## 2018-19 NC PRE-K PROGRAM ANNUAL PLANNING AND IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>Month</th>
<th>Contractor Responsibilities</th>
<th>Helpful Resources</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| July  | • NC Pre-K database systems ready (APP, Kids, Plan)  
      • Begin review/update of the following Sections in the NC Pre-K Plan:  
        ✓ Committee Section  
        ✓ Contact Information  
        ✓ Site & Classroom  
        ✓ Budget  
      • Finalize data entry into:  
        ✓ NC Pre-K APP (Child Eligibility/Placement)  
      • Upload child data into:  
        ✓ NC Pre-K Kids (Create site/classroom/child forms)  
      • Begin data entry into:  
        ✓ NC Pre-K Plan (Instructional Staff and Classroom Approvals)  
      Local Committee meeting, if needed | NC Pre-K APP  
NC Pre-K Kids  
NC Pre-K Plan | NC Pre-K Program Requirements; NC Pre-K Plan  
NC Pre-K Program Policy Consultants  
Click here for Regional Map |
| August | • NC Pre-K Programs/Sites open  
      • NC Pre-K Contracting Agency staff orientation/training  
      • Local NC Pre-K Site/Classroom staff orientation/training  
      • NC Pre-K APP & Kids – Continue child eligibility and placement process  
      • NC Pre-K Plan – Complete following items:  
        ✓ Site year end dates are entered  
        ✓ All classrooms have a lead teacher/teacher assistant assigned  
        ✓ Number of children and payment rates entered for each classroom on Budget Screen  
      • July FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due |  
|       |                             |                   | NC Pre-K APP and Kids-  
Jeanne Barnes @ jeanne.barnes@dhhs.nc.gov or 919-527-6601  
NC Pre-K Plan/Budgets/Contracts-  
Melva Henry @ melva.henry@dhhs.nc.gov or 919-527-6561  
EESLPD Unit-Teacher Licensure-  
B-K Licensure Specialists  
Click here for Regional Map | Attendance Reports/FSR’s-  
Trevon Simon @ trevon.simon@dhhs.nc.gov or 919-527-6542 |
<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
<th>Contacts</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>NC Pre-K Plan – Continue completion of following items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ All classrooms have an approved lead teacher/teacher assistant assigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Number of children and payment rates entered for each classroom on Budget Screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Section II Principal/Director signatures obtained – Mailed to DCDEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Print copy of Section III and retain for your files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• August FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Train local program administrators on site monitoring responsibilities and due dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NC Pre-K Expansion Budget Templates due (tentatively, if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• September FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Site Monitoring Tool due to local Contractor by November 15th</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Begin site monitoring visits after completed Site Monitoring Tool is received</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Validate Site Monitoring Tool results (verify Plans of Study, transcripts, license/credentials, classroom lesson plans/daily schedules)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• October FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Local committee meeting, if needed (pending NC Pre-K expansion funds)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Key Dates and Actions</td>
<td>Contacts/Links</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>- Continue site monitoring visits&lt;br&gt;- NC Pre-K Plan – Other Estimated Resources due (online)&lt;br&gt;- Survey link emailed from DCDEE with electronic Fiscal Monitoring Worksheet and Contractor Policy Monitoring Tool&lt;br&gt;- Begin completing electronic Fiscal Monitoring Worksheet&lt;br&gt;- November FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due</td>
