



Office of Early Childhood

2024-2025 Allocations Planning Tool

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Purpose

This document is designed for Community Network Lead Agencies, Ready Start Networks, and Child Care Resource and Referral Agencies receiving allocations through the electronic Grants Management System (eGMS). It should be used to ensure that all funding sources can be used for their intended purpose, maximized to the best of each agency's ability and prevent overlapping of funds being used for the same effort. Each allocation also has the contact information for the program manager should the recipient have any questions about the use of funds.

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eGMS Coding and Allowable Uses

eGMS Coding and Allowable Uses		
Budget Code	Description	Allowable with ECE Activity (Allocation)
100	Personal Services - Salaries (district employees)	All
200	Personal Services - Benefits (district employees)	All
300	Purchased Professional and Technical Services (not done by internal staff)	All
400	Purchased Property Services (non-district employees do this service)	All
500	Other Purchased Services (not an employee of the district)	All
600	Supplies	All
700	Property (acquiring or improving capital assets like land and buildings)	Not allowable for any ECE Allocation
800	Other	All

For a detailed description of all eGMS Coding, including EIC Codes, please refer to the [Description of Educational Improvement Categories and Budget Codes Document](#).

Calendar of Important Dates

Please refer to the calendar below for all important deadlines and benchmarks regarding the 2024-2025 allocated funding for Early Childhood. Please refer to the [BESE Meeting](#) calendar for meeting dates where the Early Childhood Strategy team may bring supplemental funding or additional funding opportunities.

Fiscal Benchmark	Relevant Date
Start of the 2025 State Fiscal Year	July 1, 2024
Deadline for Networks to enter Early Childhood Education Contact Information and Sign Assurances in eGMS	August 1, 2024
Early Childhood Education Allocations available in eGMS	July 1, 2024
Deadline to submit Early Childhood Consolidated Budgets in eGMS	August 30, 2024
Initial Budget Reviews Completed by the LDOE	September 13, 2024
Quarter 1 Periodic Expense Report Available	September 30, 2024
Quarter 1 Periodic Expense Report Due	October 15, 2024
Early Childhood Education Budget submissions <i>no later than deadline</i> in eGMS	October 30, 2024
<p>Preschool Development Grant Funded Activities Spending Deadline <i>Any Preschool Development Grant (PDG) reimbursements must be submitted before this date. This impacts the following activities:</i></p> <ul style="list-style-type: none"> ● <i>At-Home Learning Opportunity</i> ● <i>Early Childhood Guides</i> ● <i>Family Engagement and Leadership Opportunity</i> ● <i>Workforce Planning Grant Opportunity</i> ● <i>Young Children With Disabilities Strategic Planning Opportunity</i> 	December 30, 2024

Quarter 2 Periodic Expense Report Available	December 31, 2024
Quarter 2 Periodic Expense Report Due	January 15, 2025
Quarter 3 Periodic Expense Report Available	March 30, 2025
Quarter 3 Periodic Expense Report Due	April 15, 2025
All reimbursements for the 2024-2025 Fiscal Year should be submitted	June 30, 2024
Quarter 4 Periodic Expense Report Available	June 30, 2025
Quarter 4 Periodic Expense Report Due	July 15, 2025

Reimbursement Requests and Periodic Expense Reports (PERs)

After budget approval in eGMS by the LDOE and Grants Management reviewers, Networks are responsible for the submission of timely and frequent reimbursement requests to draw down allocated funds. The frequent requests of reimbursement allows the LDOE and the Networks to accurately evaluate the amount of remaining funds throughout the year, and informs the Department about the use of, and need for, funding.

It is best practice to include documentation verifying the reimbursement request expenses, such as paid invoices, however for most allocations this is not required. The exception to this rule is the Early Childhood Education Fund, which requires verification of Local Match spending for **every** reimbursement.

Periodic Expense Reports (PERs) require documentation to verify all reimbursement requests from that quarter. Failure to complete a PER within the 15 day time frame each quarter may impact the Network's ability to submit reimbursements the subsequent quarter.

2024-2025 eGMS Allocations, Allowable Uses, and Recommended Spending Percentages (%)

Community Network Lead Agency

Funded by Child Care Development Fund (CCDF, CFDA# 93.596)

Community Network Lead Agency funds **expire on June 30, 2025**. Please contact devon.camarota@la.gov with any questions.

