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# LA 4 Funding for 2020-2021

## July 2020

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The background of the slide is a watercolor-style illustration with soft, blended colors of teal, light blue, and pale yellow. A large, thin white circle is centered on the left side of the slide, framing the word 'Agenda'.

# Agenda

- LA 4 Funding Information
- Claiming LA 4 Funds
- PreK Program Assurances
- Completing the Reporting and Payment Claim Form
- Important Items to Remember
- Payment Updates due to COVID-19
- Next Steps

# LA 4 Funding Information

*The LA 4 Program is funded through a combination of State General Funds and TANF (Temporary Assistance for Needy Families) funds.*

- The entirety of LA 4 funds received by a school district should be recorded in the district's accounting system and reported in the Annual Financial Report (AFR) as *State Revenue*.
- The appropriate reporting in the AFR for this State revenue is Key punch Code #5800, entitled LA 4. The cash should be reported in either General Fund or Other Special Funds according to the manner in which the funds were accounted for at the local level.
- LA 4 funds originally labeled as federal TANF funds in 2019-20 **should NOT** be accounted for and reported in the AFR as Federal revenue in KPC #11800 entitled Temporary Assistance for Needy Families (TANF).



# How Will LA 4 Funds Be Claimed?

- Budgets will not be submitted to the LDOE.
- School systems will continue to submit detailed enrollment and attendance information for LA 4 children monthly via the LA 4 Attendance Reporting and Claim form.
- LA 4 will be paid on a per child basis. This allows school systems to expend funds without requiring prior approval of allowable expenses.
- LA 4 payments will be made monthly following complete submission of enrollment and attendance reports.
- School systems will still report expenditure data on the annual financial report (AFR).

# PreK Program Assurances

*Pre-K Program Assurances were released on July 10 and must be submitted by July 24.*

School systems must sign the standard PreK Assurances that are submitted annually. In addition,

- School systems will ensure that accurate enrollment and attendance records are kept for each child.
- School systems must submit monthly enrollment and attendance reports *for each child funded with LA 4 funds* by the date outlined in the reporting timelines. *Failure to submit timely data will result in a forfeiture of payment that cannot be recouped in subsequent months.*
- School systems will acknowledge that the monthly per child rate is payable contingent on the child attending 74% of the scheduled school calendar days in a month. For children who do not meet the 74% requirement, payments will be made based on funding availability.
- Note: excused absences will not be calculated against a child's monthly attendance percentage. If a child has an excusable absence (i.e. documentation of a signed doctor's excuse), then those days are not counted as absences for payment purposes.

# Submission of Enrollment and Attendance

School systems will submit student attendance information monthly on the LA 4 Attendance Reporting and Payment Claim Form.

## LA 4 Attendance Reporting and Payment Claim Form

A service unit shall be reimbursable if the child has attended not less than 74% of the scheduled school days in a calendar month.

District/LEA

MONTH

COMPLETED BY

I hereby certify the following information is a true and correct statement of student contact hours for the period shown, and said data can be verified by documentation on file in this office.

TOTAL REIMBURSABLE UNITS   
@   
TOTAL REIMBURSEMENT

\_\_\_\_\_  
Authorized District Personnel Date

LASID Number	First Initial of First Name	First 2 Initials of Last Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL (Denominator)	Days Attended	MIN Required Days	UNITS	%		
111111	J	Ab	C	C	1	1	1	1	1	1	C	C	1	1	1	1	1	C	C	1	1	1	1	1	C	C	1	1	1	1	1	1	1	21	21	16	1	100%		
222222	J	Ce	C	C	1	1	1	1	1	1	C	C	0	0	1	0	0	C	C	1	1	1	1	1	C	C	1	0	1	0	0	C	C	1	21	14	16	0	67%	
333333	B	Mc	C	C	1	1	1	1	1	1	C	C	1	1	1	1	1	C	C	0	1	1	1	1	C	C	1	1	1	1	1	1	1	21	20	16	1	95%		
444444	M	Sw	C	C	-	-	-	-	-	-	C	C	-	-	-	-	-	C	C	-	-	-	-	1	C	C	1	1	1	1	1	1	C	C	1	7	7	5	1	100%
555555	J	Le	C	C	1	1	1	1	1	1	C	C	1	1	1	-	-	C	C	-	-	-	-	-	C	C	-	-	-	-	-	-	-	21	7	16	0	33%		
666666	C	Na	C	C	1	1	1	1	1	1	C	C	1	1	1	1	1	C	C	1	1	1	1	1	C	C	1	1	-	-	-	-	-	21	17	16	1	81%		
666666	C	Na	C	C	-	-	-	-	-	-	C	C	-	-	-	-	-	C	C	-	-	-	-	-	C	C	-	-	-	-	-	-	-	-	-	-	-	-	-	

# Completing the Attendance Reporting and Payment Claim Form

- **New this year:** The template includes drop downs for entry selection.
- Any days that the school or district is closed must be identified with a 'C'.
- Complete the LASID and child name information.
- Each day the child is present is marked with a '1'.
- Days when the child is absent (unexcused) should be identified with a '0'.
- Excused absences should be indicated with a '1' and that day highlighted in yellow. Excuses should be kept on file for monitoring and audit purposes.



