

Monitoring Timeline

NC Pre-K Program Contracting Agency State Fiscal Year 2017-18

When	What	Who
By November 15 th	Local NC Pre-K sites complete all items related to the NC Pre-K Site Monitoring Tool , including action plans and timelines, as applicable and submit the original Site Monitoring Tool to the local Contract Administrator by November 15 th . A copy of the Site Monitoring Tool should be maintained on file at the NC Pre-K site for DCDEE NC Pre-K Program Policy Consultants to review as needed. (New sites and/or classrooms started after October 1 st , should complete a Site Monitoring Tool and submit within 90 days of the first attendance day.)	Site Administrator (or designee) (site director or public school principal) *All child developmental screenings not completed by October 31 st , should be noted in the action plan.
November 15 th through January 31 st	Contractors make on-site visits to all local NC Pre-K Program sites/classrooms. The Site Monitoring Tool should be discussed and validated by the local Contractor during these visits. Schedule follow-up visits as needed. Contractors should complete all items related to the NC Pre-K Contractor Policy Monitoring Tool , including action plans and timelines, as applicable by January 31 st .	Local Contract Administrator (or designee)
By January 15 th	Contractors complete the electronic survey for the NC Pre-K Fiscal Monitoring Worksheet to include explanations for compliance and Contract Administrator's signature and submit to DCDEE by January 15 th .	Local Contract Administrator (or designee)
By February 15 th	Contractors complete the electronic survey for the NC Pre-K Contractor Policy Monitoring Tool to include explanations for compliance and Contract Administrator's signature and submit to DCDEE by February 15 th .	Local Contract Administrator (or designee)
February through April	The Fiscal Monitoring Worksheet and supporting documentation will be reviewed by the DCDEE Administration Section Staff . Selected contracting agencies will be contacted to conduct desk audits or on-site visits between February and April.	DCDEE Administration Section Staff
February through April	The Contractor Policy Monitoring Tool and supporting documentation will be reviewed by the DCDEE NC Pre-K Program Policy Consultants . Guidance/technical assistance will be provided as needed through on-site visits/calls between February and April .	DCDEE NC Pre-K Program Policy Consultants
By May 31 st	DCDEE Administration Section Staff will send out formal close-out letters by May 31 st to contracting agencies that were selected for monitoring through desk audits or on-site visits. The formal letter will provide details of the monitoring visit, including any findings that may require corrective action.	DCDEE Personnel (Administration Section Staff and NC Pre-K Program Policy Consultants)

NOTE: DCDEE Child Care Consultants conduct annual compliance visits to NC Pre-K Programs using the **NC Child Care Rules**, including **Rule .3000-NC Pre-Kindergarten Services**. These visits may occur at any time during the program year.