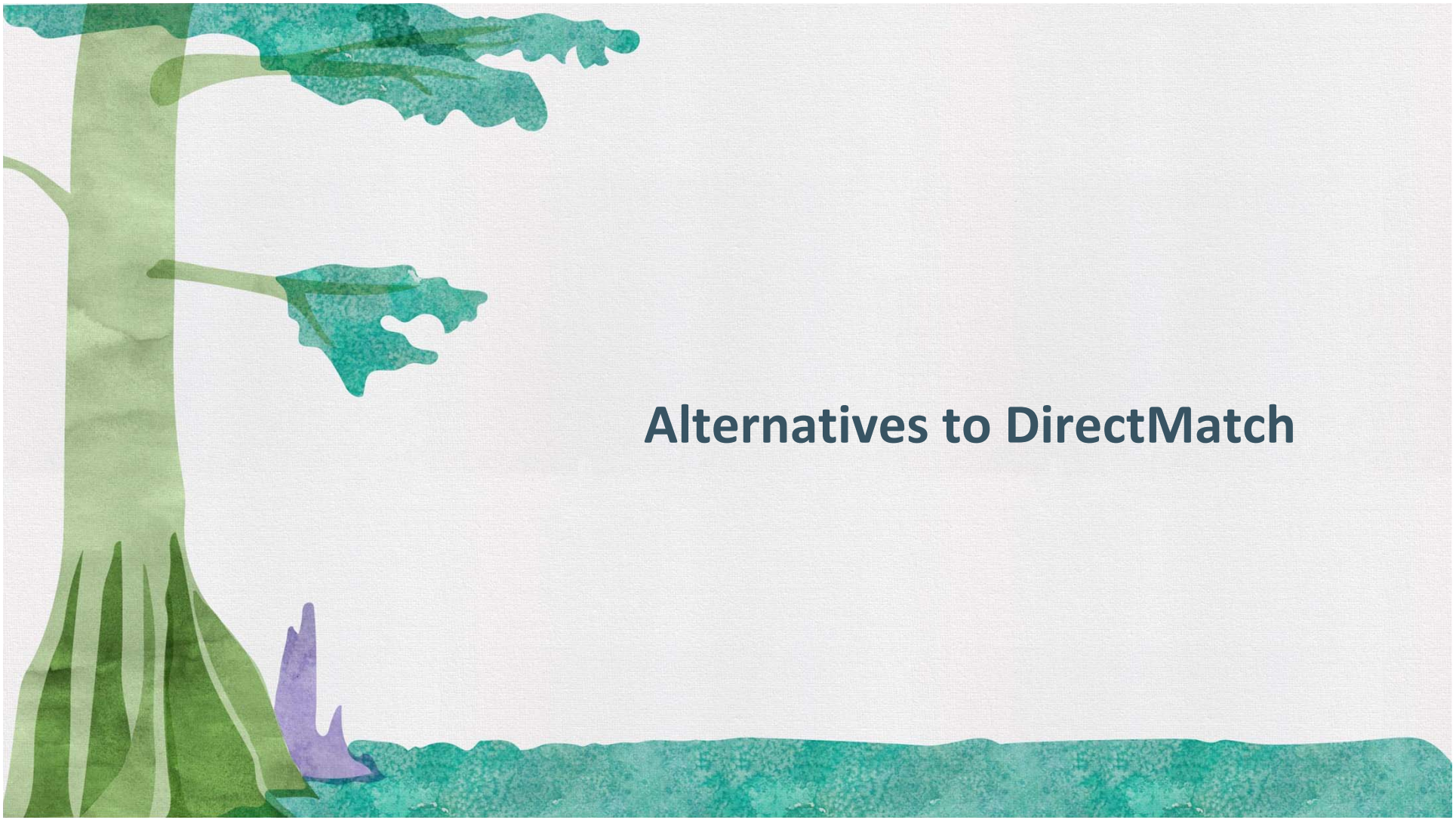
DirectMatch Confidentiality

- Information included in eScholar is collected for state and federal reporting, making data available to educators and other stakeholders, and providing services to students.
- Student data are protected by state and federal laws and must be maintained in a confidential manner at all times. Unauthorized viewing, reproduction/copying, and/or distribution of any student record or information outside the intended and approved use are strictly prohibited.
- Users violating the authorized use of the system and/or data will lose access privileges to the system and/or data. Illegal access or misuse of the information will be reported to the proper authority.

eScholar DirectMatch

The Department requires Lead Agencies to use DirectMatch to determine if a child is eligible for LA 4 and NSECD services.

- When logging into the eScholar DirectMatch, users should access the login URL https://SecureID.ldoe.la.gov and enter login information provided by the LDOE ECE team.
- Once logged in, users will be able to submit student data in the system to determine if a child is eligible.
- If you do not currently have credentials to access the DirectMatch system or are unsure of how to log on, please reach out to kishia.grayson@la.gov.



Alternatives to DirectMatch

Allowable Proof of Income

During the eligibility determination process, at least one form of income verification documentation must be reviewed if the DirectMatch process is not used.

Parent(s)/Guardian(s) must provide **one** of the following:

- Current Child Placement Agreement from DCFS
- Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) should be substantiated using the LEA-defined procedures (the McKinney-Vento Liaison) for verifying homeless status
- SNAP/Food Stamps Documentation
- A letter from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits
    - SSI benefits for any other household member must be accompanied by other income documentation, if applicable

Allowable Proof of Income

During the eligibility determination process, at least one form of income verification documentation must be reviewed if the DirectMatch process is not used.

Parent(s)/Guardian(s) must provide **one** of the following:

- Two (2) consecutive pay statements that show gross income per statement
- An official letter from the employer stating all of the following:
  - where parent/guardian is employed
  - hourly rate of pay
  - the average number of hours parent/guardian works per week.
- Unemployment Benefits – must submit a Monetary Determination letter from the Workforce Commission

Allowable Proof of Income

During the eligibility determination process, at least one form of income verification documentation must be reviewed if the DirectMatch process is not used.

If parent(s)/guardian(s) are unable to provide the aforementioned proof(s) of income, parents must provide **one** of the following:

- Parent(s)/guardian(s) and adults included in the household number who claim zero income of any kind must each submit a **Statement of No Income Form**.
- Parent(s)/guardian(s) who are employed intermittently, self- employed, or who do not have pay statements or applicable Department of Children and Family Services printouts to verify their income must submit a **Declaration of Income for Irregular Employment Form**.

Allowable Proof of Income - SNAP Benefits

Families on SNAP are categorically eligible. Documentation must include child's name and effective dates. There are several different forms for this.

- The SNAP Change/Closure letter sent from DCFS. This letter will include an expiration date on the first page and a full listing of household members on the following pages.
- The CAFÉ Case Detail report will include current certification dates as well as a list of included family members. This report is available via the CAFÉ portal and can be accessed on most smartphones.

The Louisiana Purchase card is not accepted as valid proof that the family is a SNAP participant.

Allowable Proof of Income - Pay Statements

- Collect two (2) consecutive pay statements for the current year (within 2 months from the date they are completing the application) for each parent or guardian in the home.
- Income verification is only based on the regular or base pay rate.
    - E.g., holiday, overtime, or other bonus pay will not be considered in a family's gross income, as it is not representative of their typical average rate.
- Eligibility is based on gross household income. Therefore, if there are 2 or more adults contributing to the financial needs of the family, **both** adult's income must be counted for the family eligibility.
    - If the relative attests that they do not provide direct financial support, they should not be counted in the family size and their income should not be included.

2023-2024 Income Limits

Federal Income Limits: 200% FPL *(Effective January 2023 for 2023-2024 Enrollment)*		
Family Size	**Gross Annual Income**	**Gross Maximum Monthly Income**
2	$39,440	$3,287
3	$49,720	$4,143
4	$60,000	$5,000
5	$70,280	$5,857
6	$80,560	$6,713
7	$90,840	$7,570

Translating Income Into a Monthly Figure

Monthly Income Calculation Table	
Pay Period	**Formula**
Hourly	(Hourly wage x 40 hours per week) x 4.33
Monthly, same gross pay each month	Use gross salary
Paid same gross amount exactly 2 times per month (e.g., 1st and 15th of month)	Gross salary x 2
Paid same gross amount every 2 weeks (e.g., every other Friday)	(Gross salary ÷ 2) x 4.33
Weekly	Gross salary x 4.33

Calculating Monthly Income

- Income is most consistently and accurately calculated using the hourly rate formula.
- Gross income must be calculated using a 40-hour week unless parent indicates they work less than that

  Example 1: If Mrs. Smith provides a check stub showing an hourly rate of $25, you will calculate it as ($25 x 40) x 4.33 to find her **average monthly income**. Mrs. Smith's monthly income is $4,330. She is a single mom and has one child, (family size of 2), therefore she would NOT be eligible.

