

Dear NC Pre-K Staff,

DCDEE uses the NC Pre-K Plan information for planning and payment purposes. It is CRITICAL for all information to be up – to – date throughout the year. Reimbursement for 2016-2017 will be computed on the site type, Lead or Substitute Lead teacher qualifications and rates in the Plan and on child attendance in NC Pre-K Kids. Reimbursement amounts will not compute correctly if information is not updated.

Initial actions needed and completion dates are listed below. Steps should be worked in the order they are listed.

- July 20 Review the “**Committee Section**” and the “**Contract Information**” to ensure all information is up to date. Remember the email addresses listed for the Contract Administrator, Fiscal Contact, Program Contact and additional contact are used for our communication with you during the year.
 - Review the “**Site Section**” of NC Pre-K Plan to ensure that all sites listed will participate in the 2016-2017 NC Pre-K year and review site types for accuracy.
 - Review the “**Classroom**” section to ensure that all classroom information is correct for 2016-2017
 - Review the “**Budget**” section to ensure:
 - Direct Services and Admin Service funds match your 2016/17 contract amounts.
 - Estimated Other Resources “Cash” and In-kind” – The 2015/16 amounts as of June have rolled forward. Please verify and update these estimated amounts, if needed.
- August 18 Missing Fields Information - **All Sites**. Follow Step 1 below, if applicable.
- August 18 **Site Types**. Follow Step 2 below.
- August 25 Missing Fields Information – **Site Year End Date**. Follow Step 3 below.
- August 25 Missing Fields Information – **Principal / Directors**. Follow Step 4 below, if applicable.
- September 1 **Teacher Placement**. Follow Step 5
- September 8 Missing Field Information - **Child Placement and Classroom Rate** worksheets. Follow Step 6 below.

After you log into the 2016-2017 NC Pre-K Plan system, the initial screen will be the “Missing Site Information” screen. You may also click on the “Missing Fields” button. All items listed above may not be applicable to your county. Note: CR, which means Change Request, will be used throughout this document. Please follow these Steps to update your initial 2016-2017 Plan.

Missing Fields Information - All Sites

Step I. Missing Fields (Star Rating Change)

- A. From the **Home** screen click on **Missing Fields** button which will bring up the Missing Site Information Screen.

The screenshot shows the 'NORTH CAROLINA NC Pre-K Prekindergarten Program' interface. At the top, it displays 'Plan: test Harnett County Partnership for Children' and 'User: Tara Fish'. Navigation tabs include 'Home', 'NCPKKids', 'Instructions', and 'Logoff'. Below the navigation is a 'Plan Forms List' section with a dropdown for 'School Year' set to '2016-2017'. A table lists the plan name 'test Harnett County Partnership for Children' with a 'Remove' link. At the bottom, a row of buttons includes 'Change Request', 'View', 'Missing Fields' (highlighted with a blue arrow), 'Teacher List', 'CR List', and 'Print Menu'.

The Missing Site Information Screen

There are six columns in this area: 1) County name, 2) Site Name, 3) Missing Information, 4) Star Rating Change, 5) Principal Change and 6) Year End Date for NC Pre K services. Review the list of site(s).

If “**Update**” is located in the 4th column (**Star Rating Change**) enter the **Site Year End Date** and click **Save**. Go to **Step 1B** to address the **Star Rating** issue.

The screenshot shows the 'Beginning of Year Missing Information' screen. It includes a header 'Missing Site Information' and instructions: 'Enter the site year end date for NC Pre-K services and then click save. Also use this screen to submit Principal Change Requests for principals who do not meet current qualifications.' Below is a table with columns: County, Site, Missing Information, Star Rating Change, Principal Change, and Year End Date for NC Pre-K Services. The 'Star Rating Change' and 'Year End Date for NC Pre-K Services' columns are circled in red. The 'Update' link in the 'Star Rating Change' column for 'Community Preschool at Lakewood' is highlighted with a red arrow. The 'Save' button at the bottom is also highlighted with a red arrow.

