

2023-2024 CCAP B-3 Seats Network Lead Agency Planning Template

The intent of this document is to support network lead agencies in thoroughly planning for the enrollment and administration of 2023-2024 CCAP B-3 Seats. Read through the question prompts below; then respond to the prompts below each question, or in a provided table, to the best of your ability. If at any point you are unsure of how to answer these questions or you would like additional support, please contact devon.camarota@la.gov. When you have completed this document, please submit to earlychildhood@la.gov by Friday, September 15 by 5 p.m.

Calendar for Reference

Date	Activity
August 8, 2023, 3:30-4 p.m.	CCAP B-3 Seats Kickoff Webinar Part I
September 1, 2023, 1-2 p.m.	CCAP B-3 Seats Kickoff Webinar Part II
September 7, 2023, 3-4 p.m.	CCAP B-3 Seats Eligibility Webinar
September 15, 2023, 5 p.m.	Planning Document and signed assurances due, emailed to earlychildhood@la.gov , including the network's application for providers and partnership agreement with providers
(Update to be shared as soon as possible)	Funds available to recipients

I. Partnerships and Allocations

- 1) **NEW** - To ensure equal opportunities for providers across the network to participate in this valuable opportunity, Network Lead Agencies must notify **all** eligible providers in the network (including eligible Type III providers and Family Child Care providers participating in Academic Approval) of the network's 2023-2024 application for CCAP B-3 Seats.

Network Lead Agencies may use the LDOE's template for the application or create and use an application created by network staff.

- a) Please check the box and complete the fill-in-the-blanks for the selected option.

_____ (network) has elected to **use the LDOE's template application (with or without modifications)**, has shared the application with all eligible providers in the network on _____ (date), and the application was due back to the network by _____ (date).

_____ (network) has **elected to create a new application unique to our community**, has shared the application with all eligible providers in the network on _____ (date), and the application was due back by _____ (date).

- b) Please download a copy of the application as a PDF and share with earlychildhood@la.gov along with this planning document.

- 2) **In order to participate, sites must meet** at least all of the following eligibility criteria:

- a) Possessing a score of "Proficient" or higher on the site's Performance Profile Rating for the 2022-2023 Academic Year
- i) If a site is new for the 2023-2024 Academic Year,
- (1) a robust plan should be included in this Planning Document to demonstrate how the network will effectively support the site to achieve a "Proficient" or higher Performance Profile Rating for 2023-2024,
- (2) along with an explanation of why it is important for this site to participate in 2023-2024 CCAP B-3 Seats in its first year (e.g., meeting a geographic or other need identified by network data gathering)
- b) Possessing CCAP certification
- c) Offering, or able to offer through CCAP B-3 Seats funding, infant seats
- d) Offering full-time, year-round seats (at least 30 hours per week, at least six hours of continuous care minimum per weekday)
- e) Meeting the ECAC requirement for Lead Teachers
- i) Lead Teachers in classrooms where CCAP B-3 seats will be placed should have their ECAC or be working with an ECAC program to enroll

during the 2023-2024 academic year

3) With which child care sites will your network partner, and what is the rationale for your partnership?

(Answer in the table below; add or delete rows as needed)

- a) Does each site meet all of the criteria outlined in 2) above? How will the network ensure each site you partner with meets the requirements?
- b) Which providers can best help your network serve communities, and age groups, that are most underserved in the network?
- c) What makes each identified child care site a strong candidate to succeed in supporting these CCAP B-3 children?
- d) What strategies will the network use for further relationship-building with child care sites?

Site Name	License Number	Site Code	Rationale for partnership

Note: If at any point in the year you add or change sites, you must submit a rationale for partnership via Word/pdf document or in the body of an email to earlychildhood@la.gov prior to enrolling children in the new site.

- 4) Which providers applied for CCAP B-3 Seats but were not selected to participate? Rationale for rejection must include the following details:
 - a) Performance Profile rating of applying site
 - b) Whether the site has ever received B-3 Seats in previous years
 - c) Whether the site offers infant seats

d) Additional criteria for application added by the network, if applicable, that was not met

Please add or delete rows as needed.

Site Name	License Number	Site Code	Rationale for <i>not</i> selecting this site

5) How will the network allocate CCAP B-3 Seats across each partner site?

a) *Enter the seat numbers, per age group, per site, in the table below. Though these numbers are not 100% set in stone and networks can make small adjustments based on demand and needs of families in your communities, networks are encouraged to stay as close to these numbers as possible. Networks should not complete this section without first confirming with site partners that there is demand and space for children of that age. Add or delete rows as needed.*

2023-2024 Rates for CCAP B-3 Seats

Age Group	CCAP B-3 Rate Allocated by LDOE
3 Year Olds	\$10,670
Toddlers (1 or 2 Year Olds)	\$11,700
Infants	\$18,940

Site Name	# Infant Seats	# 1 YO Seats	# 2 YO Seats	# 3 YO Seats	Total # Seats
<i>Total:</i>					<i>Final Total:</i>

- 6) How does the network plan to recruit families to fill these CCAP B-3 Seats created in your network?
- a) Which communities are most underserved in the network?
 - b) Which age groups are most underserved in the network?
 - c) What activities, events, outreach, or other communication will the network conduct to ensure 100% of the allocation for 2023-2024 CCAP B-3 Seats is used, so that all children able to be served with the funding amount *are* served?

II. Budget Planning

CCAP B-3 Seats Tuition (allocations sent to August and December 2023 BESE meetings, funded with State General Funds):

Please note that since this CCAP B-3 Seats funding comes from State General Funds for 2023-2024, indirect costs are not permitted.

