Dear NC Pre-K Staff,

DCDEE uses the NC Pre-K Plan information for planning and payment purposes. It is CRITICAL for all information to be up-to-date throughout the year. Reimbursement for 2017-2018 will be computed on the site type, Lead or Substitute Lead teacher qualifications and rates in the Plan and on child attendance in NC Pre-K Kids. Reimbursement amounts will not compute correctly if information is not updated.

Initial actions needed and completion dates are listed below. Steps should be worked in the order they are listed.

August 1 Review the “Committee Section” and the “Contract Information” to ensure all information is up to date. Remember the email addresses listed for the Contract Administrator, Fiscal Contact, Program Contact and additional contact are used for our communication with you during the year.

Review the “Site Section” of NC Pre-K Plan to ensure that all sites listed will participate in the 2017-2018 NC Pre-K year and review site types for accuracy.

Review the “Classroom” section to ensure that all classroom information is correct for 2017-2018

Review the “Budget” section to ensure:
· Direct Services and Admin Service funds match your 2017/18 contract amounts.
· Estimated Other Resources “Cash” and In-kind – The 2016/17 amounts as of June have rolled forward. Please verify and update these estimated amounts, if needed.

August 25 Missing Fields Information - All Sites. Follow Step 1 below, if applicable.

August 25 Site Types. Follow Step 2 below.

August 25 Missing Fields Information – Site Year End Date. Follow Step 3 below.

August 25 Missing Fields Information – Principal / Directors. Follow Step 4 below, if applicable.

September 1 Teacher Placement. Follow Step 5

September 8 Missing Field Information - Child Placement and Classroom Rate worksheets. Follow Step 6 below.

After you log into the 2017-2018 NC Pre-K Plan system, the initial screen will be the “Missing Site Information” screen. You may also click on the “Missing Fields” button. All items listed above may not be applicable to your county. Note: CR, which means Change Request, will be used throughout this document. Please follow these Steps to update your initial 2017-2018 Plan.
Missing Fields Information - All Sites

Step I. Missing Fields (Star Rating Change)

A. From the Home screen click on Missing Fields button which will bring up the Missing Site Information Screen.

The Missing Site Information Screen
There are six columns in this area: 1) County name, 2) Site Name, 3) Missing Information, 4) Star Rating Change, 5) Principal Change and 6) Year End Date for NC Pre K services. Review the list of site(s).

If "Update" is located in the 4th column (Star Rating Change) enter the Site Year End Date and click Save. Go to Step 1B to address the Star Rating issue.
B. If the site will participate in 17-18; click “Update” in the Star Rating Change column to open the CR. Update information as needed on the CR, click the drop down arrow to change Current Star Rating and/or add comments about the licensing status in the Comment area. Click the submit button to send the CR to DCDEE. Note: You may also click Home, click CR List, and click on the CR number to open the CR created for the site.

C. If the Site will not participate in 17-18, you must exit all the existing classrooms within that site and a Site Termination Change Request must be completed to remove site from the Plan. Note: A Site Year End Date must be entered/saved prior to exiting the site from the Plan. This date must be entered from the Missing Site Information screen or the Site Change Request screen.

NOTE: Submit Site Terminate Change Requests for any site that has not been assigned children to be served.
To **exit the classroom**, click on the Classroom button. Find the classroom and click on remove. Select “Yes” to the question “Are you sure you want to exit the “xxx” classroom?” Then enter the “End Date for Classroom” and click on “Remove”.

To **remove the site** click on the Site button. Find the site and click on remove. Select “Yes” to the question “Are you sure you want to remove the “xxx” from the list?” Then enter the “End Date for Site”, add comments if applicable and click on “submit”.

**Step II. Site Types**
Reimbursement for 2017-2018 will be computed on the site type, Lead or Substitute Lead teacher qualifications & rates in the Plan and on child attendance in Kids. The site type listed in the Plan should be verified. This Step must take place second to manage your Plan. Site types available in the NC Pre-K Plan are: Public School, Head Start Program, Head Start Program Administered by Public School, Private Non-profit child care center and Private For-profit child care center.
A. From the Home page, click the View button. Click the Site button to review the site list. If site type is correct proceed to Step 3. If site type(s) are not correct follow Step 2.B.
B. From the **Home** page, **click Change Request**, and then **click the Site button**. Next **select** the Site that needs to be corrected and then **click Change Request**. Using the drop down box for the Type of Site, **select** the appropriate classification; update the year end date, if applicable and **click Save**.
Step III. Site Year End Dates

Site year end dates did not roll forward in the 17-18 Plan. The site year end date is the last day NC Pre-K children will be served in that site and is required for the Program evaluation. Note: The Site Year End Date is not related to the last day of payment.

If a site will not participate in 2017-2018, complete the missing site information and missing classroom information. Then follow the instructions above to remove the classroom.