County	Site	Missing Information	Star Rating Change	Principal Change	Year End Date for NC Pre-K Services
Durham	Another Beautiful Beginnings	Site does not have an end of year date.			
Durham	Brown's Day Care Center	Site does not have an end of year date.			
Durham	Brown's Early Learning School	Site does not have an end of year date.			
Durham	Bryson Christian Montessori	Site does not have an end of year date.			
Durham	Bryson Christian Montessori-II	Site does not have an end of year date.			
Durham	Burton Magnet Elementary School	Site does not have an end of year date.			
Durham	C.C. Spaulding	Site does not have an end of year date.			
Durham	Childcare Network #57	Site does not have an end of year date.			
Durham	Children's Campus at Southpoint	Site does not have an end of year date.			
Durham	Christian Prep- Academy	Site does not have an end of year date.			
Durham	Community Preschool at Lakewood	Site does not have an end of year date. Star Rating is missing or Temporary.	Update		
Durham	Eastway Elementary	Site does not have an end of year date.			
Durham	First Presbyterian Day School	Site does not have an end of year date.			
Durham	Hillandale	Site does not have an end of year date.			
Durham	Lakewood Elementary	Site does not have an end of year date.			
Durham	Leathers/Meachem Head Start	Site does not have an end of year date.			
Durham	Oak Grove	Site does not have an end of year date.			
Durham	Primary Colors	Site does not have an end of year date.			
Durham	Primary Colors - Dixon	Site does not have an end of year date.			
Durham	Sandy Ridge Elementary	Site does not have an end of year date.			
Durham	Spring Valley Elementary	Site does not have an end of year date.			
Durham	Triangle Day Care Center	Site does not have an end of year date.			
Durham	White Rock Child Development Center	Site does not have an end of year date.			

- B. If the site will participate in 16-17; click “**Update**” in the **Star Rating Change** column to open the CR. Update information as needed on the CR, click the drop down arrow to change Current Star Rating and/or add comments about the licensing status in the Comment area. Click the submit button to send the CR to DCDEE.

Note: You may also click **Home**, click **CR List**, and click on the **CR number** to open the CR created for the site.

Site Change Request

A change request must be sent to the NC Pre-K State Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Durham	Site Street Address:	1912 Chapel Hill Road
Name of Center/School:	Community Preschool at Lakewood	City:	Durham
Type of Site:	Private For-profit child care center	State:	NC
LEA School Number:		Zip:	27707
Child Care License Number:	32002127		
	<input type="checkbox"/> NC Pre-K Star Rating Exception	Telephone Number:	(919) 489-9700 ext. <input type="text"/>
Current Star Rating:	Temporary	Fax Number:	(919) 403-8425
Year End date for NC Pre-K Services:	<input type="text"/>		

New Comment:

Not Submitted

Comment History:

- C. If the Site will not participate in 16-17, you must exit all the existing classrooms within that site and a **Site Termination Change Request** must be completed to remove site from the Plan. Note: A **Site Year End Date** must be entered/saved prior to exiting the site from the Plan. This date must be entered from the Missing Site Information screen or the Site Change Request screen.

NOTE: Submit Site Terminate Change Requests for any site that has not been assigned children to be served.

To **exit the classroom**, click on the Classroom button. Find the classroom and click on remove. Select “Yes” to the question “Are you sure you want to exit the “xxx” classroom?” Then enter the “End Date for Classroom” and click on “Remove”.

Classroom Forms List

Are you sure you want to exit the '001' classroom?

Select	County	Site	Classroom Code	Max Appr. Size	End Date
<input type="radio"/>	Ashe	Ashe Co Head Start Sizemore Ctr	Pre-K 1	18	Remove
<input type="radio"/>	Ashe	Ashe Developmental Day Care	ADDS 1	18	Remove
<input type="radio"/>	Ashe	Ashe Developmental Day Care	ADDS 2	18	Remove
<input type="radio"/>	Ashe	Ashe Support Service Early Learning Center	001	18	Remove
<input type="radio"/>	Ashe	Ashe Support Service Early Learning Center	003	18	Remove
<input type="radio"/>	Ashe	Ashe Support Service Early Learning Center	004	18	Remove
<input type="radio"/>	Ashe	Ashe Support Service Early Learning Center	006	9	Remove
<input type="radio"/>	Ashe	Ashe Support Service Early Learning Center	007	18	Remove
<input type="radio"/>	Ashe	Learning Thru Play Too CDC	LTP1	18	Remove
<input type="radio"/>	Ashe	Mount Jefferson CDC	001	18	Remove
<input type="radio"/>	Ashe	The Learning Tree Academy	001	9	Remove

Remove Classroom Screen

Please enter the last day that the classroom served NC Pre-K children. The classroom will not be available to the NC Pre-K Plan or to NCPKkids after this date.