<td>Site Monitoring Tool&lt;br&gt;Contractor Policy Monitoring Tool&lt;br&gt;Fiscal Monitoring Worksheet&lt;br&gt;NC Pre-K Kids&lt;br&gt;NC Pre-K Plan&lt;br&gt;NC Pre-K Program Requirements; Site Monitoring; Contractor Monitoring; NC Pre-K Program Policy Consultant&lt;br&gt;Click here for Regional Map&lt;br&gt;NC Pre-K APP and Kids - Jeanne Barnes @ <a href="mailto:jeanne.barnes@dhhs.nc.gov">jeanne.barnes@dhhs.nc.gov</a> or 919-527-6601&lt;br&gt;NC Pre-K Plan/Budgets/Contracts - Melva Henry @ <a href="mailto:melva.henry@dhhs.nc.gov">melva.henry@dhhs.nc.gov</a> or 919-527-6561&lt;br&gt;Fiscal Monitoring - Ed Skeens @ <a href="mailto:ed.skeens@dhhs.nc.gov">ed.skeens@dhhs.nc.gov</a> or 919-527-6520&lt;br&gt;Attendance Reports/FSR’s - Trevon Simon @ <a href="mailto:trevon.simon@dhhs.nc.gov">trevon.simon@dhhs.nc.gov</a> or 919-527-6542&lt;br&gt;Fiscal Year Close-Out - Sonya Beatty @ <a href="mailto:sonya.beatty@dhhs.nc.gov">sonya.beatty@dhhs.nc.gov</a> or 919-527-6513</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>- Continue site monitoring visits&lt;br&gt;- Electronic Fiscal Monitoring Worksheet submitted to DCDEE by January 15th&lt;br&gt;- Begin completing Contractor Policy Monitoring Tool&lt;br&gt;- NC Pre-K Plan – Certified Other Resources due by January 15th&lt;br&gt;- NC Pre-K Contract Documents due for SFY 2016-17 contracts&lt;br&gt;- Child Find Activities Begin&lt;br&gt;- December FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due&lt;br&gt;- Local committee meeting (Plan for next program year – See Section 2 of the NC Pre-K Program Requirements for reporting program progress)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>- Electronic Contractor Policy Monitoring Tool submitted to DCDEE by February 15th&lt;br&gt;- Fiscal year close-out Instructions sent from DCDEE&lt;br&gt;- NC Pre-K Contract Budget Templates due&lt;br&gt;- January FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 2018-19 NC PRE-K PROGRAM ANNUAL PLANNING AND IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
<th>Fiscal Monitoring</th>
<th>NC Pre-K Program</th>
</tr>
</thead>
</table>
| March | • DCDEE fiscal and programmatic monitoring on-site visits begins  
         • February FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due  
         • Local committee meeting (review site/contractor monitoring results, adjust program policies, set up site selection as needed and as aligned with multi-year contracts) | Worksheet  
         | Requirements: Contractor Monitoring  
         | Contractor Policy Monitoring Tool  
         | NC Pre-K Kids  
         | NC Pre-K Plan | NC Pre-K APP and Kids  
         | Jeanne Barnes  
         | jeanne.barnes@dhhs.nc.gov  
         | or 919-527-6601 | |
| April | • DCDEE fiscal and programmatic monitoring on-site visits continue  
         • March FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due |  
         | Fiscal Monitoring  
         | Ed Skeens  
         | ed.skeens@dhhs.nc.gov  
         | or 919-527-6520 | NC Pre-K  
         | Plan/Budgets/Contracts  
         | Melva Henry  
         | melva.henry@dhhs.nc.gov  
         | or 919-527-6561 | |
| May  | • Formal close-out letters for monitoring results will be mailed from DCDEE by May 31st  
         • NC Pre-K 2018-19 Contracts ready for contractor’s signatures  
         • April FSRs and attendance reports mailed to DCDEE by 10th of month or request for advance due  
         • NC Pre-K Plan:  
             ✓ Other Estimated Resources due by May 15th (online)  
             ✓ Section I Committee Member signatures due to DCDEE by May 31st (including May Committee meeting minutes)  
         • Local committee meeting:  
             ✓ Obtain Committee member signatures for Section I and Conflict of Interest statements  
             ✓ Approve next SFY’s contract/budget  
             ✓ Specify contracting agency as administrator of the NC Pre-K Program for the 2019-20 school year |  
         | Attendance Reports/FSR’s  
         | Trevon Simon  
         | trevon.simon@dhhs.nc.gov  
         | or 919-527-6542 |
# 2018-19 NC PRE-K PROGRAM ANNUAL PLANNING AND IMPLEMENTATION TIMELINE

| June | NC Pre-K Kids | Attendance Reports/FSR’s- Trevon Simon @ trevon.simon@dhhs.nc.gov or 919-527-6542  
NC Pre-K Plan  
Fiscal Year Close-Out  
Sonya Beatty @ sonya.beatty@dhhs.nc.gov or 919-527-6513  
May and June FSRs and attendance reports due per DCDEE close-out procedures for May and June expenditures (reimbursement requests received after this date will not be guaranteed) |

| September-May |  
DCDEE Child Care Consultants conduct compliance visits to NC Pre-K Programs and classrooms using the NC Child Care Rules, including Rule .3000. DCDEE NC Pre-K Program Policy Consultants monitor local NC Pre-K Program contracting agencies and committees using the NC Pre-K Program Requirements and Guidance Manual. These visits may occur at any time during the program year. |  
NC Pre-K Plan  
Attendance Reports/FSR’s- Trevon Simon @ trevon.simon@dhhs.nc.gov or 919-527-6542  
NC Pre-K Plan/Budgets/Contracts- Melva Henry @ melva.henry@dhhs.nc.gov or 919-527-6561  
Fiscal Year Close-Out  
Sonya Beatty @ sonya.beatty@dhhs.nc.gov or 919-527-6513 |