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**B-3 Seats  
eGMS and Budgets  
May 25, 2022**

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# Agenda

1. Planning Document Feedback and Best Practices
2. Allowable Uses
3. Budget Writing
4. Other eGMS Requirements
  - a. Reimbursements and PERs
5. Housekeeping
  - a. Cover Letter
  - b. EC Directmatch vs. Most Current Documents
  - c. Actively Seeking Employment - If No SSN



Ready Start Network Action	Suggested Deadline
Submit B-3 Seats Planning Document to <a href="mailto:devon.camarota@la.gov">devon.camarota@la.gov</a>	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
<b>1st quarter PER due to the LDOE for PDG funds</b>	<b>September 30</b>
Monthly Payment to Center and submit attendance to the LDOE	October 10
Monthly Payment to Center and submit attendance to the LDOE	November 10
Monthly Payment to Center and submit attendance to the LDOE	December 10
<b><i>Spending of PDG funds and roll-over CRRSA funds, if any, must happen prior to 12/30/2022, so draw down funds from eGMS prior to December 15.</i></b>	<b>December 15</b>
<b><i>2nd quarter PER due to the LDOE for PDG Funds</i></b>	<b>December 30</b>



# Planning Document Feedback and Best Practices



# Planning Document Feedback

*Planning documents revealed the thorough communication, forward thinking, and meticulous budgeting done by Ready Start Networks.*

## Strengths:

- Partnerships with centers are clear, describe excellent leaders in the ECE field, and demonstrate the benefits of RSN leadership and partnerships.
- Many budgets written in a way that can be entered exactly as-is into eGMS
  - detailed, show “math,” clearly state the use of funds and the amount for each piece within the budget line
- Uses of funds included innovations like family engagement or education activities, ASQ screening for all B-3 applicant children, and bonuses for teachers for CLASS scores, TS Gold Checkpoints, and generally remaining in the work for the year.

# Planning Document Feedback

*Planning documents revealed the thorough communication, forward thinking, and meticulous budgeting done by Ready Start Networks.*

## Areas of Growth:

- Some networks have dedicated a more-than desirable amount to curriculum, materials, and supplies.
  - This is allowable, however please ensure that you have exhausted your Believe!, Ready Start Network, and Lead Agency funding for these purchases first, as B-3 seats funding has the ability to be used for children and teachers in a way that other funding sources cannot
- Budgets not written in an eGMS-ready way will result in additional time costs for networks who could have gotten that feedback before working in eGMS.

# Planning Document

## Other Things to Note

- Some networks are paying the same rate for all age groups
  - These networks are using funds to pay for additional quality measures organized by the Ready Start Network
    - ex: instructional coaches specific for B-3 centers/classrooms
- Some are paying varied rates by age, and typically these are higher than the “flat rate” network
  - The expectation is for the center to make those quality efforts
    - ex: centers are paying teachers additional \$2-5 per hour, which is outlined in the partnership agreement
- Many networks included a “what the RSN will do” section in the partnership agreement, and one that even had a “what families will do” section.



# eGMS and Budget How-Tos





# eGMS

*Many networks have different people who work in eGMS who may not be the people actually writing the budget. Having a foundational knowledge of eGMS is critical in administering this pilot.*

eGMS is a third-party platform that the LDOE utilizes to manage all allocations to LEA's, including community network lead agencies and Ready Start Networks.

Once logged in, LEA Central data should be your very first action.

► Created

**Central Data** NOTE: Before a new year application will be available, you MUST complete the contact information (LEA Central and related program), and agree to assurances (Common and related program).

Application Name	Revision	Status	Date	Actions
LEA Central Data	Original Application ▼	Created		

Formula Grant

# eGMS Screen Shots

## Contact Information

Applicant: [REDACTED]  
Application: 2022-2023 LEA Central Data - 00-  
Cycle: Original Application

Project Period: 10/1/2021 - 6/30/2023

LEA Central D

Printer-Fri

[Click to Return to GMS Access/Select](#)

[Click to Return to Menu List / Sig](#)

Contact Information	Assurances	
Central Contacts	Super App Contacts	Competitive Program Contacts
Early Childhood Program Contact		

Contact Information - Early Childhood

Help for Inst...

To open your EC Consolidated budget, you will need to make sure your contact information is entered, and your assurances (screenshot on the next slide) are “signed” which means the check box is marked.