Contract: test Ashe County School System
 Site: The Learning Tree Academy
 Classroom: 001
 End Date for Classroom: 8/2/2016

To **remove the site** click on the Site button. Find the site and click on remove. Select “Yes” to the question “Are you sure you want to remove the “xxx” from the list?” Then enter the “End Date for Site”, add comments if applicable and click on “submit”.

Committee Contract Info County **Sites** Classrooms Teachers Budget Instructions

Site List

Are you sure you want to remove 'The Learning Tree Academy' from the list?

Select	County	Site	Type	Number of Classrooms	Child Care License Number	End Date
<input type="radio"/>	Ashe	Ashe Co Head Start Sizemore Ctr	Head Start program	1	05000015	Remove
<input type="radio"/>	Ashe	Ashe Developmental Day Care	Private Non-profit child care center	2	0555002	Remove
<input type="radio"/>	Ashe	Ashe Support Service Early Learning Center	Public School	5	05000051	Remove
<input type="radio"/>	Ashe	Learning Thru Play Too CDC	Private For-profit child care center	1	05000067	Remove
<input type="radio"/>	Ashe	Mount Jefferson CDC	Private Non-profit child care center	1	5000070	Remove
<input type="radio"/>	Ashe	The Learning Tree Academy	Private For-profit child care center	0	05000083	Remove

Terminate Site Change Request

A change request must be sent to the NC Pre-K State Office to approve the requested changes.
 Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.
 Request to delete Site: **The Learning Tree Academy**
 Last End Date of all Classrooms:
 End Date for Site:
 (Must be later than last end date of all classrooms):
 Comment History:
 New Comment:
 Not Submitted

Step II. Site Types

Reimbursement for 2016-2017 will be computed on the **site type, Lead or Substitute Lead teacher qualifications & rates in the Plan and on child attendance in Kids**. The site type listed in the Plan should be verified. This Step must take place second to manage your Plan. Site types available in the NC Pre-K Plan are: Public School, Head Start Program, Head Start Program Administered by Public School, Private Non-profit child care center and Private For-profit child care center.

A. From the **Home** page, **click** the **View** button. **Click** the **Site** button to review the site list. If site type is correct proceed to Step 3. If site type(s) are not correct follow Step 2.B.

Plan Forms List

School Year:

Select	Plan Name	
<input type="radio"/>	test Harnett County Partnership for Children	Remove

Site List

Select County Site	Type	Number of Classrooms	Child Care License Number	End Date
<input type="radio"/> Harnett /adventures Under the /sun Childcare Development Center, Inc.	Private For-profit child care center	2	43000396	
<input type="radio"/> Harnett Anderson Creek Primary	Public School	2	43000542	
<input type="radio"/> Harnett Benhaven Elementary School	Public School	3	43000552	
<input type="radio"/> Harnett Busy Bee Learning Center	Private For-profit child care center	3	43000381	
<input type="radio"/> Harnett Dream Big Christian Academy Center	Private For-profit child care center	2	43000459	
<input type="radio"/> Harnett Harnett Primary School	Public School	1	43000553	
<input type="radio"/> Harnett Lillington-Shawtown Elementary School	Public School	1	43000363	
<input type="radio"/> Harnett Little Miracles Child Care	Private For-profit child care center	2	43000540	
<input type="radio"/> Harnett North Harnett Primary	Public School	1	43000533	

B. From the **Home** page, **click Change Request**, and then **click the Site** button. Next **select** the Site that needs to be corrected and then **click Change Request**. Using the drop down box for the Type of Site, **select** the appropriate classification; update the year end date, if applicable and **click Save**.

