



Office of Early Childhood

2026-2027 Allocations Planning Tool

Updated on April 29, 2026

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 2026-2027 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 2027 State Fiscal Year	July 1, 2026
Early Childhood Education Allocations available in eGMS	July 1, 2026
Deadline to enter Early Childhood Education Contact Information and Sign Assurances in eGMS	August 1, 2026
Deadline to submit Early Childhood Consolidated Budgets in eGMS	August 30, 2026
Quarter 1 Periodic Expense Report Available	September 30, 2026
Quarter 1 Periodic Expense Report Due	November 15, 2026
Quarter 2 Periodic Expense Report Available	December 31, 2026
Quarter 2 Periodic Expense Report Due	January 15, 2027
Quarter 3 Periodic Expense Report Available	March 31, 2027
Quarter 3 Periodic Expense Report Due	April 15, 2027
All reimbursements for the 2026-2027 Fiscal Year should be submitted	July 15, 2027
Quarter 4 Periodic Expense Report Available	June 30, 2027
Quarter 4 Periodic Expense Report Due	July 15, 2027

Reimbursement Requests and Periodic Expense Reports (PERs)

After the LDOE and Grants Management reviewers approve the budget in eGMS, Networks are responsible for submitting timely and frequent reimbursement requests to draw down allocated funds. Frequent reimbursement requests allow the LDOE and the Networks to accurately evaluate the remaining funds throughout the year and inform 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 (ECE Fund), which requires verification of Local Match spending for **every** reimbursement.

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

2026-2027 eGMS Allocations, Allowable Uses, and Recommended Spending Percentages (%)

Community Network Lead Agency

Funded by Child Care Development Fund (CCDF, CFDA# 93.575)

Community Network Lead Agency funds expire on June 30, 2027. Please contact sonia.fields-gutierrez@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, 2027. Please contact jovetta.sanders@la.gov or brandi.crowell@la.gov with questions.

In 2018, legislation was passed that allowed the state Board of Elementary and Secondary Education (BESE) to create and fund pilot programs called Ready Start Networks (RSNs) to expand local responsibilities to include increasing access to quality.

- **Blueprint Development:** Designing a strategic plan that outlines clear goals and aligned strategies.
- **Governance Council:** Establishing a council with defined bylaws to ensure leadership and decision-making.
- **Coalition Building:** Creating a collaborative network of community partners to support shared ownership and engagement.
- **Fundraising:** Securing financial resources to support implementation of RSN deliverables, including funding beyond the RSN allocation to ensure long-term sustainability.

Examples of Allowable Expenditures:

- Salaries (full or partial) for district employees serving as RSN program director, coordinator, or similar roles
- Fringe benefits for staff
- Purchased professional or technical services aligned with RSN pillars
- Consultant contracts to establish a collaborative advisory council and develop bylaws
- Professional services for RSN website development, hosting, or domain support
- Contracts with consultants to plan, organize, facilitate, and communicate ongoing early childhood engagement opportunities
- Mileage reimbursement for staff conducting on-site visits to child care centers and professional development

Recommended Use of Ready Start Network Agency Allocation

Function	Estimated Percent of Funding
Personnel (Salary & Benefits)	Up to 80%
Quality and Instructional Materials Improvement	Up to 30%
Community Engagement	Up to 20%

Materials, Supplies/Misc.	Up to 10%
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Recommended Use of Ready Start Network Agency Funding

Personnel	Up to 80%
Full-time or Part-time program coordinators (includes health insurance, retirement contributions (like TRS if through a school board), and payroll taxes)	
Coaching staff to support classroom quality	
Data managers to track enrollment and performance metrics	
Quality and Instructional Materials Improvement	Up to 30%
Ready Start Network Agency Funding Priorities	
Materials to support instruction (e.g., curriculum or supplemental materials)	
Networking (campaign; workforce development; wraparound support for families; publicly funded seats; etc.)	
Support in building initiatives for school readiness and early childhood learning (literacy, family and community engagement, staff training and coaching, etc.)	
Travel (e.g., observations, TLS, EC Conference, Collaboratives, etc.)	
Community Engagement	Up to 20%
Marketing: Radio ads, social media campaigns, banners, and flyers	
One-stop shop: hosting enrollment for families and enrollment events	
Materials, Supplies/Misc.	Up to 10%
Materials and supplies to support children and classroom (Instruction Materials/Equipment) etc.	
Technology: laptops, iPads, office printer, or a wifi-mifi/hotspot, etc.	