# eGMS Screen Shots Assurances

Applicant: [REDACTED]  
Application: 2022-2023 LEA Central Data - 00-  
Cycle: Original Application

Project Period: 10/1/2021 - 6/30/2023

LEA Central Data ▾

[Printer-Friendly](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

Contact Information	Assurances		
Common Assurances	Super App Assurances	Competitive Program Assurances	MOE Assurances
Early Childhood Program Assurances			

## Early Childhood Program Assurances

[Click for Instructions](#)

By checking this box and saving the page, the applicant hereby certifies he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

Community networks receiving this application will:

- Use funds to expand supply of and access to high-quality care for birth through three-year-olds.

**There currently aren't any Discretionary Grant applications available.**

Competitive Grant	EC Consolidated Application	Submissions due by 7/15/2021	<a href="#">Create</a>
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Maintenance of Effort

# eGMS Screen Shots

## Budget

Applicant: [REDACTED]  
 Application: 2022-2023 EC Consolidated App - 00-  
 Cycle: Original Application

Overview Allocations **Budget Summary** S

Budget Summary(Read Only)

Fund Source

EIC #	Education Improvement Category	100 - Salaries	200 - Benefits	300 - Purchased Professional / Technical Svcs	400 - Purchased
11	Instruction				
12	Remediation Instruction				
13	Extended Instruction				
14	Pre-School Instruction				
15	Career and Technical Education				
21	Student Standards and Assessments				
22	School Strndrs, Accountability, Assistance				
23	Personnel Certification and Professional Dev				
24	Instructional Technology				
31	Parental / Family Involvement				
32	School and Community Support				
41	Administration				
51	Support Services				
Total Direct Costs					
Total Budget					

Application Sections **EC Consolidated Application** ▼

Printer-Friendly

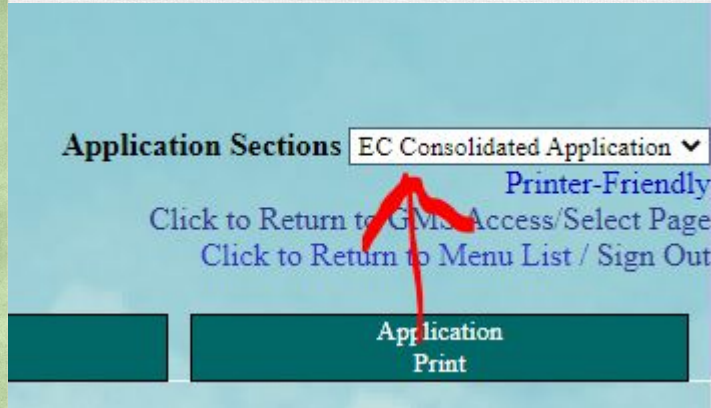
[Click to Return to eGMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

**Application Print**

For 2022-2023, budgets will be broken up by funding source rather than initiative. So, you will see a budget description page for all of your CRRSA dollars in one section, PDG Renewal dollars in another, etc.

# eGMS Screen Shots

## Budget



Application Section Options (Funding Sources)	Name of Allocation that Uses this Fund Source
CRRSA Quality* <i>Must be spent by Dec. 2022</i>	B-3 Seats, ECE Fund
State General Fund	ECE Fund
ARPA CCDBG Quality	ECE Fund, CSBAE, Family Child Care, ECAC Stipend
ARPA Stab Admin	CSBAE, Ready Start Network, Ready Start Transform
PDG B-5 Renewal* <i>Must be spent by Dec. 2022</i>	B-3 Seats, EC Guides, Family Child Care
CCDF Quality	Lead Agency, EC Guides,

# eGMS Screen Shots

## Budgeting

	EC_Education_Fund_CRRSA	Supply_Build_Exp_CRRSA	B_3_Seats_CRRSA	Ready_Start_NetworksCRRSA	Total
<b>Investment</b>	\$72,183	\$192,183	\$72,183	\$45,680	\$382,229
<b>Unbudgeted</b>	\$72,183	\$192,183	\$72,183	\$45,680	\$382,229

Object Codes

Fund

▼

Drop Down Options

- EC\_Education\_Fund\_CRRSA
- Supply\_Build\_Exp\_CRRSA
- B\_3\_Seats\_CRRSA
- Ready\_Start\_NetworksCRRSA

For 2022-2023, Budgets will be broken up by funding source rather than initiative. So, you will see a budget description page for all of your CRRSA dollars in one section, PDG Renewal dollars in another, etc.