Plan Forms List

School Year:

Select	Plan Name	
<input type="radio"/>	test Harnett County Partnership for Children	Remove

Site List

<input type="radio"/>	Harnett Anderson Creek Primary	Public School	2	43000542	Remove
<input checked="" type="radio"/>	Harnett Benhaven Elementary School	Public School	3	43000552	Remove
<input type="radio"/>	Harnett Busy Bee Learning Center	Private For-profit child care center	3	43000381	Remove
<input type="radio"/>	Harnett Dream Big Christian Academy Center	Private For-profit child care center	2	43000459	Remove
<input type="radio"/>	Harnett Harnett Primary School	Public School	1	43000553	Remove
<input type="radio"/>	Harnett Lillington-Shawtown Elementary School	Public School	1	43000363	Remove
<input type="radio"/>	Harnett Little Miracles Child Care	Private For-profit child care center	2	43000540	Remove
<input type="radio"/>	Harnett North Harnett Primary	Public School	1	43000533	Remove
<input type="radio"/>	Harnett Spring Hill Child Care Center	Private For-profit child care center	1	43000114	Remove
Total:			18		

Site Change Request

County:	Harnett	Site Street Address:	914 Anderson Creek School Rd.
Name of Center/School:	Anderson Creek Primary	City:	Bunnlevel
Type of Site:	Public School	State:	NC
LEA School Number:	430-304	Zip:	28323
Child Care License Number:	43000542	Telephone Number:	(910) 893-6752 Ext. <input type="text"/>
Current Star Rating:	5 Star	Fax Number:	(910) 893-6752
	<input type="button" value="Change Star Rating or License"/>	<input checked="" type="checkbox"/> Same as Street Address Click Save to populate	
Year End date for NC Pre-K Services:	<input type="text"/>		

Comment History:

New Comment:

CR Status:

Step III. Site Year End Dates

Site year end dates did not roll forward in the 16-17 Plan. The site year end date is the last day NC Pre-K children will be served in that site and is required for the Program evaluation. Note: **The Site Year End Date is not related to the last day of payment.**

If a site will not participate in 2016-2017, complete the missing site information and missing classroom information. Then follow the *instructions above* to remove the classroom.

A. From the **Home** page, **click** the **MISSING FIELDS** button, which will bring up the Missing Site Information screen. There are six columns in this area: 1) County name, 2) Site Name, 3) Missing Information, 4) Star Rating Change, 5) Principal Change and 6) Year End Date for NC Pre K services. **Review** the list of site(s).

B. **Enter** the 2016-2017 Site Year End Date (mm/dd/yy) for NC Pre-K Services for each site. Then **click** the **Save** button. Once the site year end date has been entered and saved, the next time you return to this screen the site will be removed from the list, unless there is an issue with the Principal/Director or other missing information (i.e. star rating).

C. If “**Update**” is located in the 5th column (Principal Change) **enter** the Site Year End Date and **click Save**. **Go** to Step 4 to address the Principal/Director issue. The site will not be removed until the Principal/Director issue is resolved.

Beginning of Year Missing Information

Use this page at beginning of year to enter site Year End Date for NC Pre-K services.

Missing Site Information

Enter the site year end date for NC Pre-K services and then click save. Also use this screen to submit Principal Change Requests for principals who do not meet current qualifications.

County	Site	Missing Information	Star Rating Change	Principal Change	Year End Date for NC Pre-K Services
Burke	Circle of Friends	Principal is missing.		Update	06/15/2017
Burke	Glen Alpine Elementary	Site does not have an end of year date.			<input type="text"/>
Burke	Hildebran Elementary	Site does not have an end of year date.			<input type="text"/>
Burke	Icard Elementary	Site does not have an end of year date.			<input type="text"/>
Burke	Mountain Crest	Site does not have an end of year date.			<input type="text"/>
Burke	Mull Elementary	Site does not have an end of year date.			<input type="text"/>
Burke	Oak Hill Elementary	Site does not have an end of year date.			<input type="text"/>

Save

Step IV. Principals/Directors

If the Principal/Director was identified as “Interim” or the Director has less than an “Administrator III Credential” or a Principal has less than a “Principal License” in the 15-16 Plan the data did not roll forward in the 16-17 Plan.