# Completing the Attendance Reporting and Payment Claim Form

- Children with late start dates must attend 74% of their scheduled school days. Ex. Mary starts school on Oct. 21. She must attend 5 days to meet the requirement. Days a child is not enrolled should be identified with a "-" by selecting the dash (-) from the dropdown. NOTE: A dash does not indicate a closure or absence. It ONLY identifies if a child has been enrolled or has dropped. (See example LASID #444444)
- Children who disenroll for any reason must meet the full 74% of the scheduled school days requirement in order to be reimbursable. Ex. Johnny's family relocates. His last day of school is Oct. 11. Since he only attended 7 days (33%), he does not meet the requirement. (See example LASID #555555.) However, Charles' last day was Oct. 25. He attended 17 days, meeting the requirement, and is eligible for payment. (See example LASID #666666 .)



# Important Items to Remember

- COMPLETED REPORTS ARE DUE BY CLOSE OF BUSINESS ON THE 10<sup>TH</sup> OF EACH MONTH. Unfortunately, **this is not a negotiable deadline and we cannot grant extensions.** If you fail to submit your report by the deadline, you risk non-payment for services that month.
- **Please ensure that you are only reporting attendance information for children who are eligible for and coded in SIS as LA 4 children.** We are no longer collecting monthly enrollment information for any other funding source as we have in the past.
- **Your report is considered “submitted” when the signature has been affixed to the google doc.** A present signature indicates that we can begin our review process and close out/lock that month for edits. If you are still adding data, please do not sign it until you have finished.

# LA 4 Updates

## Instruction Models

*School systems will likely consider various models for instruction delivery and phasing in reopening during the 2020-2021 school year.*

- School systems should have an academic plan for high-quality curriculum, instruction, assessment and teacher professional development across grade levels and content areas, as well as a strategic communications plan for family engagement. School systems should prepare for at least three possible scenarios: traditional, hybrid and virtual. All scenarios should include daily attendance for staff and students.
- For schools or systems considering a hybrid model, it may be helpful to consider prioritizing younger grades for in-person instruction, which may help meet the child care needs of families with younger school-aged children and support developmentally appropriate instruction for younger ages.

TRADITIONAL	HYBRID	VIRTUAL
Instruction in a traditional school setting with mitigation efforts in place	Instruction via a combination of face-to-face and virtual models	Instruction via a 100% virtual model with synchronous and/or asynchronous learning

# LA 4 Update

## Virtual/Hybrid Pre-K Guidance

*The Department is requiring that all school systems have strong, yet agile continuous education plans that provide standards-aligned instruction using high-quality curriculum during modified operations.*

In addition to the [Strong Start 2020 guidelines](#) and in coordination with the [Reopening Guidelines and Resources](#), we have developed a set of requirements for implementation of publicly funded virtual pre-K. When offering a virtual option, LA 4 programs that meet the following requirements will continue to be funded:

- Lead teachers meet all certification criteria as required by program type;
- Children are provided with materials and guided instruction that follows a high-quality Tier I pre-K curriculum which is aligned to the Louisiana Birth to Five Early School learning and Development Standards and promotes kindergarten readiness;
- There is a strategic communications plan to connect with every student on a daily basis, provide weekly feedback on children's work, and communicate a family's role in supporting their child's continuous school learning; and
- Programs offer versatile delivery methods for instruction, related services, and professional development.

# LA 4 Updates

## Reimbursement for LA 4

*The Department will structure LA 4 reimbursements differently based on the different phases of reopening.*

STATE MANDATED SCHOOL CLOSURE	PHASE 1 OR PHASE 2	PHASE 3
<ul style="list-style-type: none"><li>● LA 4 will be reimbursed based on <b>enrollment only</b></li><li>● While strongly encouraged and required as part of Strong Start, schools will not have to demonstrate instructional requirements to be reimbursed</li></ul>	<ul style="list-style-type: none"><li>● LA 4 will be reimbursed based on <b>attendance and meeting program requirements</b></li><li>● LA 4 programs will have to meet virtual/hybrid program requirements detailed on previous slide in order to be reimbursed<ul style="list-style-type: none"><li>○ School will track attendance, whether students attending in person or virtually</li></ul></li></ul>	<ul style="list-style-type: none"><li>● LA 4 will be reimbursed based on <b>attendance</b></li><li>● LA 4 program requirements will return to normal</li></ul>



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## Next Steps

- The Department will send to you a Google doc to record your LA 4 attendance.
- First due date: August enrollment and attendance is due September 10, 2020
- Payments will be made monthly.
- Please direct all questions to Lindsey Bradford at [lindsey.bradford@la.gov](mailto:lindsey.bradford@la.gov)