# eGMS Screen Shots

## Budgeting

This tool will help you organize your budget by activity.

Object Code:  Fund Source:

Object Code	Exclude from MTDC	EIC	Expenditure Description and Itemization	Amount
<input type="text" value="v"/>	<input type="checkbox"/>	<input type="text" value="v"/>		

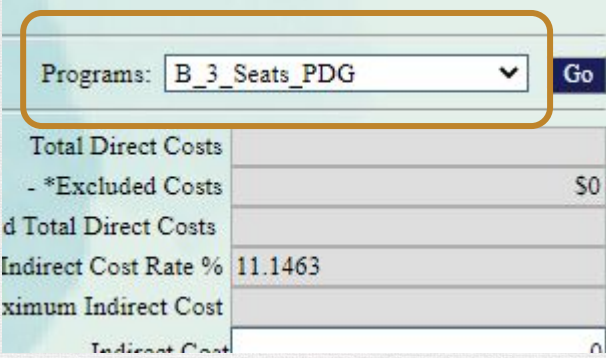
Object Codes are 100-800, EIC Codes are more specific. Those are outlined on slide 20.

This is where you will enter your budget information as you have in the past, but by funding source rather than activity.

# eGMS Screen Shots

## Budgeting

You will need to change this drop down if you want to change the source of funds from which you are pulling indirect costs, if you've chosen to do so. This is the same way IDC has worked in previous years.



The screenshot shows a web interface for budgeting. At the top, there is a dropdown menu labeled "Programs:" with the value "B\_3\_Seats\_PDG" selected. To the right of the dropdown is a "Go" button. Below this, there is a table with the following rows:

Total Direct Costs	
- *Excluded Costs	\$0
d Total Direct Costs	
Indirect Cost Rate %	11.1463
ximum Indirect Cost	
Indirect Cost	0



# eGMS Screen Shots

## Budgeting

You can view the total expenditures by each Object Code and EIC code.

### Budget Summary

Fund Sources:

Lead Agency CCDF

Go

EIC #	Education Improvement Category	100 - Salaries	200 - Benefits	300 - Purchased Professional / Technical Svcs	400 - Purchased Property Svcs	500 - Other Purchased Svcs	600 - Supplies	700 - Property	800 - Other objects	TOTAL
11	Instruction									
12	Remediation Instruction									
13	Extended Instruction									
14	Pre-School Instruction									
15	Career and Technical Education									
21	Student Standards and Assessments									
22	School Stndrds, Accountability, Assistance									
23	Personnel Certification and Professional Dev									
24	Instructional Technology									
31	Parental / Family Involvement									
32	School and Community Support									
41	Administration									
51	Support Services									
Total Direct Costs										
Total Budget										

# Allowable Uses

*In FY 22-23, 70% of the B-3 seats allocation **must be used for seats payments**. This means other previously allowable expenses have been limited or removed.*

Allowable uses for the B-3 seats funding in FY 22-23 include:

- 70% of allocation must be used for seats payments
- Coaching or teacher support for B-3 seat centers only
- Stipends for teachers, directors, and B-3 seat center staff supporting the care of B-3 seat children
- Enrollment activities to target B-3 eligible children and specifically underserved demographics in your community, such as translation services for families who speak a language other than english
- Stipend for lead agency staff supporting eligibility determination

If you were hoping to use B-3 funding for other activities, instead consider how you can leverage your *Believe!* funding to accomplish activities, such as disseminating curriculum materials.

# eGMS Budget Writing

*Writing a budget in eGMS for this pilot requires explicitly stating rate you will pay per age group per center, and specific breakdown of all other costs.*

Excellent budget descriptions state:

- Name of center participating, approximate number of seats placed there, the rate each seat is paid by age
- Other expenses are explicitly written out with the cost of each expense in the description
  - *Never write just “materials and supplies,” for any budget!*
- Costs that are able to be purchased/spent immediately are categorized with PDG funds
  - Ex: stipends for internal staff, first months of care at each center, enrollment advertising purchases

# Budget Codes

Your Planning Document linked you to a comprehensive list of all [LDOE Budget Codes](#).

100	Personal Services—Salaries
200	Personal Services—Benefits
300	Purchased Professional and Technical Services
400	Purchased Property Services
500	Other Purchased Services
600	Supplies
700	Property
800	Other Objects

Depending on your business office's preference, the budget line for direct payments to centers can be put in either 300 or 500.