A. From the **Home** page, **click** the **MISSING FIELDS** button, which will bring up the Missing Site Information screen. There are six columns in this area: 1) County name, 2) Site Name, 3) Missing Information, 4) Star Rating Change, 5) Principal Change and 6) Year End Date for NC Pre K services.

Review the list of site(s). **Update** in the 5th column indicates there is an issue with the Principal/Director for that site.

B. **Click Update** if this Principal/Director will serve in this site for 16-17. A CR will be created. **Review** and **Update** applicable data and **enter comments** as needed. Next **click Submit**.

Note: **Click Save** instead of **submit** if you are not prepared to submit the CR. **Click Home, CR List** and the **CR number** to continue working on the CR when data is known.

C. **Click Update** if the Principal/Director will not serve in this site for 15-16. A CR will be created. **Click Delete** to remove the current Principal/Director data and **SAVE**. Next click Update again for a blank CR, then enter the required data about the current Principal/Director, enter the effective date and click Submit. You may also go **Home, click CR List** and **click** on the **CR number** to open a blank CR. Then **enter** the required data about the current Principal/Director, **enter** the **effective date**, **save** and **click Submit**.

Change Principal/Director Change Request

A change request must be sent to the NC Pre-K State Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

Site: Circle of Friends

Principal/Director: **Email:**

Title:

First

Last Name:

Ethnicity: Hispanic Yes No

Race (Check at least one, and all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White / European American

Phone Number: **Phone Ext:**

Highest Degree:

The Site will not be removed from the Missing Site Information list until DCDEE approves the CR and/or the Site Year End Date is saved.

NOTE: Principal/directors must be in place prior to request for reimbursement.

After [all](#) of the above items have been addressed the [MISSING FIELD](#) button will disappear from the Home screen.

Step V. Teacher Placement

Reimbursement for 2016-2017 will be computed on the **site type, Lead or Substitute Lead teacher qualifications and rates in the Plan and on child attendance in NC Pre-K Kids**. If current information is not in the Plan – reimbursement amounts will not be correctly computed. **Teachers** must be placed/approved in the Plan before reimbursement amounts will compute.

Please follow the *Teacher Placement User Guide for adding/placing teachers in the classrooms*.

NOTE:

- 1. Teacher start dates are critical for computation of reimbursement amounts.**
- 2. 9 or less children served = 1 approved Lead or Substitute Lead teacher and 10 or more children served = 1 approved Lead or Substitute Lead teacher and 1 approved assistant**

Step VI. Rates and Children Worksheets

Steps 1 through 5 must be completed for the worksheets to complete calculations. If a CR has not been approved for a non licensed site the system will not complete calculations. If a CR has not been approved for a **teacher placement change** or **add teacher**, the system will not complete calculations.

The Plan includes a **Rates and Children** button available in **View** mode and an **Adjust Rates and Children** button in the **Change Request** mode along with **nine** worksheets. The worksheets contain **filters**. You may view **all sites** or an **individual site**. You may also view **all classrooms** or for an **individual site** or just **one classroom** at a time. You may also filter by **funding source**.

The worksheets are:

Planning – Children	Budget – Children	Actual – Children
Planning – Rates	Budget – Rates	Actual – Rates
Planning - Children and Rates	Budget - Children and Rates	Actual - Children and Rates

Above the worksheet choices are three columns that include accumulated totals for **Planning, Current Budget** and **NC Pre-K Kids Submitted**. Beside these columns you will find **Total Direct Services Funds Allocated, Actual Payments to date** and **Current Budget Anticipated Spend**.

The **Planning Worksheets** are used to reflect how many children you plan to serve in each site/class, to set up your billing dates and to enter/verify classroom payment rates. Think of these as your play worksheets. You will also use these worksheets throughout the year to move children around. The amount calculated by the system and reflected in **Planning - Payments** indicates how much of your Total Direct Service Funds Allocated you have planned to be paid out.

The **Budget Worksheets** and the column above for **Current Budget** will not reflect any amounts until you click **Commit to Budget** button in the Change Request mode. Ultimately, amounts in **Planning** and **Current Budget** should match. The amount calculated by the system and reflected in **Current Budget - Payments** indicates how much of your Total Direct Service Funds Allocated you have budgeted to be paid out.