Federal Income Limits: 200% FPL *(Effective January 2022 for 2022-2023 Enrollment)*		
Family Size	**Gross Annual Income**	**Gross Maximum Monthly Income**
2	$39,440	$3,287

Calculating Monthly Income

- If the parent/guardian claims that **they do not work 40 hours** per week, they will need to get a letter from their employer, or verify on their pay statements, indicating how many hours they regularly work. You may then recalculate their income based on that amount.

  Example 2: You receive a letter which shows Mrs. Smith only works 20 hours per week. You may calculate her income as ($25 x 20) x 4.33 which equals $2,165 for her **average monthly income** which makes her child eligible.

Federal Income Limits: 200% FPL *(Effective January 2022 for 2022-2023 Enrollment)*		
Family Size	**Gross Annual Income**	**Gross Monthly Income**
2	$39,440	$3,287

Unallowable Proof of Income

The following list includes items that are not allowable for income verification:

- ✕ W-2 or 1099 forms OR tax returns as a primary source. W-2s may only be used if no other form of income documentation exists and they were issued within 2 months from the date they are completing the application.
- ✕ Medicaid Documentation
- ✕ Child Support as an independent source (Unless it is the sole source of income and is court ordered. Parent/guardian must provide court documents as well as a letter stating that no other income is received.)

Immunization Requirements

Louisiana Daycare/Early Learning Center Immunization Entry Requirements*	
Vaccine type	**Requirement**
Diphtheria Tetanus Acellular Pertussis vaccine (DTaP)	**Child must be up-to-date on vaccinations for their age according to a valid State of Louisiana Universal Certificate of Immunizations.**
Haemophilus influenza type b (Hib)	
Hepatitis A vaccine (HepA)	
Hepatitis B vaccine (HepB)	
Influenza (Flu)	
Measles, Mumps, Rubella vaccine (MMR)	
Pneumococcal (PCV)	
Poliovirus vaccine (IPV)	
Rotavirus (RV)	
Varicella vaccine (VAR)	

*Requirements are in accordance with Louisiana Revised Statute 17:170 and Louisiana Administrative Code, Title 51, Section I-701.

No Shots, No School… Not True

Children may not be determined ineligible for a publicly-funded pre-K program due to lack of immunizations.

- If a family cannot afford to pay for their child's immunizations, families can receive free immunizations through Shots for Tots.
- If a child is unvaccinated due to medical, religious, or philosophical beliefs, parents may claim exemption from the immunization requirements by submitting the Statement of Exemption form.

Contact Information

For all questions related to pre-K programs and eligibility determination:

Kishia Grayson
kishia.grayson@la.gov

Accountability

October 2022 Child Count Audit & Certification
Reminders

As established in Bulletin 140, Community Network Lead Agencies and sites are required to count all publicly-funded children served in an early childhood program as of October 1/February 1 and submit to the LDOE by October 31/February 28.

The Child Count Audit & Certification system opened on Wednesday, February 15, 2023.
The Child Count Audit & Certification system will close on Wednesday, March 15, 2023.

Reminders:

- The system will close in one week. Unfortunately, extension requests will not be approved.
- Assurance Agreements must be signed prior to viewing network data.
- Once you click submit, you will not have the ability to edit data.
- If edits are required, use the responses tab to add a text description at the site in which numbers should be adjusted.
- This will add a flag indicating a message is awaiting LDOE and/or CNLA response or acknowledgement.

Please contact alicia.franklin@la.gov for child count assistance.

Observation Updates

Thank you to the Community Network Lead Agencies that are leading the state in observation completion!

Ascension, Beauregard, Bienville, Bossier, Caddo, Central, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Livingston, Morehouse, Ouachita, Pointe Coupee, Rapides, Richland, St. James, St. John the Baptist,
St. Mary, St. Tammany, Tensas, Terrebonne, Vermilion, Webster, West Carroll, Zachary

FCCs in Academic Approval

CNLA Responsibilities for FCCs in Academic Approval are the same as for Type III centers.

- Any FCCs that have opted into Academic Approval by February 1, 2023 should receive a spring observation. If you are unable to get in contact with the FCC educator, please be sure to reach out via email to the CCR&R Coach to determine last point of contact and include felicia.jackson3@la.gov on the email.

- If an FCC site reports they are no longer in Academic Approval, advise them to formally opt out by sending an email to familychildcare@la.gov. In addition, the CNLA should notify the Department via email to felicia.jackson3@la.gov.

Updates and Reminders

Teaching and Learning Updates
Louisiana Early Leaders Academy (LELA)

The Department released applications for the 2023 cohort of the Louisiana Early Leaders Academy on Friday, March 3. CNLAs are encouraged to nominate early childhood leaders in their community for this opportunity.

The Louisiana Early Leaders Academy (LELA) will be a 5-month, executive-level program for directors of publicly-funded early learning centers that will help expand access to quality early childhood care and education by strengthening leaders in the field.

Participating educators, known as Fellows, are selected through a competitive application process for directors aiming for excellence in their daily leadership of their early learning centers.

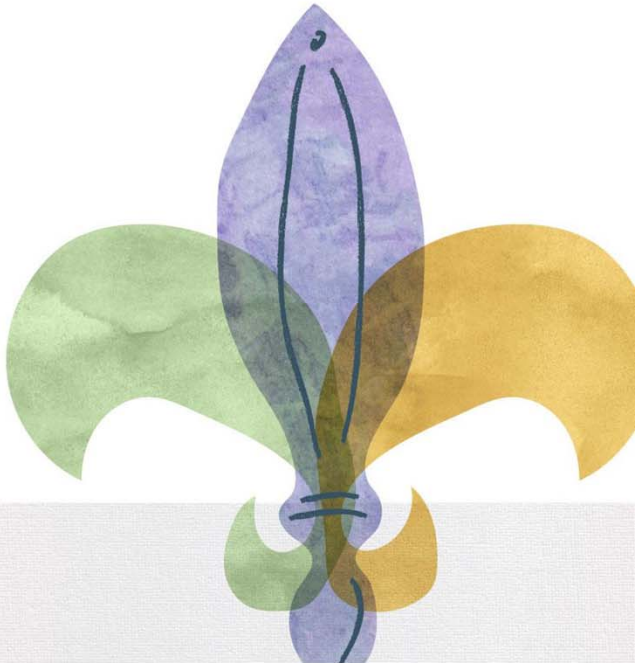
- Please allow 45-60 minutes to complete a thoughtful and thorough application. This application is the first step in the competitive process of applying to be a Louisiana Early Leaders Academy Fellow.
- If you are interested in learning more about Louisiana Early Leaders Academy, you can review the previous years' information on Louisiana Believes.

Google Form applications will be shared out to all providers via email and linked in the Early Childhood Newsletter. Interested directors must complete the application by March 24, 2023 to be considered for this opportunity.

GOLD® Administrator Assurances Updates

Please review the GOLD® Administrator Assurances List at the beginning of each month. If there are any changes, please email ECAssessment@la.gov with corrections. This will ensure that we are able to reach GOLD® Administrators and OSEP Administrators with important information and updates. As a courtesy, reminders will be provided during CNLA Office Hours each month.

Upcoming Events



Early Childhood Conference

When:
Friday, June 2
Saturday, June 3

Where: New Orleans, LA

Early Bird Registration Closes March 9,
two days away!

Louisiana Believes EC Conference Information

Teacher Leader Summit

When:
Tues., May 30
Wed., May 31
Thurs., June 1

Where: New Orleans, LA
Early Bird Registration Closes March 9,
two days away!

Louisiana Believes Summit Information

Which Conference Should I Attend?

Teacher Leader Summit	Early Childhood Conference
• Community Network Lead Agency staff • Ready Start Network Lead Agency staff • School-based teachers (pre-K - 12) • School-based coaches (pre-K - 12) • Early Childhood Special Education teachers and staff • Other school system staff • Child Care Resource and Referral (CCR&R) agency staff	• Center Directors • Family Child Care educators • Child care and Early/Head Start teachers (Infant, Toddler, Preschool) • Child care coaches (B-3) • Child Care Resource and Referral (CCR&R) agency staff • ECAC Program staff • Other child care site professionals

Young Children With Disabilities Community of Practice Webinar

The Department will host YCWD webinars for OSEP Administrators and early childhood administrators each month.

Participants can access the YCWD Community of Practice webinar using the information below.

Webinar Topic: OSEP/Data Reporting and Indicator Work Connections
Webinar Date/Time: March 22 at 2:00 p.m.
Webinar Link: https://zoom.us/j/6920610085?
Meeting ID: 692 061 0085
Passcode: gyiy3F

Please contact caitlyn.robinson@la.gov for any questions or concerns.