Recommended Use of Community Network Lead Agency Allocation	
Function	Estimated Percent of Funding
CLASS® Observations	70%
Coordinated Enrollment	10%
Network Administration (<i>inclusive of indirect costs, as applicable</i>)	15%
Materials, Supplies/Misc.	5%

Recommended Use of Community Network Lead Agency Funding	
CLASS® Observations	70%
CLASS® renewal fees (e.g., observer renewal, CLASS® trainer recertification fee)	
Stipends for contracted CLASS® Observers	
CLASS® observation materials	
Stipends/fees for CLASS® calibrations meetings	
Materials to support instruction (e.g., curriculum or supplemental materials)	
Travel (e.g., observations, TLS, EC Conference, Collaboratives, etc.)	
Coordinated Enrollment	10%
One-time rental for an event (not a lease), for Coordinated Enrollment and/or family engagement	

Advertising with radio, newspapers, and TV	
Printing and print materials - yard signs, print materials, matching t-shirts for enrollment events, etc.	
Mobile enrollment and registration opportunities (not leasing or buying a vehicle) stocking the vehicle with electronic supplies, laptops, printers, scanners, mobile wifi, and phones	
Family informational meetings or events related to enrollment and community network (e.g., training, materials, subscriptions, or activities)	
Network Administration	15%
Salaries for administration, coaches, administrative work, and benefits	
Indirect Costs	
Materials, Supplies, Miscellaneous	5%
Materials and supplies for children and classroom materials	
Technology: laptops, iPads, or office printer	

Ready Start Network

Funded by Child Care Development Fund (CCDF, CFDA# 93.596)

Ready Start Network Lead Agency funds **expire on June 30, 2025**. Please contact jovetta.sanders@la.gov with any questions.

The **unique characteristics of each community drive the vision and mission of each Ready Start Network**; therefore, each budget and associated allowable expenditures are unique and based on each network's:

- blueprint goals and associated strategies,
- funding needs related to the execution of the deliverables associated with the Ready Start Network framework, including the four pillars (blueprint, coalition, advisory council, and local funding),, and
- funding from sources in addition to the RSN allocation.

Additionally, **allowable uses for Ready Start Network allocations will be determined on a network-by-network case** and in consultation with the Ready Start Network Manager based on each network's:

- Progress in developing the local Ready Start Network as a scaled initiative
- Progress related to the Ready Start Network becoming a sustainable facet of the local early care and education landscape and the state early childhood system
- Progress in developing and implementing network and community goals
- Use multiple funding sources or initiatives that may utilize strategies that result in cross-funding
- All or part of the salary for one district employee(s) as Ready Start program director, coordinator, etc.
- Fringe benefits for Ready Start program staff
- Purchased professional and technical services to achieve RSN pillars
- Professional services contract for business/educational consultant to establish a local collaborative advisory council structure and assist in the creation of bylaws
- Web page professional services contract to develop early childhood network website and/or domain services for website
- Contract with a consultant to organize, plan, facilitate, and communicate ongoing early childhood engagement opportunities
- Mileage for Ready Start staff to provide on-site visits to child care centers

Due to this, **specific guidance related to allowable uses of RSN funding** will be provided during RSN-specific support activities, including but not limited to individualized support calls with the Ready Start Network Manager, Community of Practice webinars, and in-person strategic planning meetings.

Family Engagement and Leadership Opportunity

Funded by Preschool Development B-5 Funding (CFDA# 93.434)

Family Engagement and Leadership Opportunity Funds **expire December 30, 2024**. Please contact jenny.moran2@la.gov with any questions.

Recommended Use of Family Engagement and Leadership Opportunity Allocation	
Function	Estimated Percent of Funding
Family Engagement Consultant	Up to 30%
Family Engagement Meeting Venues, Materials, and Supplies	Up to 70%
Communication and Technology Resources	
Travel and Lodging to LDOE Facilitated Events	

Recommended Use of Family Engagement and Leadership Opportunity Funding	
Family Engagement Consultant	30%
Grantees will be given the option to contract a family engagement consultant to support the development of community-specific plans for improved family engagement strategies and the implementation of those strategies	
Family Engagement Meeting Venues, materials, and supplies	50%
Temporary rental of space as needed, supplies for events such as flyers, give-aways, consumable materials for children	
Communication and Technology Resources	10%
Communication and technology resources to streamline communication and dissemination of information to families	
Travel and Lodging to LDOE Facilitated Events	10%
Travel and lodging for LDOE facilitated family engagement events	

At-Home Learning Opportunity

Funded by Preschool Development B-5 Funding (CFDA# 93.434)

At Home Learning funds **expire December 30, 2024**. Please contact brittney.cochran@la.gov with any questions.

Recommended Use of At-Home Learning Opportunity Funding	
Function	Estimated Percent of Funding
Distribution of At-Home Learning Kits	50%
Travel to LDOE facilitated events	50%

Recommended Use of At-Home Learning Opportunity Funding	
Distribution of At-Home Learning Kits	50%
Distributing LDOE At-Home Learning Kits to families seeking early care and education opportunities via the EC Guides.	
Travel to LDOE facilitated events	50%
Travel cost to attend any LDOE facilitated events related to the LDOE At-Home Learning Initiative.	

Workforce Planning Grant Opportunity

Funded by Preschool Development B-5 Funding (CFDA# 93.434)

Workforce Planning Grant Opportunity funds **expire on December 30, 2024**. Please contact janet.grigg@la.gov with any questions.