The **Actual Worksheets** and the **Actual Planning** amounts and children served number will be automatically entered by the system. The new 16-17 Plan will compute reimbursement by classroom based on the site type, Lead and Substitute Lead teacher qualifications and rates in the Plan and child attendance in the Kids system.

Types of Rates for NC Pre-K Direct Services Funds

Maximum rates are the rates DCDEE announced for 2016-2017 based on site types and teacher qualifications which are programmed into the Plan.

Exception rates are the rates approved by management at DCDEE which are also programmed into the Plan.

Negotiated rates are the rates your agency may have paid to the Site in 11-12 which were maintained in 12-13 and may have been lower than the maximum rates for Head Start and Public sites. In 16-17 you may increase the rate up to the maximum if you have funds available in your existing budget.

Funding Source

There are two permanent types of funding sources available in the 16-17 Plan: 1) NC Pre-K Primary and 2) Dual Funded. Only NC Pre-K funds are identified in the Plan. However, you may have a classroom that requires two NC Pre-K rates, i.e. a Head Start classroom has 18 children: 9 children funded with Head Start and NC Pre-K funds \$300 per child and 9 funded with only NC Pre-K funds, which require a higher rate.

You must contact DCDEE prior to setting up a classroom that has multiple NC Pre-K rates based on different funding sources. There is also a temporary pilot funding source in the 16-17 Plan: Classroom funded rate that was used by a select few in 2013/14 in a pilot program.

Planning Worksheet

- A. **Determine** the number of children to be served in the classroom.
- B. From the **Home** page, **click Change Request**, next **click Classrooms** and then **click** the new **Adjust Rates and Children** button. A new screen will appear. **Click Planning** and **Children** to verify and change the number of children you plan to serve in each classroom for ten months. To change the number, **highlight** the number and **type** in the new number.

There are 7 Classrooms who have a reimbursement rate of \$0 for 10 months out of the year.

Total Direct Services Funds Allocated: \$679,380 Attendance Payments: \$0 Current Budget: \$0 NC Pre-K Kids Submitted: \$0

Actual Payments to date: \$0

Current Budget Anticipated Spend: \$0

Filters: Sites: Classrooms: Funding Source: Planning Children
 Budget Rates
 Actual Children and Rates

Site	Classroom	Funding Source	Line Item	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
				Planning											
Askeville Preschool	01	NC Pre-K Primary	Children	0	15	0	0	0	0	0	0	0	0	0	0
Askeville Preschool	02	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
Askeville Preschool	03	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
Askeville Preschool	05	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
Colerain Elementary	Colerain 01	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
West Bertie	02	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
West Bertie	West Bertie 01	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
Total For Contract			Children	0	15	0	0	0	0	0	0	0	0	0	0
			Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

C. **Determine** the payment period for this site and class. If the payment period is August to May, start entering the number of children (max of 18) in the block under Aug-16. Continue entering the number in the blocks through May and **click Save** after each classroom is complete. This sets your payment period.

If the payment period is September to June, start entering the number of children to be served in the block under Sep -16 and continue through June, then **click Save**.

D. Next, **click Planning** and **Rates**. Default rates approved by DCDEE will automatically populate for classrooms with approved Lead or Substitute Lead teachers. **Review** the rate for each classroom. If the rate is incorrect, **highlight** the number, **enter** the correct rate (negotiated) and **click Save**.

Note: Rates may only be entered as whole dollars. Review your funding source.

There are 6 Classrooms who have a reimbursement rate of \$0 for 10 months out of the year.

Total Direct Services Funds Allocated: \$679,380 Attendance Payments: \$14,190 Current Budget: \$14,190 NC Pre-K Kids Submitted: \$0

Actual Payments to date: \$0

Current Budget Anticipated Spend: \$14,190

Filters: Sites: Classrooms: Funding Source: Planning Children
 Budget Rates
 Actual Children and Rates

Site	Classroom	Funding Source	Line Item	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
				Planning											
Askeville Preschool	01	NC Pre-K Primary	Payment Rate	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473
Askeville Preschool	02	NC Pre-K Primary	Payment Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Askeville Preschool	03	NC Pre-K Primary	Payment Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Askeville Preschool	05	NC Pre-K Primary	Payment Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Colerain Elementary	Colerain 01	NC Pre-K Primary	Payment Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
West Bertie	02	NC Pre-K Primary	Payment Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
West Bertie	West Bertie 01	NC Pre-K Primary	Payment Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total For Contract			Children	15	15	0	0	0	0	0	0	0	0	0	0
			Payment	\$7,095	\$7,095	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

