

Guidance for Lead Agencies who are not School Systems

School systems are completing the Super App between November 6 and February 7. Lead agencies who are not School Systems will need to coordinate closely with their program partners to ensure accurate completion of all components of the Super App and will provide their responses through a [survey](#) outside of the Super App application. Guidance to responding to the questions can be found in the [Early Childhood Super App guidance document](#). After collaborating with your school system partners, they should each be able to provide the same responses within Super App.

Additional guidance can be found in the [School System Planning Guide](#).

Survey responses, including Coordinated Funding Request, are due **by February 7, 2020**.

1. Super App Access and Quality Questions

- Work with your partner school system(s) to complete the following:
 - **Provide the link to the community's early childhood blueprint** in the [survey](#). If your community does not have a blueprint and will not complete one before Super App is due, you and your school system partners should type *N/A* in the appropriate box.
 - **Develop responses to the Access and Quality questions.**
 - Your network's responses to the access and quality questions will not need to be submitted via the survey if you have coordinated with your partners and they have provided the network's responses in Super App.
 - If you have not coordinated with the school system(s) in your community, you must use the survey to complete the questions on behalf of your community network.
 - If you are completing the questions through the survey, complete the Quality section using [this spreadsheet](#) which will be uploaded in the survey.

2. Coordinated Funding Request

- **Complete the Coordinated Funding Request** on behalf of your community network.
 - The template for the Coordinated Funding Request can be found [here](#).
 - You may submit your template **by February 7, 2020** in one of two ways:
 - Upload within the [survey](#)
 - Upload to your FTP folder

3. Please contact lindsey.bradford@la.gov if you have any questions.