Category 700 is not an allowable use for this grant

# EIC Codes

EIC Codes provide additional information to the reviewers at LDOE to ensure expenses are meeting program requirements.

11	<b>Instruction</b>
12	<b>Remediation Instruction</b>
13	<b>Extended Instruction</b>
14	<b>Pre-School Instruction</b>
15	Career and Technical Education
21	Student Standards and Assessments
22	School Accountability and Improvement

23	<b>Personnel Certification and Professional Development</b>
24	<b>Instruction Technology</b>
31	<b>Parental/Family Involvement</b>
32	<b>School and Community Support</b>
41	<b>Administration</b>
51	Support Services – Central Services, Operation and Maintenance of Plant, Transportation and Nutrition Assistance



## **Budget Examples from FY 21-22**

# eGMS Budget Writing

*Excellent and approvable budgets are clear, detailed, and aligned with appropriate budget codes.*

Example from 2021-2022 in Lafayette:

Budget Code	EIC Code	Description	Amount
300	14	CONTRACTED SERVICES: Birth to 3 Seats allocation to Babineaux's Kiddie Kare \$800/month x 5 months x 7 seats; Registration and extracurricular fees as charged by the center and approved by the Lead Agency	24,400

# eGMS Budget Writing

*Excellent and approvable budgets are clear, detailed, and aligned with appropriate budget codes.*

Example from 2021-2022 in Rapides:

Budget Code	EIC Code	Description	Amount
500	14	Flat tuition rate to child care providers (240 seats) -39 Infants, @ \$41.00, 52 One-Year-Olds @ \$36.00, and 59 Two-Year-Olds @ \$36.00 -90 Three-Year-Olds @ \$35.00	1,946,301

**Note** that this is not by center. That is okay, and allows flexibility for RSN to move seats around as needed.



# eGMS Budget Writing

*Excellent and approvable budgets are clear, detailed, and aligned with appropriate budget codes.*

Example from 2021-2022 in Iberville:

Budget Code	EIC Code	Description	Amount
100	14	Salaries - Family Education Facilitator (full time 12 month employee @ 50%). This position will complete enrollment paperwork with parents, conduct intake meetings and home visits, ensure students have updated dental and physical exams, plan parental involvement activities and coordinate with center directors.	15,420

# eGMS Budget Writing

*Excellent and approvable budgets are clear, detailed, and aligned with appropriate budget codes.*

Example from 2021-2022 in St. Charles:

Budget Code	EIC Code	Description	Amount
500	11	Allocate funds for increase of 16 B-3 lead teacher wages (4 sites), at a rate of \$5 per hour, 7.5 hours a day for 114 days; August - December 2021	68,400

# eGMS Budget Writing

*Excellent and approvable budgets are clear, detailed, and aligned with appropriate budget codes.*

Example from 2021-2022 in West Baton Rouge:

Budget Code	EIC Code	Description	Amount
300	11	Contract with an early childhood CLASS reliable observer to conduct provide in class coaching at B-3 centers \$35/hour x 20 hours a week x 32 weeks =\$22,400	22,400

# eGMS Budget Writing

*Excellent and approvable budgets are clear, detailed, and aligned with appropriate budget codes.*

Example from 2021-2022 in Webster:

Budget Code	EIC Code	Description	Amount
500	14	Coaching Incentives lead by NSU for Lead B-3 teachers for 21 teachers from Early Learning Centers program partners; Stipend \$25 per person/5 sessions (\$125 x 21 teachers)	2,625

# 2022-2023 Planning Document Examples

## West Baton Rouge

<u>Budget Category</u>	Brief Description of Activity	Source of Funds (PDG or ARPA CCDBG or CRRSA roll over)	Estimated Date of Draw-Down	Estimated Cost
100	<p><b><u>Rollover:</u> \$5,760</b>            Stipend for Early Childhood Staff to coordinate b-3, recruit, redetermine eligibility, process apps, interview families, monitor attendance, etc            144 hours x \$40/hour=  <b>\$5,760</b></p>	<p><b><u>Rollover:</u></b> PDG</p>	9/30/22 and 1/3/23	<p><b>Rollover</b>  <b>\$5,760</b></p>