Recommended Use of Workforce Planning Grant Opportunity Allocation	
Function	Estimated Percent of Funding
Workforce Consultant	40%
Director and teacher stipends to attend focus group meetings	20%
Facilitated events (travel and multiple venues)	40%
Materials and supplies for meeting events	

Recommended Use of Workforce Planning Grant Opportunity Funding	
Workforce Consultant	40%
Grantees will be given the option to contract with a workforce consultant.	
Director and Teacher Stipends to Attend Focus Group Meetings	20%
Direct payments to centers participating in the workforce study for director and teacher participation in focus group meetings.	
Facilitated Events, Travel, and Materials	40%
Workforce planning/workshop events and venues	
Travel associated with the workforce planning grant	

Young Children with Disabilities Strategic Planning Opportunity

Funded by Preschool Development B-5 Funding (93.434)

Family Engagement and Leadership Opportunity Funds **expire December 30, 2024**. Please contact caitlyn.robinson@la.gov with any questions.

Recommended Use of Young Children with Disabilities Strategic Planning Opportunity Allocation	
Function	Estimated Percent of Funding
Billable Coaching Units for Site Visits	49%
Additional CCR&R Implementation Costs	51%

Recommended Use of Young Children with Disabilities Strategic Planning Opportunity Funding	
Billable Coaching Units for Site Visits	49%
Site Visits (\$170 per unit) Infant: Previsit (5 units), Assessment (5 Units), Coaching (5 units)	
Site Visits (\$170 per unit) Toddler: Previsit (5 units), Assessment (5 Units), Coaching (5 units)	
Site Visits (\$170 per unit) Preschool: Previsit (5 units), Assessment (5 Units), Coaching (5 units)	
Additional CCR&R Implementation Costs	51%
Professional Development, educator stipends, and training related to developmental screenings	
Travel to the LDOE for in-person training	
ASQ-3 Kits	
Additional Coaching Units	

Early Childhood Guides (EC Guides)

Funded by Preschool Development B-5 Funding (CFDA# 93.434)

Early Childhood Guides funding **expires December 30, 2024**. Please contact devon.camarota@la.gov with any questions.

Recommended Use of Early Childhood Guides Funding	
Function	Estimated Percent of Funding
EC Guide(s) Salaries and Benefits	Up to 75%
Professional Development and Professional Support Expenses	Up to 25%

Recommended Use of Early Childhood Guides Funding	
EC Guide Salary and Benefits	75%
Salary and Benefits for the EC Guide(s) as determined by the Network's job posting/description	
Professional Development and Materials for the Early Childhood Guide	25%
Early Childhood Conference 2024 Registration and travel expenses	
Technology stipend for EC Guide to communicate effectively and efficiently with families	
Advertisement for community involvement activities hosted by the Network and led by the EC Guide and Network team	

Early Childhood Education Fund

Funded by State General Funds (SGF)

Early Childhood Education Fund funds **expire June 30, 2025**. Please contact devon.camarota@la.gov with any questions.

Recommended Use of Early Childhood Education Fund Allocation	
Function	Estimated Percent of Funding
Direct Payments to Centers for Seat Tuition	No less than 70%
Quality Improvements to Seats	Up to 30%
Audit Costs	

Recommended Use of Early Childhood Education Fund Allocation	
Direct Payments to Centers for Seat Tuition	No less than 70%
Cost of infant seats by daily, weekly, monthly, or yearly rate	
Cost of toddler seats by daily, weekly, monthly, or yearly rate	
Cost of three-year-old seats by daily, weekly, monthly, or yearly rate	
Quality Improvements to Seats and Audit Costs	Up to 30%
Stipends for teachers teaching at B-3 participating centers	
Coaching staff salary or stipend for B-3 teachers/centers	
Family engagement training or activities	
A participating local entity must submit to the department an independent limited scope audit conducted by a certified public accountant approved by the legislative auditor. <i>This will additionally include administrative costs for managing this program, such as paying staff to complete the eligibility determination of children applying for the seats.</i>	

Not-Allowable Uses and Budget Rejections

The LDOE notes that there are restrictions on how funding may be spent through the 2024-2025 Fiscal Year. These restrictions may be based on Federal, State, or Programmatic regulations. This list is not exhaustive, but summarizes the expenses that are explicitly disallowed:

- Tuition for child care seats
- Food, gifts, or giveaways for events
- Food or refreshments for a meeting/professional development
- Purchase or lease of a building and physical improvements or construction to any facility, including playground equipment
- Excessive materials and supplies
- Physical improvements or construction to any facility, including playground equipment
- Furniture or significant office supply expenses (i.e. computers, printers, desks)
- Supplemental/additional payments to centers
- Funding related to Early Head Start or Head Start

The LDOE and Grants Management may reject budgets for expenses not listed above, if they are not in alignment with the intended uses of the funding. Please contact the program manager of the allocation for further clarification on uses of funds.

Budgets are often rejected for either including not-allowable uses of funds, or lack of detail about the budget item. It is best practice to write budget descriptions including the following:

- Specific description of the budget expense
- Unit rate or unit cost if multiple units
- Number of units or materials if multiple are being purchased or conducted
- Time frame of use of funds, when applicable
- Unit cost x number of units accurately calculates to the budget line amount

The LDOE encourages all Networks to use the above best practices in budget line item writing to avoid budget rejections.