GOLD® Update Webinar
for Network Administrators

The Department will host GOLD® webinars for site leaders and network leaders. Participants can access the GOLD® informational webinar using the information below.

GOLD® Update Webinar for CNLAs, GOLD Admins, and CCR&Rs
Webinar Topic: Quality Documentation
Webinar Date/Time: Wednesday, March 15, 2023 at 1:00 p.m.
Webinar Link: https://ldoe.zoom.us
Meeting ID: 974 0485 0210

Please read the Department's updated **TS GOLD® Guidance** and **TS GOLD® FAQ** documents for helpful information.

Please contact ecassessment@la.gov with questions or concerns.

LELA Year 4 Informational Webinar

Any interested type III child care directors should attend one of these two optional sessions to learn more about the LELA opportunity and application process.

Option 1
Webinar Topic: LELA Informational Webinar
Webinar Date/Time: Tuesday March 14, 2-3 p.m.
Webinar Link:
https://anlar.zoom.us/j/84189417947?pwd=aDRhM3lwQjRaa24zMFJHR1lucjV5UT09
Meeting ID: 84189417947
Passcode: 463867

Option 2
Webinar Topic: LELA Informational Webinar
Webinar Date/Time: Thursday March 16, 2-3 p.m.
Webinar Link:
https://anlar.zoom.us/j/85080542653?pwd=WC9WdU1zM1Q0N0orVGd3RTREUzYvdz09
Meeting ID: 85080542653
Passcode: 026898

Events and Deadlines

March 9: Early Bird Registration Closes for Teacher Leader Summit and the Early Childhood Conference

March 15: October 2022 Child Count Audit & Certification System closes

March 15: GOLD® Update Webinar

March 22: Young Children with Disabilities Webinar

March 31: New Director Office Hours

April 21: Registration Closes for Teacher Leader Summit and the Early Childhood Conference, or at sellout

Late April/Early May: Preliminary Notice of Award for all ECE Allocations

To find previous Office Hours presentations go to Louisianabelives.com, visit the Lead Agency Library and click a download box called "Early Childhood Lead Agency Webinars."

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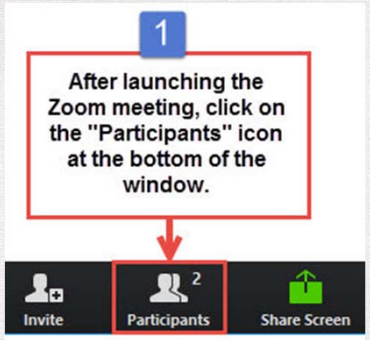
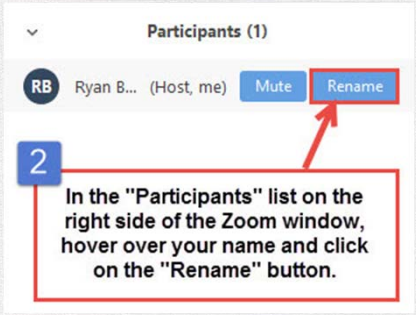
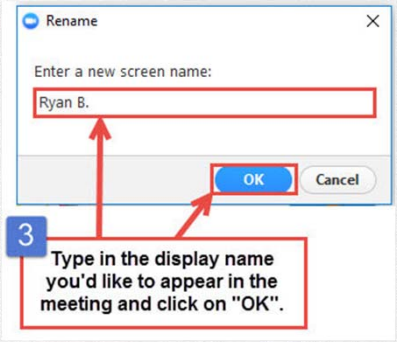
NEW Zoom Name Change

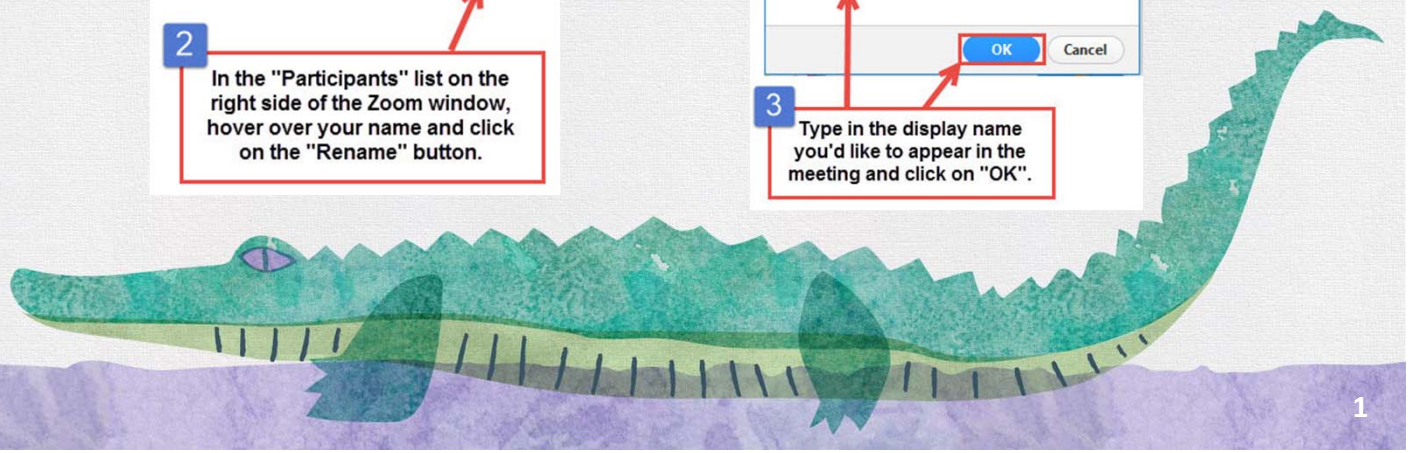
Network and Name

1. Click on the “Participants” button at the top of the Zoom window.
2. Hover the mouse over your name in the “Participants” on the right of the Zoom window. Click on “Rename.”
3. Enter your **network name** and **name** **(ex.: Calcasieu Michelle Joubert)** so it will appear in the Zoom meeting and click on “OK.”









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LOUISIANA DEPARTMENT OF EDUCATION

CNLA Office Hours
March 14, 2023

Early Childhood Lead Agency Office Hours

March 14, 2023

Agenda

- Early Childhood Updates
- Accountability Updates
- TS Gold® - Quality Documentation
- Upcoming Events

Accountability

October 2022 Child Count Audit & Certification
Reminders

As established in Bulletin 140, Community Network Lead Agencies and sites are required to count all publicly-funded children served in an early childhood program as of October 1/February 1 and submit to the LDOE by October 31/February 28.

The Child Count Audit & Certification system will close Wednesday, March 15, 2023.

- The system will close tomorrow. Unfortunately, extension requests will not be approved.
- All communication should occur via the Child Count Audit & Certification system via the "Responses" tab. This option will be available to CNLAs once the system closes.
- The system will notify you via email when a response from the Department has been submitted. A response can be submitted in return; however, don't forget to click the "Acknowledge Response(s)" button to clear the initial message.
- Reported Numbers versus Internal Numbers - in the event reported numbers are higher than internal numbers, documentation will be required for approval.

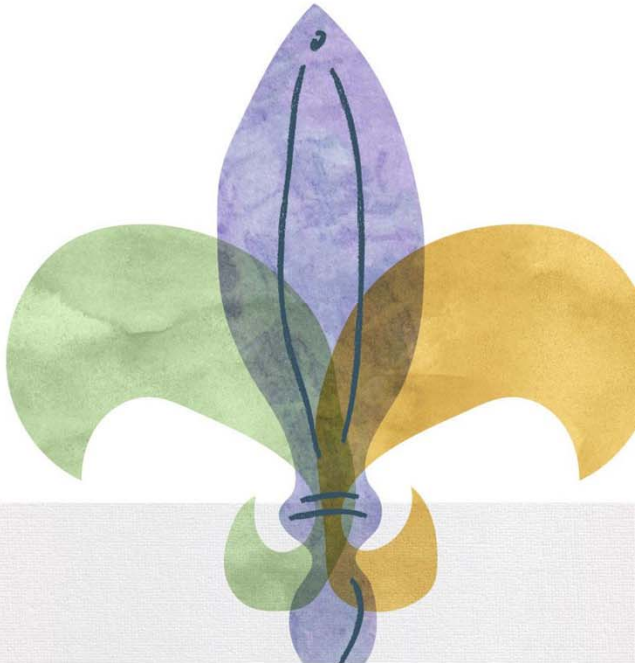
October 2022 Child Count Audit & Certification
Reminders

As established in Bulletin 140, Community Network Lead Agencies and sites are required to count all publicly-funded children served in an early childhood program as of October 1/February 1 and submit to the LDOE by October 31/February 28.