# 2022-2023 Planning Document Examples

## St. Landry

<u>Budget Category</u>	Brief Description of Activity	Source of Funds (PDG or ARPA CCDBG or CRRSA roll over)	Estimated Date of Draw-Down	Estimated Cost
500	<ul style="list-style-type: none"> <li>•Teacher step increase: (\$2/hr x 8 hours) x 32 teachers = \$512 * 240 days = <b>\$122,880</b></li> <li>•2 paid sick days (8 hours/day, \$10/hour for 40 teachers)= <b>\$6,400</b></li> <li>•Stipends for 40 teachers @ \$17/hour, 4 hours per teacher = <b>\$2,720</b></li> <li>•Cost for 2022-2023 school year for all B-3 students per age group: \$308,448 for all infants; \$518,616 for all toddlers; \$169,344 for threes = <b>\$996,408</b></li> </ul>	PDG, ARPA, CRRSA, Roll-over		\$122,880 \$6,400 \$2,720 \$996,408

# 2022-2023 Planning Document Examples

## Rapides

<u>Budget Category</u>	Brief Description of Activity	Source of Funds (PDG or ARPA CCDBG or CRRSA roll over)	Estimated Date of Draw-Down	Estimated Cost
100	Coaching/Administration of Program Administrator/Instructional Coach 25 Hours/Week X \$50 X 50 Weeks = \$62,500 Instructional Coach – 25 Hours/Week X \$40 X 48 Weeks = \$48,000 Total - \$110,500 (.035%)	PDG	Monthly Beginning August 2022	\$110,250

# eGMS Budget Writing Discussion

- What made an excellent budget description?
- What preparation did these networks do to achieve a detailed budget description?
- What next steps do you need to take to prepare for your budget submission?







## Reimbursements and PERs



# eGMS

## Reimbursements and PERs

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

When submitting **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.



# Housekeeping



# Cover Letter

*Sometimes, documentation for families may require extra time or other support from the RSN that they otherwise would not get.*

Head of Household Name \_\_\_\_\_ Application Date \_\_\_\_\_

B-3 Child(ren) In Household: \_\_\_\_\_

Last Communication Date between RSN and Family: \_\_\_\_\_

Signature and Date (RSN Staff): \_\_\_\_\_

Next Steps Required by Family:

Date all documents received: \_\_\_\_\_

If documents not received, date of disenrollment: \_\_\_\_\_

# EC Directmatch vs. Most Current Documents

*For B-3 seats, eligibility determination is based on the most current information, which is why the LDOE asks for the most recent pay statement. Sometimes, “old” information may show conflicting information.*

It is possible that at the time the family applied for Medicaid or SNAP, they were eligible at the time, but are now making more money than they were at the time of that application. **For B-3 Seats, eligibility should be determined based on the most current information**, if you encounter a family that has conflicting income information like appearing in EC Directmatch but having a higher than 85% SMI income.

This should not change your method of eligibility determination, but something to be aware of as you are making eligibility decisions.

# Families Without SSNs and ASE

*Families may have struggled in the past to fulfill a HIRE account, due to not having a SSN. An alternative has been found to Apply for Employment Authorization.*

[Application for Employment Authorization](#) that is submitted through US Citizenship and Immigration Services can replace the HIRE account, which requires a SSN. This form can be submitted on the [USCIS.gov](#) website, and these families can [create an account](#) to file this form.

Keep a copy of this form for the application records.



## Application For Employment Authorization Department of Homeland Security U.S. Citizenship and Immigration Services

USCIS  
Form I-765  
OMB No. 1615-0040  
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted
			Relocated	
			Received	Sent
			Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(e)(14), (18) and 8 CFR 214.2(f)	Approved	Denied
Subject to the following conditions: _____			A# _____	
			<input type="checkbox"/> Applicant is filing under section 274a.12	

▶ **START HERE** - Type or print in black ink.

### I am applying for:

- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

### 1. Full Name

Family Name                      First Name                      Middle Name  
                                           

### 2. Other Names Used (include Maiden Name)

7. Gender  Male  Female

### 8. Marital Status

Single  Married  Divorced  Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes  No

**NOTE:** If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

## Next Steps

- Complete contact information and assurances in eGMS for Early Childhood Consolidated Application to open budgets for B-3 Seats, Ready Start Networks, Lead Agency, Community Supply Building and Access Expansion, etc. **available June 1**
- Complete your budget for B-3 Seats Funding (and other ECE Budgets) by **July 15**
- If you have not submitted your planning document, submit before **June 15**.
- Look out for attendance trackers coming your way mid-July
- Questions or concerns, reach out to [devon.camarota@la.gov](mailto:devon.camarota@la.gov)