Budget Planning Template

Directions: Please use this planning template, or the Google Sheet version of this template, to prepare the Network’s budgets for the 2024-2025 fiscal year. If the Network would like feedback prior to submitting in eGMS to avoid repeated potential rejections, please make a copy of this template for **each** allocation to be received for the 2024-2025 fiscal year, and send to earlychildhood@la.gov save as “Network Name_Allocation Name_2024_2025 Budget Draft”. This Budget Planning Template is not mandatory to complete, but a tool for networks to use if they would like feedback on budgets prior to submitting in eGMS.

An example would look like “Acadia_Community Network Lead Agency_2024_2025 Budget Draft”. Documents incorrectly named will not be saved by the LDOE and recipients will need to resend with the corrected naming convention.

You can use [this guidance](#) for the budget categories to support your budget-writing process.

Budget Category	Brief Description of Activity or Activities <i>(add rows or bullets as needed to differentiate)</i>	Source of Funds <i>(PDG, ARPA CCDBG, CCDF, or SGF)</i>	Expiration Date of Fund Source <i>(12/31/24 or 6/30/25)</i>	Estimated Date(s) of Reimbursement Requests	Estimated Total Cost
100					
200					
300					
400					
500					
600					
800					

Early Childhood Allocation Fiscal Assurances

Please read through these general early childhood allocation assurances. These should be reviewed by the Community Network Lead Agency's point of contact and the Community Network Lead Agency's business office's point of contact.

By accepting these funds, the Community Network Lead Agency agrees to:

- Serve as the fiscal agent for this Community Network
- Adhere to all timelines provided by the LDOE so that fiscal operations for the Community Network Lead Agency are able to move forward without hindrance
- Submit original budgets in eGMS for all allocations no later than August 30, 2024
 - If the July 1 deadline is unable to be met, the Community Network Lead Agency agrees to notify the program manager(s) of the impacted budgets immediately so that support can be provided to ensure the timely submission of budgets and reimbursement requests
- Submit all Periodic Expense reports within fifteen (15) calendar days of the closing of each quarter
 - September 30 - October 15
 - December 31 - January 15
 - March 30 - April 15
 - June 30 - July 15
- Communicate all fiscal reminders, information, and notices from the LDOE staff to internal Community Network Lead Agency business office point(s) of contact
- Submit at least one reimbursement per month for each available allocation and/or ensure 50% of the funding allocated is spent at the halfway point of the spending period for each funding source
 - ex: PDG funds that expire on December 30, 2024, should have enough reimbursements submitted to show that 50% of the allocation is spent by October 1, 2024.
- All funding will be budgeted for only activities outlined in the Allowable Uses document provided by the LDOE for the current fiscal year or otherwise approved in writing by the program manager at the LDOE.
- All budgeted funds will adhere to spending deadlines for the respective grants supporting the allocation(s)
 - ex: Ready Start Network budgets will not have budget lines utilizing PDG funds for activities in January-June 2025.

(Community Network Lead Agency Point of Contact)

(Date)

(Business Office Point of Contact)

(Date)

(Superintendent or CEO)

(Date)

All Grants' Programmatic Assurances

The assurances in the next pages are signed in eGMS before funding can be budgeted or spent. Please keep a copy of these assurances for your records, and refer to them in establishing your budgets. Since these are signed in eGMS, no action is needed for these assurances beyond signing in eGMS.

CCDF Consolidated Assurances

Child Care Development Fund General Assurances:

Overview: The Recipient Networks understand that the Child Care Development Fund (CCDF) is funded during the State Fiscal Year, and all funding within this Consolidated application will expire by June 30, 2025. Networks agree to the following to ensure the timely and appropriate use of funds:

- Complete the CCDF Consolidated Budget by or before September 1, 2024,
- Submit timely reimbursements for all costs incurred within 30 days of incurring the cost
- Complete Periodic Expense Reports by the October 15, January 15, April 15, and July 15 deadlines, if not earlier
- Keep track of the Network's reimbursement status and ensure all steps are appropriately taken to end the fiscal year with as close to a \$0 balance as possible, within the allowable use and assurance limits of each opportunity

PDG Consolidated Assurances

General Preschool Development Grant Assurances

Overview: Networks receiving any Preschool Development Grant (PDG) funds understand that this funding is administered to the LDOE annually. This means any and all PDG funding expires on December 31 of the calendar year, and all reimbursements for expenses incurred with PDG funding must be completed by or before December 30. To ensure the timely draw-down of funds, the Network receiving PDG funds agrees to:

- Complete the PDG Consolidated Budget by or before September 1, 2024
- Submit timely reimbursements for all costs incurred within 30 days of incurring the cost
- Complete Periodic Expense Reports by the October 15 and January 15 deadline, if not earlier
- Keep track of the Network's reimbursement status and ensure all steps are appropriately taken to end the calendar year with as close to a \$0 balance as possible, within the allowable use and assurance limits of each opportunity

SGF Consolidated Assurances

State General Fund General Assurances

Overview: The Recipient Networks understand that the State General Fund (SGF) is funded during the State Fiscal Year, and all funding within this application will expire by June 30, 2025. Networks agree to the following to ensure the timely and appropriate use of funds:

- Complete the State General Fund Budget by or before September 1, 2024
- Submit timely reimbursements for all costs incurred within 30 days of incurring the cost
- Complete Periodic Expense Reports by the October 15, January 15, April 15, and July 15 deadlines, if not earlier
- Keep track of the Network's reimbursement status and ensure all steps are appropriately taken to end the fiscal year with as close to a \$0 balance as possible, within the allowable use and assurance limits of this opportunity

Early Childhood Network Lead Agency Assurances

- My organization will comply with all provisions of BESE Bulletin 140 – *Louisiana Early Childhood Care and Education Network* and all guidelines and requirements for lead agencies prescribed by the Louisiana Department of Education (Department), Early Childhood Office, and that my organization will:

Ensure that all of the following required program partners are engaged:

- Any charter school in the Community Network Lead Agency's geographic boundaries and all early childhood programs within the district(s); and
- Programs that feed into any participating school district's pre-K and Kindergarten programs (e.g., Head Start and Early Head Start, all school-based early childhood programs including charter schools, Nonpublic School Early Childhood Development (NSECD) Program sites, Early Steps, type III child care sites, and Family Child Care sites in Academic Approval).
- Engage additional partners in the community who want to support early care and education.

Note: All licensed type III early learning centers and Family Child Care Sites in Academic Approval must participate in the state's accountability system and the local coordinated enrollment system.

Serve as fiscal agent for this community network.

Serve as the primary point of contact for the Early Childhood Community Network and communicate and disseminate LDOE and Network information

- Designate an individual as the primary point of contact between the community network and the Department.

- Send a required representative to all Department-sponsored meetings for Community Network Lead Agencies.
- Disseminate communication to all of the Community Network Lead Agency’s program partners when requested by the Department.
- Conduct meetings for all Community Network Lead Agency program partners at least once each quarter. *Note: The best practice is to conduct meetings once each month.*

Maintain records and documentation for the community network and make the documents available to representatives of the Department when requested.

Ensure that all sites in this community network have a site code assigned by the Department.

Using the Department’s verification process, verify community network-level data has been collected and reported to the Department for the Community Network Lead Agency’s Performance Profile.

Facilitate and reconcile, on an ongoing basis, an accurate accounting in the TS GOLD® online system of all classrooms at publicly funded sites in the community network that contain children aged birth to five years old.

The Early Childhood Community Network Lead Agency will Coordinate Accurate CLASS® Observations per the Requirements of BESE Bulletin 140, Ensuring that Feedback is Provided to All Participating Programs

Coordinate accurate CLASS® observations per the requirements of BESE Bulletin 140, ensuring that feedback is provided to all participating programs

- Identify all sites and all classrooms to be observed with the appropriate Infant, Toddler, or Pre-K CLASS® tool.
- Ensure all infant, toddler, and pre-K classrooms at publicly funded sites open by October 1 each academic year are entered into the Department’s CLASS® online system.

Maintain an adequate number of local reliable observers and maintain a copy of their certificate of reliability.

- Ensure that all local observers have the required Child Care Criminal Background Check (CCCBC) and are prepared to present it when entering a center.

Ensure compliance with shadow score requirements.

- Conduct shadow score observation checks for 10% of all classrooms observed during the fall observation period and for 10% of all classrooms observed during the spring observation period.

- Ensure every local observer is shadow-scored at least once for each age configuration during every school year.

Develop and submit an annual Coordinated Observation Plan.

- Create a well-developed and consistently implemented written process to monitor and compare the results of all local observers to ensure accurate observations.

Note: Local observers with fall observation results that differ from third-party results by more than one point across the majority of domains compared must be shadow-scored in the spring for the accountability system. Community Network Lead Agencies should monitor observer accuracy to maintain adequate local observer capacity.

High scores, low scores, and concerning patterns may trigger additional third-party observations to ensure accuracy for local observation scores.

- Identify plans to conduct at least one observation calibration activity each semester and ensure that all observers participate in at least one observation calibration activity each semester.
- Incorporate a schedule and a written local protocol, following Department guidelines, to ensure that all Infant, Toddler, and pre-K classrooms in publicly funded programs and child care centers with type III licenses are accurately observed twice each year by CLASS® reliable observers.
- Establish and implement a written process and timeline to ensure written results and feedback from each local observation are reported to sites within ten business days.
- Show collaboration with all program partners to establish and implement written procedures that minimize potential conflicts of interest between local observers and the personnel in the classrooms they are assigned to observe and incorporate these procedures into the local observation protocol.

Maintain accurate data on accountability systems.

- Ensure that observation information and results are entered into the Department’s CLASS® online system accurately and in accordance with the publisher’s standardized procedures and [BESE Bulletin 140](#) timelines.
- Ensure local observers enter accurate observation data in the Department’s CLASS® online system in accordance with the Department’s established procedures and timelines and request appropriate error corrections, if necessary.
- Collect and retain scoring booklets for all observations in a school year for three years. The three-year retention period begins on June 30th of the school year, during which the observations were conducted. If programs conduct their observations, ensure copies of the original scoring booklets are obtained from the program and maintained in the Community Network Lead Agency’s files for three school years.