A. From the Home page, click the MISSING FIELDS button, which will bring up the Missing Site Information screen. There are six columns in this area: 1) County name, 2) Site Name, 3) Missing Information, 4) Star Rating Change, 5) Principal Change and 6) Year End Date for NC Pre-K services. Review the list of site(s).

B. Enter the 2017-2018 Site Year End Date (mm/dd/yy) for NC Pre-K Services for each site. Then click the Save button. Once the site year end date has been entered and saved, the next time you return to this screen the site will be removed from the list, unless there is an issue with the Principal/Director or other missing information (i.e. star rating).
C. If “Update” is located in the 5th column (Principal Change) enter the Site Year End Date and click Save. Go to Step 4 to address the Principal/Director issue. The site will not be removed until the Principal/Director issue is resolved.

![Missing Site Information Table]

**Step IV. Principals/Directors**

If the Principal/Director was identified as “Interim” or the Director has less than an “Administrator III Credential” or a Principal has less than a “Principal License” in the 16-17 Plan the data did not roll forward in the 17-18 Plan.

A. From the Home page, click the MISSING FIELDS button, which will bring up the Missing Site Information screen. There are six columns in this area: 1) County name, 2) Site Name, 3) Missing Information, 4) Star Rating Change, 5) Principal Change and 6) Year End Date for NC Pre K services. Review the list of site(s). Update in the 5th column indicates there is an issue with the Principal/Director for that site.

B. Click Update if this Principal/Director will serve in this site for 17-18. A CR will be created. Review and Update applicable data and enter comments as needed. Next click Submit. Note: Click Save instead of submit if you are not prepared to submit the CR. Click Home, CR List and the CR number to continue working on the CR when data is known.

C. Click Update if the Principal/Director will not serve in this site for 17-18. A CR will be created. Click Delete to remove the current Principal/Director data and SAVE. Next click Update again for a blank CR, then enter the required data about the current Principal/Director, enter the effective date and click Submit. You may also go Home, click CR List and click on the CR number to open a blank CR. Then enter the required data about the current Principal/Director, enter the effective date, save and click Submit.
The Site will not be removed from the Missing Site Information list until DCDEE approves the CR and/or the Site Year End Date is saved.

NOTE: Principal/directors must be in place prior to request for reimbursement.

After all of the above items have been addressed the MISSING FIELD button will disappear from the Home screen.

Step V. Teacher Placement

Reimbursement for 2017-2018 will be computed on the site type, Lead or Substitute Lead teacher qualifications and rates in the Plan and on child attendance in NC Pre-K Kids. If current information is not in the Plan – reimbursement amounts will not be correctly computed. Teachers must be placed/approved in the Plan before reimbursement amounts will compute.

Please follow the Teacher Placement User Guide for adding/placing teachers in the classrooms.

NOTE:
1. Teacher start dates are critical for computation of reimbursement amounts.
2. 9 or less children served = 1 approved Lead or Substitute Lead teacher and
   10 or more children served = 1 approved Lead or Substitute Lead teacher and 1 approved assistant

Step VI. Rates and Children Worksheets

Steps 1 through 5 must be completed for the worksheets to complete calculations. If a CR has not been approved for a non licensed site the system will not complete calculations. If a CR has not been approved for a teacher placement change or add teacher, the system will not complete calculations.

The Plan includes a Rates and Children button available in View mode and an Adjust Rates and Children button in the Change Request mode along with nine worksheets. The worksheets contain filters. You may view all sites or an individual site. You may also view all classrooms or for an individual site or just one classroom at a time. You may also filter by funding source.
The worksheets are:
Planning – Children  |  Budget – Children  |  Actual – Children
Planning – Rates   |  Budget – Rates   |  Actual – Rates
Planning - Children and Rates | Budget - Children and Rates | Actual - Children and Rates

Above the worksheet choices are three columns that include accumulated totals for Planning, Current Budget and NC Pre-K Kids Submitted. Beside these columns you will find Total Direct Services Funds Allocated, Actual Payments to date and Current Budget Anticipated Spend.

The Planning Worksheets are used to reflect how many children you plan to serve in each site/class, to set up your billing dates and to enter/verify classroom payment rates. Think of these as your play worksheets. You will also use these worksheets throughout the year to move children around. The amount calculated by the system and reflected in Planning - Payments indicates how much of your Total Direct Service Funds Allocated you have planned to be paid out.

The Budget Worksheets and the column above for Current Budget will not reflect any amounts until you click Commit to Budget button in the Change Request mode. Ultimately, amounts in Planning and Current Budget should match. The amount calculated by the system and reflected in Current Budget - Payments indicates how much of your Total Direct Service Funds Allocated you have budgeted to be paid out.

The Actual Worksheets and the Actual Planning amounts and children served number will be automatically entered by the system. The new 17-18 Plan will compute reimbursement by classroom based on the site type, Lead and Substitute Lead teacher qualifications and rates in the Plan and child attendance in the Kids system.