- Documentation may include attendance logs, system reports, one-on-one review with site administrators, etc.
- If your network submitted counts for state review but did not submit documentation to support reported numbers higher than internal numbers, using the “Responses” tab, a new response with the appropriate documentation can be submitted.
- If your network has not submitted counts for state review, it is recommended networks provide the appropriate documentation to support reported numbers higher than internal numbers. Keep in mind, all submissions are due Wednesday, March 15, 2023.
- Requests for supporting documentation must be submitted by Monday, March 20, 2023.

Contact alicia.franklin@la.gov for additional information.

TS Gold® - Quality Documentation



What qualifies as a quality piece of evidence in GOLD®?

Documentation that:

- paints a clear picture of the moment
- is factual, leaving out opinions or feelings
- contains direct quotes
- is varied in type: detailed anecdotal notes, photographs, videos, snapshots of their work, audio recordings, and checklists
- can be tagged with at least three objectives and/or dimensions

What type of information should be included in documentation?

The documentation teachers add to the platform should include an objective description of a child or children's actions and words.

Take note of the context that you are documenting as well as other specific information, such as:

- date
- time
- location
- materials
- any activity taking place

GOLD® , T. S. (n.d.). What Type of Information Should be Included in Documentation. MyTeachingStrategies® Support Portal. Retrieved March 3, 2023, from https://teachingstrategies.force.com/portal/s/article/What-type-of-information-should-be-included-in-documentation

Why is it important to have quality evidence?

Quality documentation

- drives data and helps the teacher to differentiate instruction
- gives a better picture of Kindergarten Readiness
- presents a clear picture of the child's progress and growth throughout the year, including alerting teachers to regression

Types of Documentation

Observation notes (Anecdotal): These are short, objective, factual notes about what you hear and see. Include direct quotations of language and descriptions of actions, gestures, facial expressions, and creations.

Photographs: Take pictures of children's constructions, artwork, or examples of how they are demonstrating knowledge and skills related to an objective. Label each photo with the date and a brief note that explains the context in which it was taken.

Video and audio clips: Keep clips short. Capture just enough information to show an example of what the child knows and can do. Lengthy clips are difficult to store and locate.

GOLD® , T. S. (n.d.). What Type of Information Should be Included in Documentation. MyTeachingStrategies® Support Portal. Retrieved March 3, 2023, from https://teachingstrategies.force.com/portal/s/article/What-type-of-information-should-be-included-in-documentation

Types of Documentation

Samples of children's work: Don’t save everything! Select the writing and art samples that relate best to particular objectives.

Diagrams or sketches: In the child’s portfolio, include sketches of his or her block structures or other constructions.

Checklists, participation lists, and frequency counts: Use procedures to count abilities and skills in order to capture information quickly. For example, keep records of which interest areas a child visited and the letters a child recognized. A simple checklist to mark skills can also be included as part of the documentation of children’s learning. The On-the-Spot Observation Recording Tool is such a checklist.

GOLD® , T. S. (n.d.). What Type of Information Should be Included in Documentation. MyTeachingStrategies® Support Portal. Retrieved March 3, 2023, from https://teachingstrategies.force.com/portal/s/article/What-type-of-information-should-be-included-in-documentation

How to Provide Field Support

How can collaboration between CNLAs and CCR&Rs Support the Field in GOLD®?

- CNLAs and CCR&Rs can collaborate to identify sites experiencing challenges collecting/inputting documentation, and finalizing checkpoints.
  - Once this is determined, CCR&R coaches can focus on providing support to sites with the greatest need.

- CNLAs and CCR&Rs can support the field by:
  - Offering Group Trainings on quality documentation and assessing children in GOLD®
  - Providing Technical Assistance to directors on setting up classrooms and teachers in GOLD®
  - Providing Technical Assistance to teachers on entering documentation and completing checkpoints.

Upcoming Events

Early Childhood Conference 2023: Foundations for Success!

Early Bird registration has closed but that doesn’t mean you're too late! Register today to secure your spot at the 2023 Early Childhood Conference.

Registration will remain open through April 21 (or when we sell out). Availability is limited.

Please contact events@emergentmethod.com with any questions.

2023 Teacher Leader Summit

Registration is still open for the 2023 Teacher Leader Summit but! Register today to secure your spot. Availability is limited and is first come, first-served.

Registration will remain open through April 21 (or when we sell out).

Please contact events@emergentmethod.com with any questions.

Which Conference Should I Attend?

Teacher Leader Summit	Early Childhood Conference
• Community Network Lead Agency staff • Ready Start Network Lead Agency staff • School-based teachers (pre-K - 12) • School-based coaches (pre-K - 12) • Early Childhood Special Education teachers and staff • Other school system staff • Child Care Resource and Referral (CCR&R) agency staff	• Center Directors • Family Child Care educators • Child care and Early/Head Start teachers (Infant, Toddler, Preschool) • Child care coaches (B-3) • Child Care Resource and Referral (CCR&R) agency staff • ECAC Program staff • Other child care site professionals

GOLD® Update Webinar
for Network Administrators

The Department will host GOLD® webinars for site leaders and network leaders. Participants can access the GOLD® informational webinar using the information below.

GOLD® Update Webinar for CNLAs, GOLD Admins, and CCR&Rs
Webinar Topic: Quality Documentation
Webinar Date/Time: Wednesday, March 15, 2023 at 1:00 p.m.
Webinar Link: https://ldoe.zoom.us
Meeting ID: 974 0485 0210

Please read the Department's updated **TS GOLD® Guidance** and **TS GOLD® FAQ** documents for helpful information.

Please contact ecassessment@la.gov with questions or for assistance.

Young Children With Disabilities Community of Practice Webinar

The Department will host YCWD webinars for OSEP Administrators and early childhood administrators each month.

Participants can access the YCWD Community of Practice webinar using the information below.

Webinar Topic: OSEP/Data Reporting and Indicator Work Connections
Webinar Date/Time: March 22 at 2:00pm
Webinar Link: https://zoom.us/j/6920610085?
Meeting ID: 692 061 0085
Passcode: gyiy3F

Please contact caitlyn.robinson@la.gov for any questions or for assistance.

LELA Year 4 Informational Webinar

Any interested type III child care directors should attend one of these two optional sessions to learn more about the LELA opportunity and application process.

Option 2
Webinar Topic: LELA Informational Webinar
Webinar Date/Time: Thursday March 16, 2-3 p.m.
Webinar Link:
https://anlar.zoom.us/j/85080542653?pwd=WC9WdU1zM1Q0N0orVGd3RTREUzYvdz09
Meeting ID: 85080542653
Passcode: 026898

Events and Deadlines

March 15: October 2022 Child Count Audit & Certification System closes

March 15: GOLD® Update Webinar

March 22: Young Children with Disabilities Webinar

March 31: New Director Office Hours

April 21: Registration Closes for Teacher Leader Summit and the Early Childhood Conference, or at sellout

Late April/Early May: Preliminary Notice of Award for all ECE Allocations

To find previous Office Hours presentations go to Louisianabelives.com, visit the Lead Agency Library and click a download box called "Early Childhood Lead Agency Webinars."