Early Childhood Education Fund

Funded by State General Funds (SGF)

Early Childhood Education Fund funds expire June 30, 2027. Please contact shallan.iones@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>	

PDG Consolidated Application

Family Centered Summits

Funded by Preschool Development B-5 Funding

Family Engagement and Leadership Opportunity Funds expire December 30, 2026. Please contact caitlyn.robinson@la.gov with any questions.

Recommended Use of Family Centered Summits Allocation	
Function	Estimated Percent of Funding
Family Centered Summit Venues, Materials, and Supplies	Up to 80%
Communication and Outreach to Families	
Materials and Resources to Facilitate Participation and Engagement	
Family Centered Summit Vendors	
Family Feedback Reporting	Up to 20%

Recommended Use of Family Centered Summit Funding	
Family Centered Summit Venues, Materials, and Supplies	Up to 80%
Temporary rental of space as needed, supplies for events such as flyers, give-aways, consumable materials for children and families; communication, materials, resources, and outreach to families; vendors to provide services such as photography, digital content creators, and other support services.	
Family Feedback Reporting	Up to 20%
Contract with a vendor to collect, analyze, digitize, and report family feedback and participation data from Family Centered Summit.	

PDG Literacy Initiative

Funded by Preschool Development B-5 Funding

Family Engagement and Leadership Opportunity Funds expire December 30, 2026. Please contact caitlyn.robinson@la.gov with any questions.

Recommended Use of PDG Literacy Initiative Allocation	
Function	Estimated Percent of Funding
Tier I Curriculum	Up to 70%
Professional Training and/or Development	
Contract with Early Literacy Expert(s)	Up to 15%
Incentives (i.e. stipends)	Up to 15%

Recommended Use of PDG Literacy Initiative Funding	
Tier I Curriculum and Professional Training and/or Development	Up to 70%
Purchase of professional training and/or development that is in alignment with newly approved Tier I curriculum expectations to include Tier I curricula, manipulatives, supplemental instructional materials, and digital licenses with literacy components.	
Contract with Early Literacy Expert(s)	Up to 15%
Contract with early literacy expert(s) to develop customized, reusable intervention plans or learning modules related to early childhood language and literacy supports; design and deliver in-person and digital professional learning for educators that are aligned to early language, early literacy, and/or Science of Reading training.	
Incentives (i.e. stipends)	Up to 15%
Incentives not to exceed \$1000 per person to address participation barriers in professional learning and coaching opportunities.	

YCWD PDG

Funded by Preschool Development B-5 Funding

Family Engagement and Leadership Opportunity Funds expire December 30, 2026. Please contact caitlyn.robinson@la.gov with any questions.

Recommended Use of YCWD PDG Allocation	
Function	Estimated Percent of Funding
ASQ-3 Training and On-site Coaching	Up to 70%
ASQ-3 Digital Subscriptions and Print Resources	
Professional Development	Up to 15%
Adaptive Materials and/or Specialized Supports for YCWD	Up to 15%

Recommended Use of YCWD PDG Funding	
ASQ-3 Training and On-site Coaching & ASQ-3 Digital Subscriptions and Print Resources	Up to 70%
Purchase training and on-site coaching for publicly funded child care, Academically Approved Family Child Care, and NSECD classrooms within publicly funded sites, publicly-funded school-based Pre-K or Pre-K classrooms, and Early Head Start/Head Start staff and the purchase of ASQ Online subscriptions for children ages birth to five to include ASQ Online and ASQ-3 virtual training.	
Professional Development	Up to 15%
Purchase professional development and on-site coaching on child development, individualized supports, and evidence-based practices for infants, toddlers, and preschoolers or Pre-K children with disabilities.	
Adaptive Materials and/or Specialized Supports for YCWD	Up to 15%
Purchase additional materials, adaptive materials for students and classrooms for young children with disabilities (YCWD), and resources related to specialized support for YCWD.	1100

EC Workforce PDG

Funded by Preschool Development B-5 Funding

Early Childhood Workforce Opportunity Funds expire December 30, 2026. Please contact shallan.jones@la.gov or brandi.crowell@la.gov with any questions.