The Early Childhood Community Network Lead Agency will Coordinate the Birth-to-Age-Five Child Count, Enrollment, and the State Funding Application for the Community Network

Submit a count of all publicly funded birth-to-age-five children by site being served in the community network on October 1 and February 1 of each school year and report to the Department as required.

Coordinate and submit to the Department a community-wide application for early childhood public funding and:

- Provide an opportunity for each program partner in the community network and the general public to comment on the proposed funding request before submission to the Department.
- Document the public comment process and include the documentation in the funding request submitted to the Department.

Engage all program partners (i.e., Type III centers and Family Child Care sites in Academic Approval) to submit a Coordinated Enrollment Plan to the Department that is signed by all program partners.

- Provide all program partners the opportunity to participate in the design of an enrollment information campaign that identifies the Community Network Lead Agency and/or all program partners.
- Provide all program partners in the community network the opportunity to plan and participate in information and enrollment events conducted on behalf of all program partners.

Collaborate with all program partners to develop and implement a single preliminary eligibility determination process informing families of the publicly funded tuition programs for which they can apply.

- Inform all program partners of family eligibility requirements for all programs so that appropriate referrals can be made.
- Collaborate with all child care sites and FCCs in Academic Approval accepting publicly funded children to ensure their active participation in the Coordinated Enrollment Process and that all eligible and interested children and families know all available seat options.

Collaborate with all program partners to design and use a coordinated application that allows families to indicate/rank their preference for programs and is used year-round by all programs in the community network.

- Provide all program partners with the opportunity to be represented in the design, review, and revision of the application annually.
- Collaborate with all program partners and the Regional CCR&R to ensure that the Community Network Lead Agency's enrollment application is easily accessible and available year-round for families interested in child care, particularly publicly funded seat options.
- Collaborate with the Regional Child Care Resource and Referral Agency (CCR&R) to develop a Memorandum of Understanding delineating the relationship between the CCR&R's referral system and the Community Network Lead Agency's Coordinated Enrollment Plan.

Establish an intentional enrollment method for families applying for publicly funded seat programs that ensures a fair and transparent process for accepting and placing children based on eligibility and family needs.

- Collaborate with all program partners to ensure eligible children are enrolled in programs based on family preference, as long as space is available.
- Collaborate with all program partners to develop and maintain a community-wide waitlist of unserved infant-to-age-five children so families who want publicly funded child care and education services are identified and their preferences noted.
- Ensure that the community-wide waitlist yields a fair and transparent process for placing children based on seat availability, family eligibility, and family needs.

Ready Start Networks Assurances

I agree that the Ready Start Network Lead Agency, hereafter known as the network, will comply with all provisions of [Bulletin 140 – Louisiana Early Childhood Care and Education Network](#) and all guidelines and requirements for lead agencies prescribed by the Louisiana Department of Education (Department), Early Childhood Office, and the organization will:

- Carry out the duties and responsibilities of the Ready Start Network;
- Act as the liaison between the Ready Start Network and the Department; and
- Be responsible for coordinating with the fiscal agent.

Duties and Responsibilities

The Ready Start Network Lead Agency shall be responsible for the following:

- A. Work with designated Community Network Lead Agencies in meeting the requirements of [Bulletin 140](#) §310. Any such agreements will be memorialized in an MOU.
- B. Develop a coalition of local stakeholders that shall include representation from the community network and seek representation from partners such as parents, local government, non-profits, businesses, research and education entities, faith-based organizations, and/or philanthropic entities. A list of coalition members shall be submitted to the Department annually.
- C. Establish a Ready Start Network Lead Agency advisory council that advises the network, establishes by-laws and meeting protocols, and collaborates to develop and maintain a blueprint. The blueprint outlines the community network's current state, mission, vision, and goals. A list of the advisory council members and the blueprint shall be submitted to the department annually.
- D. Create, maintain, and update a funding plan, which is a document that identifies the Ready Start Network's current funding sources and outlines the Ready Start Network's plans for seeking additional funding to support early care and education initiatives implemented at the local level. The funding plan shall be submitted to the department annually.

In addition, the Ready Start Network Lead Agency shall conduct administrative functions that include

- Maintaining records and documentation for the community network and making them accessible to department representatives when requested.
- Designating an individual to serve as the primary point of contact between the community network and the Department.
- Sending a required representative to all Department-sponsored network meetings.
- Disseminate communication to all of the network's program partners when requested by the Department.

EC Education Fund Assurances

Community networks receiving this application will:

- Use funds to expand the supply of and access to high-quality care for birth through three-year-olds.
- Complete and submit an ECE Fund Plan to the LDOE that does the following: outlines the local funds received, budget, eligibility requirements, and site partnerships.
- Submit required documentation to confirm receipt of local funds, including but not limited to a letter from the donor or a grant award letter.
- Budget at least 70% of funding awarded to directly fund additional birth through three-year-old seats in Type III early learning centers rated Proficient or higher.
- Ensure that these seats are for children defined as economically disadvantaged.
- Budget the remaining funds to administer the program, make quality improvements, and cover other associated costs.