E. Then **click Planning** and **Children and Rates**. If you receive a red message beside or under the Total Direct Service Funds Allocated you have over budgeted or not completed an item from Step 1 - 6. **Recheck** the number of children to be served and/or the rates, **make changes** and **click save**. The goal is to plan to use as much as possible of your Total Direct Service Funds Allocated. After the red message(s) have disappeared and you are satisfied with your plan, **click Commit to Budget**.

There are 7 Classrooms who have a reimbursement rate of \$0 for 10 months out of the year.

Total Direct Services Funds Allocated: \$679,380 Attendance Payments: Planning Current Budget NC Pre-K Kids Submitted

Actual Payments to date: \$0

Current Budget Anticipated Spend: \$0

Filters: Sites: Classrooms: Funding Source: Planning Children
 Budget Rates
 Actual Children and Rates

Site	Classroom	Funding Source	Line Item	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
				Planning											
Askeville Preschool	01	NC Pre-K Primary	Children	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Payment Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Askeville Preschool	02	NC Pre-K Primary	Children	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Payment Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Askeville Preschool	03	NC Pre-K Primary	Children	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Payment Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Askeville Preschool	05	NC Pre-K Primary	Children	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Payment Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Colerain Elementary	Colerain 01	NC Pre-K Primary	Children	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Payment Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
West Bertie	02	NC Pre-K Primary	Children	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Payment Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
West Bertie	West Bertie 01	NC Pre-K Primary	Children	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Payment Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total For Contract			Children	0	0	0	0	0	0	0	0	0	0	0	0
			Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

NOTE:

1. Use the hover button on your mouse to assist you with the type of site, if a teacher is qualified or not and the rate.
2. If a rate does not populate, check the CR List to ensure all CR's have been approved for the Lead or Substitute Lead teachers, sites or other issues are remaining. Remember- do not Plan over your budgeted amount.

Budget Worksheets

The **Budget Worksheet** is controlled by the **Planning Worksheet**. If the amounts for **Planning** and **Current Budget** - do not match, you may not have clicked the Save and Commit to Budget buttons after making a change. **Click** on **Planning** and **Rates** to view if a rate has been entered for each classroom or any items are highlighted in red or are blank. Use the hover feature to search for issues also. After making the corrections and you are satisfied with your plan, **click Commit to Budget**.

Actual Worksheets

The **Actual Worksheets** and the **NC Pre-Kids Submitted** will be automatically entered by the system. The new 16-17 Plan will compute reimbursement by classroom based on the site type, Lead and Substitute Lead teacher qualifications and rates in the Plan and child attendance in the NC Pre-K Kids system. DCDEE may also increase or decrease the reimbursement amount if adjustments are necessary during the monthly payment process.

NOTE:

3. Monthly adjustments to the **Planning Worksheets** may be required to correctly identify the number of children to be served, to decrease the number of children to be served or to increase the number of children that may be served due to unexpended funds. Funds remaining may be generated if you move children from a class with a higher rate to a class with a lower rate and you could serve more children.
4. The Plan also includes an accumulated amount on the **Budget Page** for the **Currently Budgeted Expenditures, Actual Attendance, State Office Payments, and the Running Total**. You will use this to manage your funds throughout the year.
5. If the number of children in classrooms with lower payment rates decrease and children to be served in classrooms with higher payment rates increase you cannot serve the same number of children and funds remaining will decrease. This can be managed by not replacing children as they leave classrooms during the year; or by budgeting based on the maximum payment amount allowed.
6. Remove classrooms if children have not been assigned to the class.
7. If you exit a Lead or Substitute Lead teacher the worksheets will zero out the rate because the system does not have a teacher to calculate.

- 8.** Prior to printing the classroom attendance reports to submit for the monthly reimbursement – check the worksheets for any “red” issues.
- 9.** The rates entered in the Plan must reflect actual rates paid to providers. This will be reviewed during monitoring by DCDEE.