Administrative Funds for CCAP B-3 Seats (funded by ARPA CCDBG funds):

Description of Activity	Estimated Cost
<ul style="list-style-type: none"> Salaries for administrative staff determining eligibility of CCAP B-3 Seats 	
<ul style="list-style-type: none"> Benefits for administrative staff determining eligibility of CCAP B-3 Seats 	
<ul style="list-style-type: none"> Enrollment or advertising for CCAP B-3 Seats 	

PDG Bridge Funding (embedded in RSN budget as of July 1, 2023):

<u>Budget Category</u>	Brief Description of Activity	Estimated Date of Draw-Down	Estimated Cost
100			
200			
300			
400			
500			
600			
700			
800			

- 7) **NEW - CCAP** B-3 Seats Quarterly Reports will be required from all funded networks. These Quarterly Reports will be due on the 10th of the month following each quarter. Quarterly Reports will be **due by January 10, 2024, April 10, 2024, and July 10, 2024**. Those networks who were previously awarded PDG Bridge funding for B-3 Seats will also have a report on activities from July-September **due by October 10, 2023**.
- a) Quarterly Reports will require networks to share updates with the LDOE regarding spending of funds, including remaining balances and estimated spend-dates for those remaining balances.
 - b) The Quarterly Report Template will be shared in late September 2023 and will be available on the Lead Agencies Library.

III. Eligibility Determination

Eligibility determination at the lead agency level is a key component of the CCAP B-3 Seats Pilot. The intention of these eligibility requirements is to 1) ensure families most in need are receiving financial support for care and 2) ensure that families are able to establish sustainable and viable employment to support their families for years to come. Please refer to the 2023-2024 Guidance on Administering CCAP B-3 Seats Document for Eligibility Requirements.

The Network Lead Agency is tasked with determining eligibility of families and children, in order to enroll. This process requires staff at the network to be expertly versed in the eligibility requirements of this pilot and prepared with a well-planned system to communicate with families, with structures in place to safely house family eligibility documents, and with processes in place to verify family eligibility.

Note: A child can be funded by either a CCAP B-3 Seat or a CCAP Voucher Seat but not both.

Eligibility Determination Procedures Questions:

- 1) Who on the network's staff will lead the eligibility determination process?

Please put their contact information below.

If the network is new to CCAP B-3 Seats and plans to hire or contract with someone to support the eligibility work, please provide an estimated date by which the network will have hired or contracted with this new team member. Please also provide devon.camarota@la.gov with their contact information as soon as possible.

2) How will the network maintain the eligibility files for families, so that the network is prepared for the LDOE yearly monitoring?

3) How will the network communicate the requirements to interested families and follow up with families for the necessary documentation of eligibility?

4) The LDOE recommends providing families a 30 day window between an initial meeting and final due date for eligibility documents. How will the network manage this turnaround time in the community; what adjustments will be made if any, and what is the justification for this process?

5) What challenges does the network anticipate in collecting eligibility documents from families, and how does the network plan to solve for those challenges?

IV. Internal Business Office Questions

Please answer the following questions, as they will help you in ensuring that funds get into the hands of your partner sites as quickly as possible.

1) Who in your network's finance office do you need to speak to in order to process payments for partner sites in a timely manner?

2) What documentation does the network's internal office need in order to process partner site payments?

3) How long does the network's office take to process payments?

4) When do you want to have payments to the partner sites, and based on the previous questions, how far in advance should the EC team start the payment process with the network's internal office?

5) When are the staff in the network's business office likely to be out of office, so that preparation of needed payment requests and documents can be made prior to their leave?

V. Partnership Agreement

You will be required to create partnership agreements with each site where you place CCAP B-3 Seats. You will need to include the rate of pay sites will receive per child per age, information about reporting attendance, and other guidance that will help ensure a strong relationship between your network and the partner site and the effective implementation of this program. Below is a sample agreement which you should edit with the appropriate changes relevant to your network and requirements.

The sample partnership agreement for editing is available on the following page.

<Sample for Editing>

Partnership Agreement

Child Care Site _____ (name of site) agrees to partner with _____ (Network Lead Agency) for the allocation of CCAP B-3 Seats starting on _____ (date) through June 30, 2024. We agree to work together towards providing high-quality care and education to the children of Louisiana, and to do this my site will:

- Meet all of the 2023-2024 CCAP B-3 Seats Pilot requirements, including offering infant care in my site and ensuring the lead teacher in classrooms with CCAP B-3 funded slots has an early childhood ancillary certificate or will work with an ECAC program to enroll during the 2023-2024 academic year
- Attend recurring meetings on a _____ (daily/weekly/monthly) basis (via Zoom or in person at _____ location) to discuss operational and logistical matters in effectively implementing the CCAP B-3 Seats
- Take daily attendance for CCAP B-3 Seats and submit by _____ (daily time deadline)
- Receive and act upon feedback based on unified quality rating system rubric and guidance in order to maintain Performance rating of Proficient or higher

The Network Lead Agency has the right to remove children and funding from _____ (site) at any point during the year if the Network Lead Agency finds that _____ (site) is out of compliance with any of the listed agreement requirements or in violation of any requirements listed within [Bulletin 137](#).

<Add other requirements for partnership as needed or desired between agency and child care site>

Both parties agree to uphold the qualifications listed herein.

Signed by:

Network Lead Agency

Date

Child Care Site Partner

Date