Early Childhood
IMPROVING SCHOOL READINESS

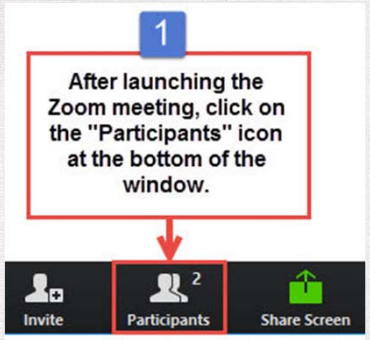
Believes

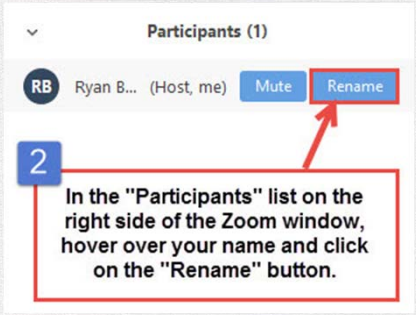
LOUISIANA DEPARTMENT OF EDUCATION

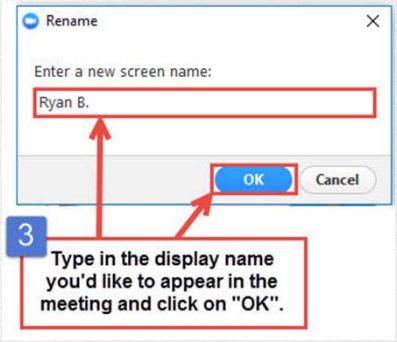
CNLA Office Hours
March 21, 2023

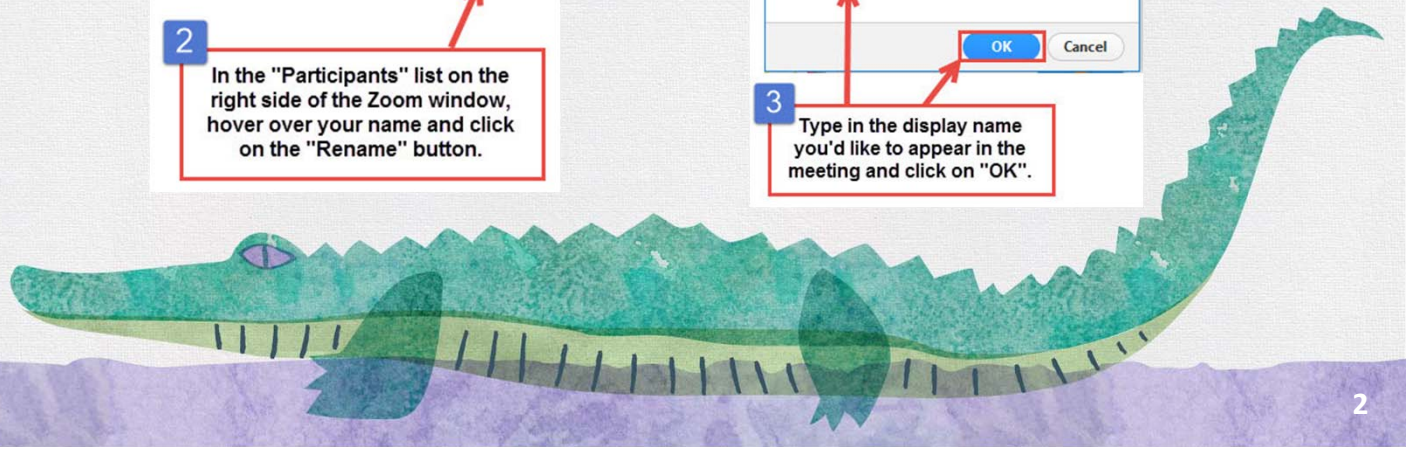
NEW Zoom Name Change
Network and Name

1. Click on the “Participants” button at the top of the Zoom window.
2. Hover the mouse over your name in the “Participants” on the right of the Zoom window. Click on “Rename.”
3. Enter your **network name** and **name** **(ex.: Calcasieu Michelle Joubert)** so it will appear in the Zoom meeting and click on “OK.”









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Early Childhood Lead Agency Office Hours

March 21, 2023

Agenda

- Cross-Agency Collaborations
- Early Childhood Updates
- Upcoming Events

Cross-Agency Collaborations

EC Programs Layered for Success

Research shows that evidence-based professional development is more than simply providing pre-service or in-service training through workshops to positively impact teacher outcomes but a ***systematic layered approach*** to success.

Professional development layered on top of ECE programs can accelerate quality by structured formatting and integration of evidence-based strategies to grow teachers.

A successful layered approach should include:

- programs administering regular training sessions
- supplemented with mentoring or coaching
- and monitoring program implementations on a regular basis through collaborative efforts between agencies

The Potential for Cross-Agency Collaboration

Current Agency Roles

Due to the expansion of early childhood efforts in Louisiana, the potential for cross-agency collaboration has never been greater.

Child Care Resource and Referral Agencies (CCR&R)	Community Network Lead Agencies (CNLA)	Ready Start Network Lead Agencies (RSN)
Technical Assistance Coaching Training Referrals Respite care	Coordinated Enrollment CLASS® Observations Teaching Strategies GOLD ® Child Count Coordinated Funding	Blueprint Coalition Advisory Council Local Funding Access Expansion

Current Needs

CCR&Rs and CNLAs are encouraged to collaborate on supporting Type III and FCC sites in improving the quality of care and education they provide to children. Within the boundaries of quality, many foundational priorities need to be addressed.

At this time, the CCR&Rs are asked to provide support for:

- EdLink/KinderConnect
- Negative Climate
- Licensing deficiencies
- Early Learning Environments

Collaboration in Practice

The Winter Collaboratives provided foundations for successful cross-agency collaborations.

Guest Speakers:

Angell Floyd - Volunteers of America Regions 5, 6, 7 (Acadiana)

Dr. Michelle Joubert - Calcasieu Parish Schools

Early Childhood Updates

EdLink and KinderConnect

Community Network Lead Agencies and CCR&Rs may be called on by local providers for assistance with the transition from TOTs to Edlink and KinderConnect.

Louisiana Believes has a host of helpful documents for providers to use, and learn how to transition into EdLink.

EdLink Office Hours are available every Tuesday and Thursday from 1:30pm-2:30pm and are attended by KinderConnect representatives who are eager to help and can respond to live Q&A.

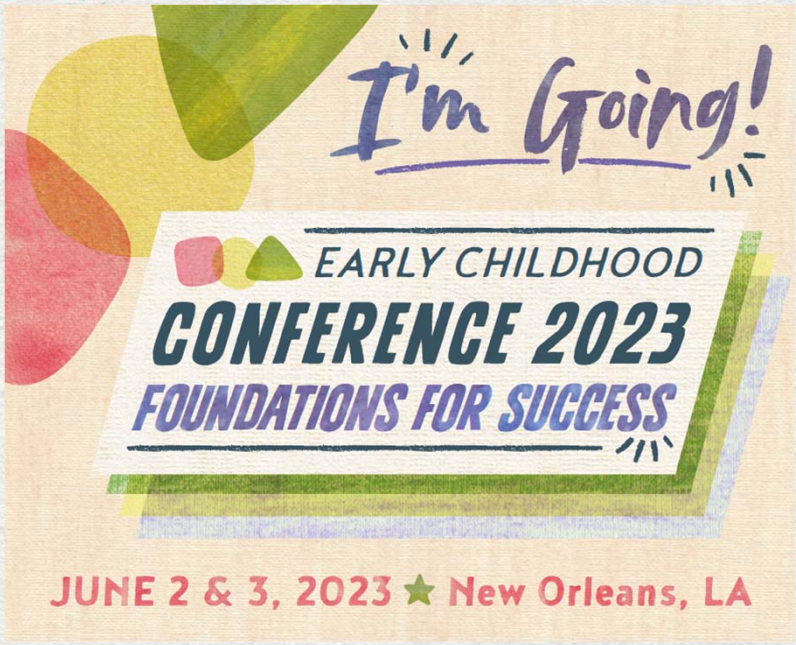
Time and Date: Tuesday and Thursday from 1:30-2:30 p.m.
Webinar Link: https://ldoe.zoom.us/j/97565259173
Phone Number: 1-470-381-2522
Meeting ID: 975 6525 9173

Upcoming Events

2023 Early Childhood Conference: Foundations for Success

Here's your checklist to make sure you're ready for the Early Childhood Conference:

- ❑Learn all about the second annual Early Childhood Conference
- ❑Register for the 2023 Early Childhood Conference.
- ❑Get ready! This year's Conference will be packed with inspiration and information to help you and your little ones grow.



2023 Teacher Leader Summit: Accelerate to Success

Spread the word! Share on social media that you'll be attending this year's Teacher Leader Summit!

Find your I'm Going Pass on the Teacher Leader Summit webpage here.

Please contact events@emergentmethod.com with any questions.

Which Conference Should I Attend?

Teacher Leader Summit	Early Childhood Conference
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GOLD® Update Webinars

The Department will host GOLD® update webinars for site leaders and network leaders. Participants can access the GOLD® informational webinar using the information below.

GOLD® Update Webinar
Webinar Topic: Maintaining Accurate Data
Audience: Gold Administrators
Webinar Date/Time: Wednesday, April 19, 2023 at 1:00 p.m.
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Passcode: gyiy3F

Please contact caitlyn.robinson@la.gov for any questions or for assistance.

Teaching and Learning Updates
Louisiana Early Leaders Academy (LELA)

The Department released applications for the 2023 cohort of the Louisiana Early Leaders Academy on Friday, March 3. CNLAs & CCR&Rs are encouraged to nominate early childhood leaders in their community for this opportunity.

The Louisiana Early Leaders Academy (LELA) will be a 5-month, executive-level program for directors of publicly-funded early learning centers that will help expand access to quality early childhood care and education by strengthening leaders in the field.

Participating educators, known as Fellows, are selected through a competitive application process for directors aiming for excellence in their daily leadership of their early learning centers.