Types of Rates for NC Pre-K Direct Services Funds
Maximum rates are the rates DCDEE announced for 2017-2018 based on site types and teacher qualifications which are programmed into the Plan.

Exception rates are the rates approved by management at DCDEE which are also programmed into the Plan.

Negotiated rates are the rates your agency may have paid to the Site in 11-12 which were maintained in 12-13 and may have been lower than the maximum rates for Head Start and Public sites. In 17-18 you may increase the rate up to the maximum if you have funds available in your existing budget.

Funding Source
There are two permanent types of funding sources available in the 17-18 Plan: 1) NC Pre-K Primary and 2) Dual Funded. Only NC Pre-K funds are identified in the Plan. However, you may have a classroom that requires two NC Pre-K rates, i.e. a Head Start classroom has 18 children: 9 children funded with Head Start and NC Pre-K funds $300 per child and 9 funded with only NC Pre-K funds, which require a higher rate. You must contact DCDEE prior to setting up a classroom that has multiple NC Pre-K rates based on different funding sources. There is also a temporary pilot funding source in the 17-18 Plan: Classroom funded rate that was used by a select few in 2013/14 in a pilot program.

Planning Worksheet
A. Determine the number of children to be served in the classroom.
B. From the Home page, click Change Request, next click Classrooms and then click the new Adjust Rates and Children button. A new screen will appear. Click Planning and Children to verify and change the number of children you plan to serve in each classroom for ten months. To change the number, highlight the number and type in the new number.
C. **Determine** the payment period for this site and class. If the payment period is August to May, start entering the number of children (max of 18) in the block under Aug-16. Continue entering the number in the blocks through May and **click Save** after each classroom is complete. This sets your payment period.

If the payment period is September to June, start entering the number of children to be served in the block under Sep-16 and continue through June, then **click Save**.

D. Next, **click Planning and Rates**. Default rates approved by DCDEE will automatically populate for classrooms with approved Lead or Substitute Lead teachers. **Review** the rate for each classroom. If the rate is incorrect, **highlight** the number, **enter** the correct rate (negotiated) and **click Save**.

**Note**: Rates may only be entered as whole dollars. Review your **funding source**.

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### Payments for 2017-18

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**Total For Contact**: Payments:

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</table>

**Note**: Payments must be entered as whole dollars. Review your funding source.

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E. Then **click Planning and Children and Rates**. If you receive a red message beside or under the Total Direct Service Funds Allocated you have over budgeted or not completed an item from Step 1 - 6. **Recheck** the number of children to be served and/or the rates, **make changes** and **click save**. The goal is to plan to use as much as possible of your Total Direct Service Funds Allocated. After the red message(s) have disappeared and you are satisfied with your plan, **click Commit to Budget**.
NOTE:
1. Use the hover button on your mouse to assist you with the type of site, if a teacher is qualified or not and the rate.
2. If a rate does not populate, check the CR List to ensure all CR’s have been approved for the Lead or Substitute Lead teachers, sites or other issues are remaining. Remember- do not Plan over your budgeted amount.

Budget Worksheets
The Budget Worksheet is controlled by the Planning Worksheet. If the amounts for Planning and Current Budget - do not match, you may not have clicked the Save and Commit to Budget buttons after making a change. Click on Planning and Rates to view if a rate has been entered for each classroom or any items are highlighted in red or are blank. Use the hover feature to search for issues also. After making the corrections and you are satisfied with your plan, click Commit to Budget.

Actual Worksheets
The Actual Worksheets and the NC Pre-Kids Submitted will be automatically entered by the system. The new 17-18 Plan will compute reimbursement by classroom based on the site type, Lead and Substitute Lead teacher qualifications and rates in the Plan and child attendance in the NC Pre-K Kids system. DCDEE may also increase or decrease the reimbursement amount if adjustments are necessary during the monthly payment process.

NOTE:
3. Monthly adjustments to the Planning Worksheets may be required to correctly identify the number of children to be served, to decrease the number of children to be served or to increase the number of children that may be served due to unexpended funds. Funds remaining may be generated if you move children from a class with a higher rate to a class with a lower rate and you could serve more children.
4. The Plan also includes an accumulated amount on the Budget Page for the Currently Budgeted Expenditures, Actual Attendance, State Office Payments, and the Running Total. You will use this to manage your funds throughout the year.
5. If the number of children in classrooms with lower payment rates decrease and children to be served in classrooms with higher payment rates increase you cannot serve the same number of children and funds remaining will decrease. This can be managed by not replacing children as they leave classrooms during the year; or by budgeting based on the maximum payment amount allowed.
6. Remove classrooms if children have not been assigned to the class.
7. If you exit a Lead or Substitute Lead teacher the worksheets will zero out the rate because the system does not have a teacher to calculate.
8. Prior to printing the classroom attendance reports to submit for the monthly reimbursement – check the worksheets for any “red” issues.

9. The rates entered in the Plan must reflect actual rates paid to providers. This will be reviewed during monitoring by DCDEE.