Recommended Use of EC Workforce Allocation	
Function	Estimated Percent of Funding
Professional Development for Coaching and Implementation Support	Up to 70%
Family Partnership Learning Opportunities	
EC Coach/Master Coaches Support Workforce Enhancements	
Educator and Leader (Director/Coach) stipends/salary	Up to 30%

Recommended Use of EC Workforce PDG Funding	
Professional Development for Coaching and Implementation Support and Family Partnership Learning Opportunities	Up to 70%
<p>Contract with professional development programs and/or vendors to provide coaching and implementation support related to workforce initiatives based on the needs of the local area and that support the workforce to engage with families (i.e. family engagement) aligned with this initiative.</p> <p>Fund or contract educator-focused family partnership learning opportunities (i.e. professional development, materials/workshops) to enhance workforce structures for engaging families.</p>	
Educator and Leader (Director/Coach) stipends/salary	Up to 30%
<p>Issue educator and/or leadership stipends, not to exceed up to \$1000 per person, for the completion of professional development and/or training related to the EC Workforce PDG funding.</p>	

- Funding can be used to provide benefits, bonuses, salary, or other financial incentives (i.e. stipends) to any current CCR&R EC Master Coach or Coach supporting EC staff through educator pathways and the obtainment of a CDA and/or Early Childhood Ancillary Certificate (ECAC).

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 2026-2027 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 2026-2027 fiscal year and send to earlychildhood@la.gov save as “Network Name_Allocation Name_2026_2027 Budget Draft”. This Budget Planning Template is 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_2026_2027 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>(CCDF or SGF)</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 Agency's point of contact and the Agency's business office's point of contact.

By accepting these funds, the Agency agrees to:

- Serve as the fiscal agent for this Agency and are responsible for tracking and maintaining appropriate documentation.
- Adhere to all timelines provided by the LDOE so that fiscal operations for the Agency are able to move forward without hindrance
- Submit original budgets in eGMS for all allocations no later than August 30, 2026
 - 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 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
- 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)

(Agency Point of Contact)

(Date)

(Business Office Point of Contact)

(Date)

(Superintendent or CEO)

(Date)

All Grants' Programmatic Assurances

The assurances in the following 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 when 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, 2027. Networks agree to the following to ensure the timely and appropriate use of funds:

- Complete the CCDF Consolidated Budget by or before September 1, 2026,
- 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

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, 2027. 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, 2026
- 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 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.

Not-Allowable Uses and Budget Rejections

The LDOE notes restrictions on how funding may be spent through the 2026-2027 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 (*with exception of ECE Fund*)
- 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 to Early Head Start or Head Start (*with the exception of PDG B-5 2026 per the PDG Consolidated application assurances*)

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 the budget line amount

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

Frequently Asked Questions

Q: What data will Networks receiving ECE Fund Seats need to report to the Department?

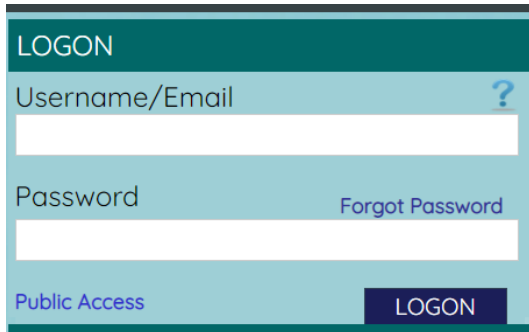
A: Networks are required to submit monthly attendance. The Department anticipates requiring Networks to submit some household information for ECE Funded Seats during the 2026-2027 year.

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.”



The screenshot shows a login interface with a dark teal header containing the word "LOGON". Below the header, there are two input fields. The first is labeled "Username/Email" and has a blue question mark icon to its right. The second is labeled "Password" and has a blue link "Forgot Password" to its right. At the bottom of the form, there is a blue link "Public Access" on the left and a dark teal button labeled "LOGON" on the right.

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

User ID:

Next

OR

If you don't know your User ID or if you need to contact your local security coordinator please select your Site, District, or Agency from the dropdown list below then click the Help button. Your security Coordinators contact information will be displayed in the yellow box on the right side of the screen:

Help

Enter your User ID in the box to the left labeled User ID and then click the Next button.

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