- Please remind providers to allow 45-60 minutes to complete a thoughtful and thorough application. This application is the first step in the competitive process of applying to be a LELA Fellow.
- If you are interested in learning more about Louisiana Early Leaders Academy, you can review the previous years' information on Louisiana Believes.

Google Form applications were shared out to all providers via email and linked in the Early Childhood Newsletter. Interested directors **must complete the application by March 24, 2023** to be considered for this opportunity.

Events and Deadlines

March 22: Young Children with Disabilities Webinar

March 24: LELA Applications Due

March 31: New Director Office Hours

April 6: Early Childhood Provider Update Webinar

April 21: Registration for 2023 Early Childhood Conference closes

April 21: Registration for the 2023 Teacher Leader Summit closes

May 4: Early Childhood Provider Update Webinar

May 30-June 1: 2023 Teacher Leader Summit: *Accelerate to Success*

June 2-3: 2023 Early Childhood Conference: *Foundations for Success*

NEW Zoom Name Change

Network and Name

1. Click on the “Participants” button at the top of the Zoom window.
2. Hover the mouse over your name in the “Participants” on the right of the Zoom window. Click on “Rename.”
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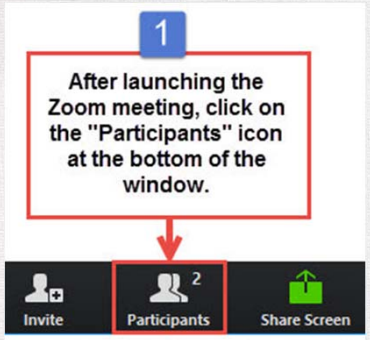

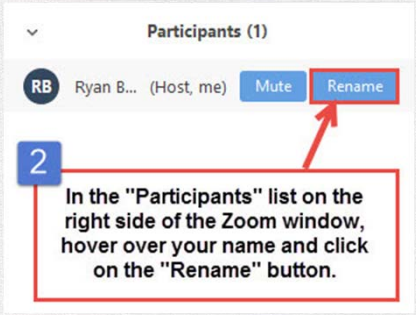

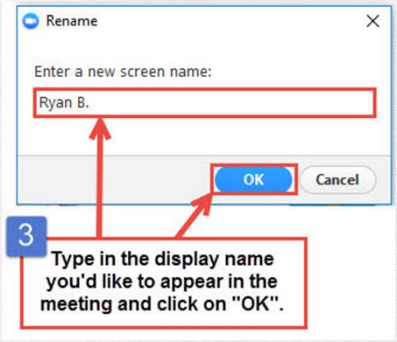

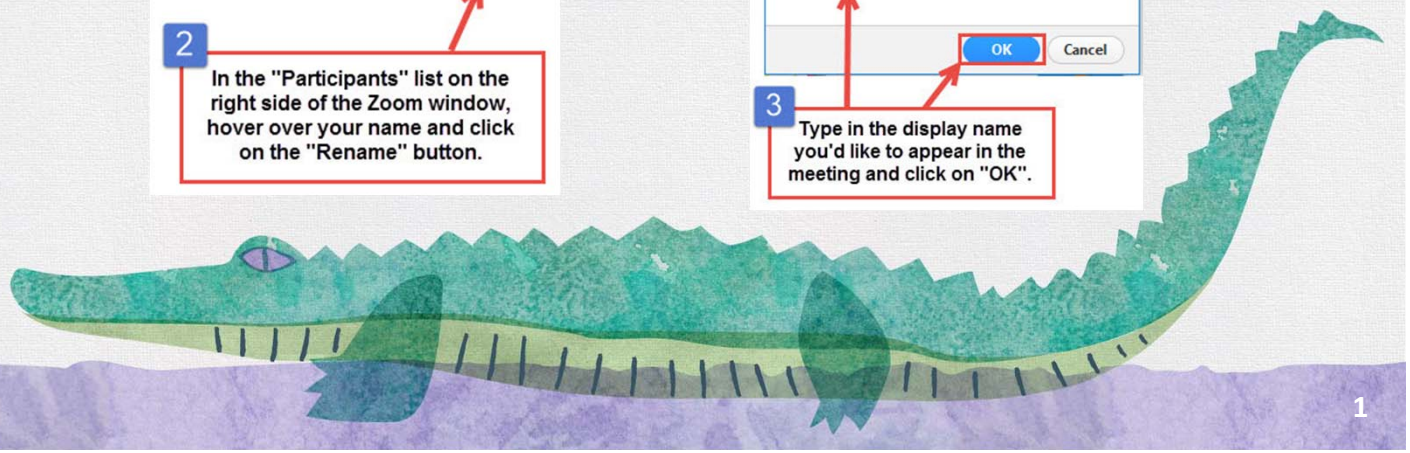

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LOUISIANA DEPARTMENT OF EDUCATION

Closing out SFY23 and Preparing for SFY24

March 28, 2023

Agenda

1. General Tasks All CNLAs Must Complete for Closeout
    a. Reimbursements
    b. PERs
2. Status Updates for Each Activity
3. Timeline for Remainder of SFY23
4. Early Childhood Updates

Fiscal Year Close-Out
CNLA To-Do List

To fully and responsibly close out a fiscal year, a CNLA must:

- ❑ Submit reimbursement(s) to draw down funds so the result is a zero balance in eGMS *as early as possible*
- ❑ Gather and prepare all documentation to verify the reimbursements submitted
- ❑ Submit Periodic Expense Reports (PERs) for **all** funding sources for **all** activities
  - ❑ Attach documentation to PERs submitted in eGMS
- ❑ Respond to any feedback from the LDOE review team member(s) on PER
- ❑ Prepare the field or impacted participants of for expiration of funds, as applicable
  - ❑ i.e. B-3 Seats and CSBAE

Reimbursements

Fiscal Year Close Out
Reimbursements

There is no limit to the number of reimbursement requests that can be submitted in eGMS. The only limit is the amount of funding available.

Tips for reimbursement approval:

- Submit reimbursements as early and frequently as possible
- LDOE review typically takes about 5 business days
  - *This means reimbursement requests should be submitted far in advance of June 30*
  - *Reimbursement requests may be rejected with feedback, so prepare to implement feedback immediately for successful return of reimbursement*
- Reimbursement requests must align with the budget submitted in eGMS for that activity and budget code

Fiscal Year Close Out
Reimbursements

Competitive Grant

Application Name	Revision	Status	Date	Actions
EC Network Lead Agency Consolidated	Original Application	Final Approved	9/10/2022	Payments
Ready Start Networks	Original Application	Final Approved	9/10/2022	Payments

Payment Summary

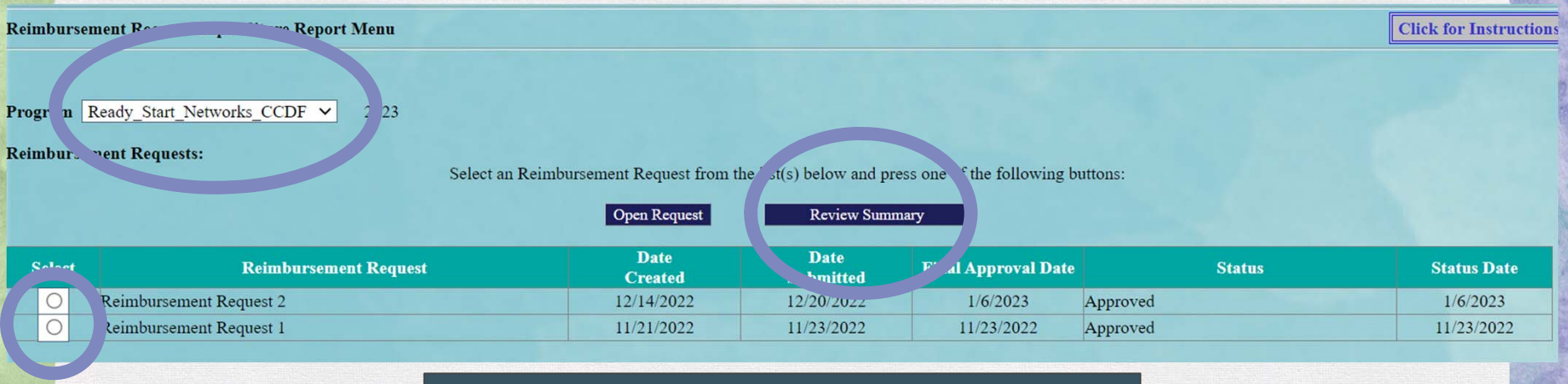
Vendor 310084967 03

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 2/13/2023

	Ready_Start_Networks_PDG	Ready_Start_Networks_CCDF	Ready_Start_NetworksCRRSA	F
Current Grant Year Allocation	$58,256	$41,744	$0	
(+/-) Adjustments	$5,941	$0	$0	
(+/-) Consortiums	$0	$0	$0	
(+/-) Transfers	$0	$0	$0	
Total Funds Available	$64,197	$41,744	$0	
Approved Budget --Original Application	$64,197	$41,744	$0	

Fiscal Year Close Out
Reimbursements



These buttons will allow reviewers to see where the "hold up" is for the reimbursement request.