Early Childhood Guides Assurances

Overview:

The Early Childhood Guides (EC Guides) are local family engagement and enrollment coordinators who help families connect to the resources they need to ensure their children have access to high-quality early childhood education. Guides will act as family engagement coordinators to ensure families throughout the community understand the value of early childhood education, know what child care options exist in their community, and find wrap-around services such as pediatricians, WIC, SNAP, job-development programs, etc. so that families can support their children's development. As part of this program, EC Guides may also provide individualized assistance to families throughout the application process for available publicly funded seat programs in the community, such as the Early Childhood Education Fund, Child Care Assistance Program, CCAP B-3 Seats, LA4, NSECD, or other local options as funding and seats are available. Finally, EC Guides should work to connect families with developmental milestones and strategies to assist their children in meeting those milestones at home.

To further the mission of Early Childhood (EC) Guides, the Ready Start Network agrees to use the allocation funding in the following ways:

- Support the continued employment of the EC Guide(s) through salary, benefits, bonuses, or other financial incentives the Ready Start Network lead agency sees appropriate to maintain the EC Guide role(s) in the community
- Support the continued employment of the EC Guide(s) through materials and supplies needed to successfully complete the work, such as:
 - Technology like a laptop, mifi/portable wifi device, cell phone, printer/copier, etc.

- Office space needs, such as furniture, rugs, toys for children in a waiting room, etc.
- Recruit and enroll potentially eligible families across the community through advertisements in various mediums, from radio and television to billboards and internet/social media outreach for any available publicly funded seat.
- Share information with families about child development/developmental milestones and activities to support development and learning at home through parent/family-child interactions with families.

Additionally, the Ready Start Network agrees to:

- Ensure the EC Guide participates in all technical assistance opportunities provided by the LDOE
- Ensure the EC Guide submits monthly memos to the LDOE's EC Guide program manager
- Ensure the EC Guide receives professional development at the local level

Family Engagement and Leadership Planning Opportunity

Overview:

The LDOE will partner with well-established Ready Start Networks to continue Family Engagement and Leadership Planning to provide leadership training for families to effectively participate in decision-making in the ECE system. The LDOE will provide grants and technical assistance to RSNs to develop Family Leaders based on an application process indicating their readiness, capacity, and the diversity of communities represented in the cohort.

Assurances:

In order to further the mission of Family Engagement and Leadership Opportunity, the Ready Start Network agrees to utilize the allocation funding for:

- Comprehensive Professional Development and Coaching
 - Contracted family engagement consultant(s)
 - Professional development sessions, training, and meetings
 - Meeting venues for family engagement meetings and events
- Parent Leadership Stipends
 - Stipends for selected members of Family Leadership for attendance, work, and planning
- LDOE Facilitated Events
 - Travel and lodging
 - Training and/or Collaboration Sessions facilitated at LDOE
- Materials for Teams, Professional Development and Coaching
 - Materials and supplies needed for Family Engagement and Leadership Opportunity professional development, leadership events, and coaching to implement the work or engagement activities.
- Communication and Technology Resources and Supplies
 - Resources and supplies needed for Family Leaders to implement the work or engagement activities.

Young Children with Disabilities Strategic Planning Opportunity

Overview: Child Care Resource and Referral (CCR&R) agencies will conduct developmental screenings in early childhood classrooms within child care centers and work with the Department to develop strategic plans and processes focused on expanding the number of developmental screenings conducted within birth to three-year-old classrooms. As part of this opportunity, the Child Care Resource and Referral agency agrees to:

- Provide training and support to child care centers that administer developmental screenings in birth to three-year-old classrooms.
- Assist early childhood teachers in the administration of developmental screenings in early childhood classrooms
- Facilitate planning and training with center Directors in preparation for the training and support of teachers
- Facilitate training focused on the role of Early Steps and the services provided for Young Children with Disabilities in EC settings
- Participate in all LDOE meetings related to this opportunity, including but not limited to CCR&R Master Coach Professional Learning Communities, focused on developing strategic plans and processes focused on expanding the number of developmental screenings conducted with birth to three-year-old classrooms
- Complete an analysis of the developmental screening processes currently in place in B-3 settings and develop a report that includes but is not limited to the following:
 - strategies for increasing the number of developmental screenings conducted in B-3 classrooms
 - suggestions for addressing barriers related to successfully completing developmental screenings in B-3 settings
 - ideas for utilizing assessment data to lead pedagogical practices
 - data related to the number of children referred to Early Steps
- Submit a complete Young Children with Disabilities Strategic Plan to the LDOE by December 31, 2024

At-Home Learning Opportunity

Overview: This pilot will provide information, materials, and support to families focused on creating high-quality caregiver-child interactions that facilitate development and learning within children’s home environments. Additionally, this opportunity aims to improve outcomes for children of vulnerable families, including families living in rural areas and non-English speaking families. Recipients of this funding agree to:

- Utilize funding for only the following:
 - Stipends, bonuses, or salary supplements for any Network staff member administering the at home learning kits and trainings to families
 - Benefits for any Network staff member administering the at home learning kits and trainings to families
 -
- Participate in all LDOE meetings related to this opportunity
- Collect and report data back to the LDOE as requested by the LDOE, including but not limited to:
 - Number of families supported with the At-Home Learning Opportunity
 - Number of children by age supported with the At-Home Learning Opportunity
 - Family demographics of families supported with the At-Home Learning Opportunity

- Follow-up on family usage of at-home learning materials
- Follow-up on families served by at-home learning kits later enrolled in child care
 - By publicly funded program, if applicable
- Complete an end-of opportunity report with qualitative and quantitative data on the impact of at-home learning kit dissemination and instructional sessions given to families by the Network

Workforce Planning Opportunity

Overview: The Ready Start Workforce Planning Grantees will participate in a local landscape analysis of ECE workforce needs and build a strategic plan. The focus within workforce planning will be to develop a detailed analysis of their community’s ECE workforce needs and a strategic plan to address these needs. Workforce planning is the process of analyzing existing workforce components and planning that includes

- **Building a pipeline:** Ensuring a path for effective early educators
- **Equitable access:** Ensuring all children have great educators
- **High-quality practices:** Ensuring the workforce has skills to implement
- **Wellness initiatives:** Promote a culture of wellness for educators who care for our youngest children

Assurances:

In order to further the mission of the Workforce Planning Grant, the Ready Start Network agrees to use the allocation funding in the following ways:

- Develop Comprehensive ECCE Workforce Professional Development
 - Contract with a workforce consultant(s) to obtain field-level workforce data and analysis
 - Participate in professional workforce development sessions, training, and meetings
 - Schedule meeting venues for workforce focus group meetings and events to obtain field-level workforce perspectives
- Attend LDOE Facilitated Events
 - Travel and lodging expenses
- Provide Materials for Focus Group Meetings
 - Materials and supplies to implement the work or engagement activities
- Provide Communication and Technology Resources and Supplies
 - Resources and supplies needed to implement the work or engagement activities

Frequently Asked Questions

Q: What is the CFDA# for these grants?

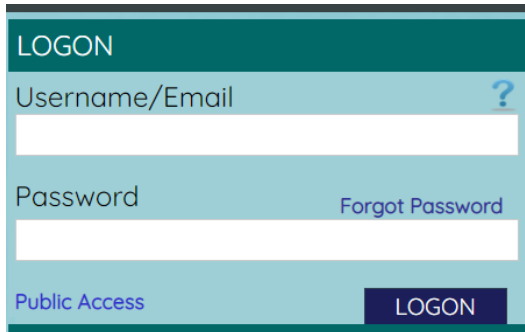
A: PDG is 93.434, and CCDF is 93.596.

Q: How long does it take the LDOE to approve a budget, amendment, or reimbursement?

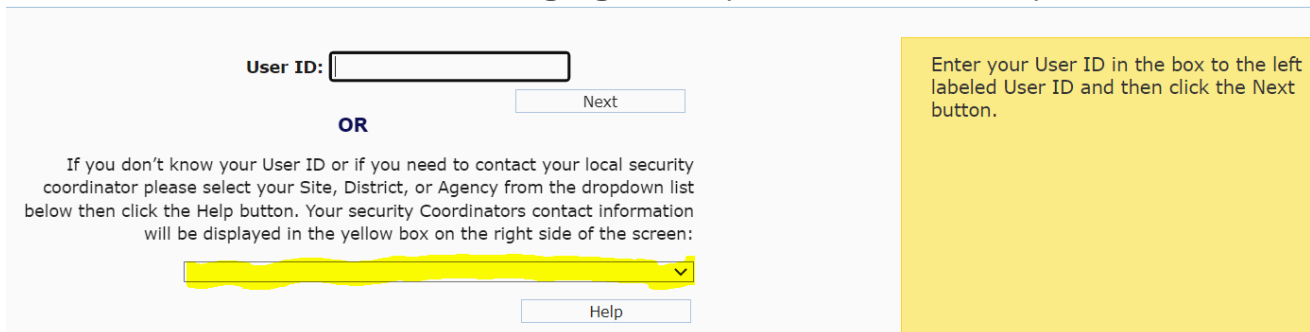
A: Ideally, the turn-around time for LDOE reviewers would be to have all reviewers complete the review within two weeks of the LEA submission in eGMS. However, during “high volume” times, such as the beginning of the fiscal year (July 1-30) and the end of the calendar year (December-January), turn-around time may be longer. It is for this reason that all LEAs are encouraged to submit **as soon as possible** so that any anticipated delays can be proactively addressed.

Q: I can't access eGMS. What do I do?

A: On the main log-in screen, click “forgot password.”



Next, select the desired LEA from the highlighted drop down, then click “help.”



In the yellow box on the right side of the screen, contact information for the local security coordinator will appear. Contact that individual to gain or expand access to eGMS.

Please contact your Security Coordinator
for assistance:
East Baton Rouge Parish

