




LOUISIANA DEPARTMENT OF EDUCATION

MEMORANDUM

TO: Select Parish School Superintendents
Superintendent of Recovery School District
Select Non-Governmental Organizations

FROM: Angela Randall, Executive Director
Statewide Monitoring 

DATE: December 13, 2016

SUBJECT: SY2016-2017 Monitoring of Preschool Development Grant (CFDA # 84.419B)
Recipient Organizations

The Louisiana Department of Education (LDOE), Division of Statewide Monitoring, will conduct desk review monitoring of all local agencies that are recipients of a federal Preschool Development Grant (PDG) for the 2016-2017 school year. The 12 local agencies are listed below.

Agenda for Children	Grant	Lincoln
Caddo	Iberville	Plaquemines
Children's Coalition	Jefferson	Rapides
East Baton Rouge	Lafayette	Tangipahoa

Please note the following information for SY2016-17 PDG program reviews:

- The test month for review of student eligibility data and student attendance data (**PDG-funded seats only**) will be November 2016.
- Local agencies must submit desk review documentation to the LDOE only via the Data Management or Office of Portfolio FTP Site beginning February 1, 2017, and no later than February 14, 2017. The file name is LEAcode_LEAName_2017_PDGDeskReview.zip. Do not submit compliance evidence via email attachment or on storage devices such as CDs and USB drives.

The Department's PDG desk review monitoring document for SY2016-2017 is attached to this correspondence. Please contact Terry Simoneaux, Division of Statewide Monitoring, at 225-342-9615 or via email to Terry.Simoneaux@la.gov for additional information and support.

AR:ts

Attachment: 2016-17 Preschool Development Grant Desk Review Monitoring Document

c: Bridget Devlin, LDOE Chief of Staff

By email and LDOE Newsletter: Important News for School Districts, December 13, 2016

Louisiana Believes



LOUISIANA DEPARTMENT OF EDUCATION

2016-2017

Preschool Development Grant-Expansion (PDG-E) Desk Review Monitoring Document

Name of Grant Recipient Agency: _____

LEA Superintendent/Agency Director: _____

Grant Coordinator: _____

LDOE Reviewer: _____

Review Date: _____ Review Period: SY2016-2017

Test Month: November 2016- Student Eligibility and Attendance

Verification Items	Types of Documentation From the LEA (Documentation LDOE Will Review)	For use by LDOE Reviewer			Comments	
		Yes	No	N/A		
1. Child Eligibility	<p><i>REMINDER: Do NOT display SSNs of children. Comply with Louisiana LA Act 837.</i></p> <p>Provide scanned copies of the eligibility determination documents for the PDG children indicated on page 2 of this monitoring form. For each child funded by PDG dollars, create a folder containing the following scanned documents:</p> <ul style="list-style-type: none"> The completed and signed two-page <i>2016-2017 Early Childhood Program Family Eligibility Worksheet</i> filled out by the local agency's staff members or authorized personnel. The completed child enrollment application document signed by the parent or other authorized person. All supporting documents provided by the parent and required by the child eligibility application. 	R.S.17:3914	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Child Attendance	<p><i>Note: Do NOT display SSNs or DOBs of children. Highlight PDG-E students on all documentation. Comply with Louisiana R.S.17:3914 LA Act 837.</i></p> <p>Grant recipient must show evidence that the number of <u>PDG-E children</u> the provider reported as attending class for 74% of school days in the selected month is accurate. Provide copies of teachers' roll books or other attendance records, and doctor's or parent's excuses for student absences for the month of November 2016. Attendance records will be compared with the student attendance data reported in the November 2016 TANF Enrollment Report. (See page 2 for the names of teachers whose roll books are to be submitted for each monitored agency.)</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Items 1-2

Child Eligibility and Child Attendance Records for November 2016

LEA/Grant Recipient Agency	Name(s) of Teachers to Submit PDG Child Eligibility and Child Attendance Records
Agenda for Children	Lakiwa Dorsey-Capdau Charter at Rainbow Academy Rachel Showyra - Creative Kids Cherie Robichaux - Winn's Discovery Center
Caddo Parish School System	Rachel Hughes – Learning Center at Peaceful Rest
Children's Coalition of Northeast Louisiana	Jennifer Reed – Little Flower Academy
East Baton Rouge Parish School System (FEMA-4277-DR 8/16/16)	Rashanda Bowie - Progress Elementary
Grant Parish School System	Jenny Lasyonne - Georgetown
Iberville Parish School System (FEMA-4277-DR 8/16/16)	Erin Weber – From Cradles to Classroom
Jefferson Parish School System	Ms. Sullivan - Carlie Care Ms. Dalgo - Chateau
Lafayette Parish School System (FEMA-4277-DR 8/16/16)	Arlene McDowell - Ernest Gallet
Lincoln Parish School System	Samantha Moulder - LPECC
Plaquemines Parish School System	Meghan White - Belle Chasse Primary
Rapides Parish School System	Donna Chatman - Lakeview Head Start
Tangipahoa Parish School System (FEMA-4277-DR 8/16/16)	Emily Allen – Perrin ELC