Fiscal Year Close Out
Reimbursements

Review Summary
Latest submission to LDE occurred on: 9/10/2022

Instructions

Round 1

Select	Stop	Group	Staff	Status	Status Date
	1	LEA Financial Business Manager	Kristi Willis	Submitted	12/20/2022
○	2	SEA Appropriation Control - Accountant	Boris White	Accepted	1/6/2023

View Checklist

This name is the person at the LDOE who is responsible for reviewing the reimbursement request submitted.

If the reimbursement is past 5 business days of review, email the program manager of the activity and share the name of the person upon whom the reimbursement is waiting.

Periodic Expense Reports

Periodic Expense Reports

Periodic Expense Reports (PERs) are completed quarterly and are the LEA's opportunity to provide all documentation for reimbursements requested during that quarter.

Quarterly PERs are available on the same dates each year, and due 15 days after that date each year.

PER Available	PER Due
September 30	October 15
December 31*	January 15
March 31	April 15
June 30*	July 15

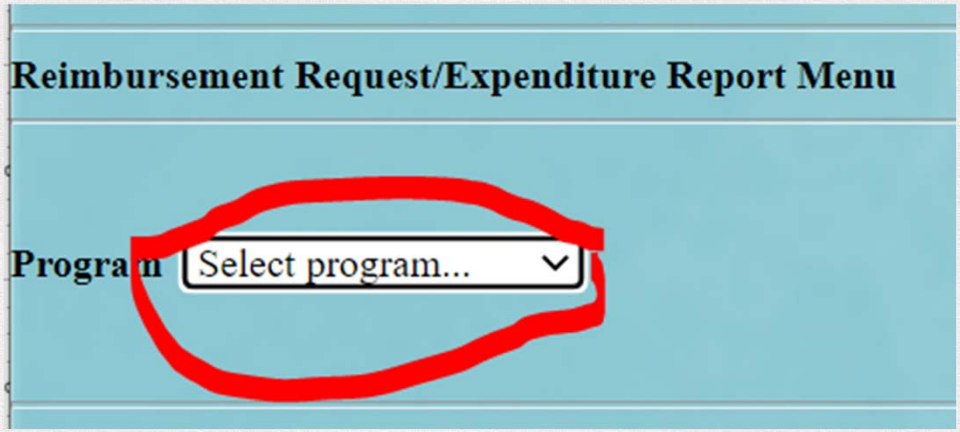
*These PERs are especially important to complete timely, as they mark the end of the calendar year and fiscal year. Most fund sources will end after one of these two quarters.

Periodic Expense Reports

Periodic Expense Reports

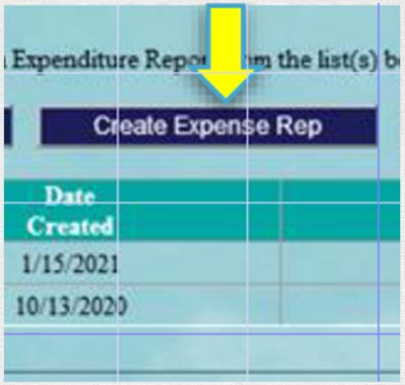
Periodic Expense Reports must be submitted for each funding source, for each activity in which your LEA participates.

EX: Lead Agency Budgets require 2 PERs, one for CCDF and one for SGF.



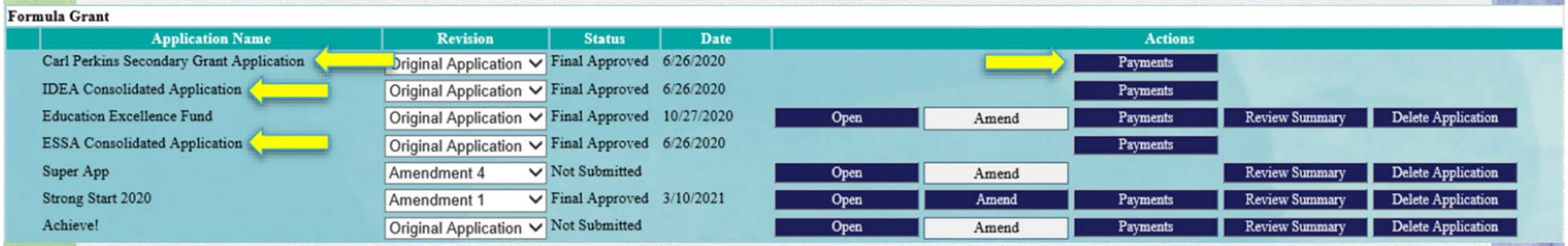
Periodic Expense Reports

To create a PER, click the button you see to the right.

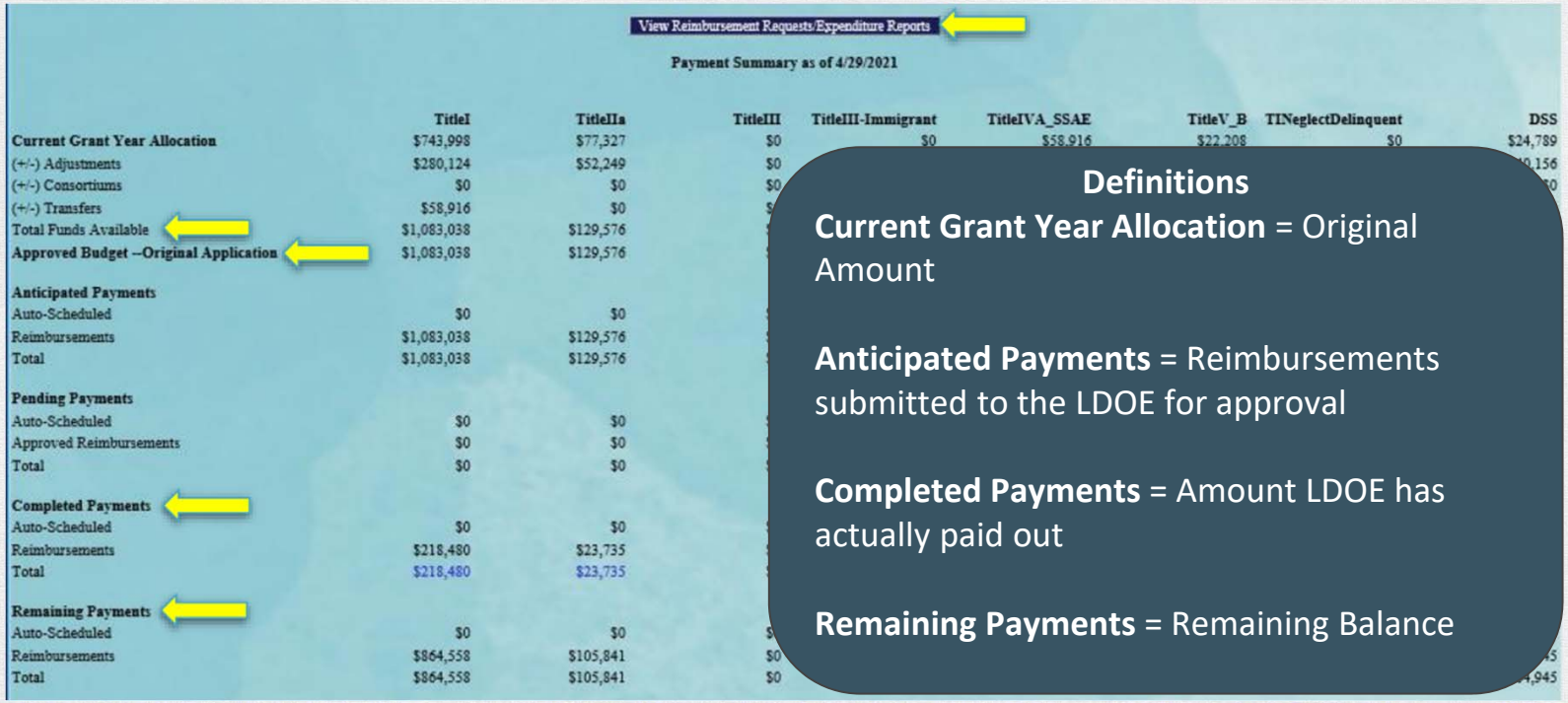


Periodic Expense Reports
Confirm Spending

LEAs can verify the balances of all allocations by clicking the Payment button aligned with that allocation.



Periodic Expense Reports
Confirm Spending


View Reimbursement Requests/Expenditure Reports

Payment Summary as of 4/29/2021

	TitleI	TitleIIa	TitleIII	TitleIII-Immigrant	TitleIVA_SSAE	TitleV_B	TINeglectDelinquent	DSS
Current Grant Year Allocation	$743,998	$77,327	$0	$0	$58,916	$22,208	$0	$24,789
(+/-) Adjustments	$280,124	$52,249	$0					0,156
(+/-) Consortiums	$0	$0	$0					0
(+/-) Transfers	$58,916	$0	$					
Total Funds Available	$1,083,038	$129,576						
Approved Budget --Original Application	$1,083,038	$129,576						
Anticipated Payments								
Auto-Scheduled	$0	$0						
Reimbursements	$1,083,038	$129,576						
Total	$1,083,038	$129,576						
Pending Payments								
Auto-Scheduled	$0	$0						
Approved Reimbursements	$0	$0						
Total	$0	$0						
Completed Payments								
Auto-Scheduled	$0	$0						
Reimbursements	$218,480	$23,735						
Total	$218,480	$23,735						
Remaining Payments								
Auto-Scheduled	$0	$0	$					
Reimbursements	$864,558	$105,841	$0					45
Total	$864,558	$105,841	$0					4,945

Definitions

Current Grant Year Allocation = Original Amount

Anticipated Payments = Reimbursements submitted to the LDOE for approval

Completed Payments = Amount LDOE has actually paid out

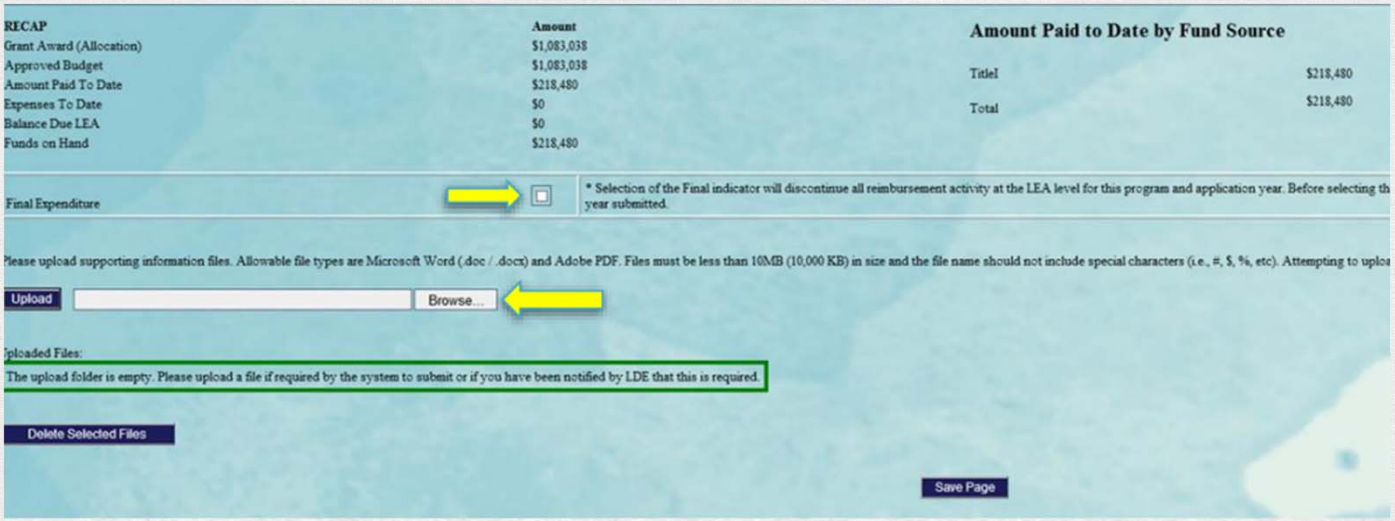
Remaining Payments = Remaining Balance

Periodic Expense Reports

Final Expenditure: the PER should be marked final when submitting the last PER for the application.

- *Marking final lets the system know you have submitted all reimbursement requests for this fund source and triggers calculation of carryover if allowed*

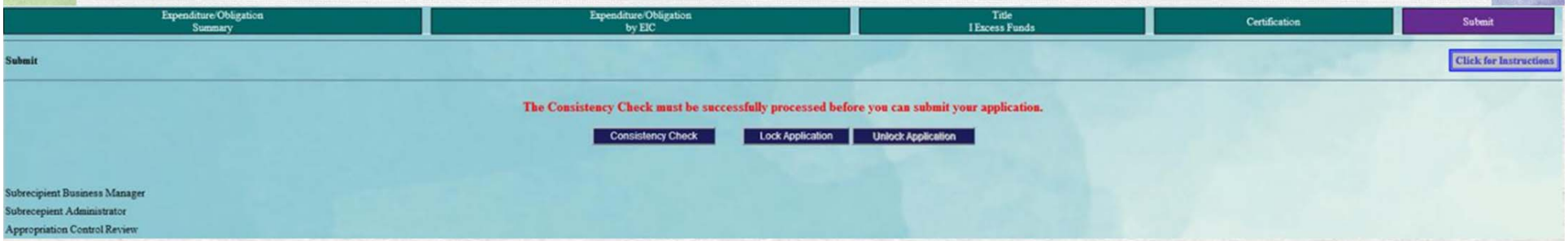
Upload: allows for upload of supporting documentation which is required for PER submission



Periodic Expense Reports
Final Steps

Certification button verifies that all information contained in PER is accurate

Consistency Check must be run and all errors cleared to submit PER.



Fiscal Year Close Out Summary

- PERs must be submitted quarterly for **all** fund sources of **all** allocations
- PERs **require documentation** to be submitted verifying all purchases/reimbursements requested in that quarter
  - *Reimbursements do not require documentation, though many local offices do require documentation prior to submitting. The LDOE does not require documentation for reimbursements.*
- **PERs inform the LDOE** how much funding was not spent, so that, if time allows from the federal grantors (as applicable) that funding can be reallocated to other activities
  - *It is in the best interest of all CNLAs to submit PERs as urgently as possible*
- **CNLAs are responsible for spending down** as much of the allocated funding as possible prior to the end of the grant period, and are able to **see current balances at any given time in eGMS**

Status Updates

Balances and % of Spending Across Louisiana ECE Allocations

Activity/Allocation Name	Fund Source	Amount Remaining	Percent Remaining	Spending Deadline
Lead Agency	CCDF	$1,259,889	57%	June 30, 2023
	SGF	$788,617	58%	
Ready Start Networks	CCDF	$1,889,564	65%	
B-3 Seats	CCDBG	$25,053,768	75%	
ECE Fund	SGF	$1,785,864	51%	
CSBAE	ARPA Stab Admin	$13,410,420	90%	
EC Guides	CCDF	$274,770	82%	

Balances and % of Spending Across Louisiana ECE Allocations

Activity/Allocation Name	Fund Source	Amount Remaining	Percent Remaining	Spending Deadline
Believe!	Cat 1 CRRSA	$3,672,746	58%	June 30, 2023
	Cat 2 ARPA Stab	$251,060	72%	
	Cat 3 ARPA CCDBG	$1,849,089	62%	
	Cat 4 ARPA CCDBG	$948,032	72%	
Ready Start Transform	ARPA Stab Admin	$800,579	91%	
	CCDBG	$1,826,201	69%	June 30, 2024

Remainder of SFY23 Timeline

March 28:
94 days until close of fiscal year

May 30:
Recommended date for final purchases and payments to partners

June 15:
Recommended date for final reimbursement submissions

June 30:
No further reimbursements can be submitted

July 15:
Drop Dead Deadline for PER submission

Early Childhood Updates

GOLD® Update Webinar
for Network Administrators

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Events and Deadlines

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April 4: Guest Speaker: KinderSystems

April 6: Early Childhood Provider Update Webinar

April 10: LA4 and NSECD March 2023 Attendance

April 11: No Office Hours due to Spring Break Holidays

April 18: CNLA Office Hours on SFY24 Allocations Allowable Uses

April 19: GOLD® Update Webinar

April 21: Registration for 2023 Early Childhood Conference closes

April 21: Registration for the 2023 Teacher Leader Summit closes

May 4: Early Childhood Provider Update Webinar

Early May: Preliminary Notice of Awards

May 30-June 1: 2023 Teacher Leader Summit: *Accelerate to Success*

June 2-3: 2023 Early Childhood Conference: *Foundations for Success*
June 2: Budget Planning Documents Due to program Managers