

# NC PRE-K PROGRAM ANNUAL PLANNING AND IMPLEMENTATION TIMELINE

## STATE FISCAL YEAR 2017-18

Month	Contractor Responsibilities	Helpful Resources	Contact Information
July	<ul style="list-style-type: none"> <li>• NC Pre-K database systems open (APP, Kids, Plan)</li> <li>• Begin review of the following Sections in the NC Pre-K Plan for <u>accuracy and update</u> where applicable:               <ul style="list-style-type: none"> <li>✓ Committee Section</li> <li>✓ Contact Information</li> <li>✓ Site &amp; Classroom</li> <li>✓ Budget</li> </ul> </li> <li>• Begin entering data into:               <ul style="list-style-type: none"> <li>✓ NC Pre-K APP (Child Eligibility)</li> <li>✓ NC Pre-K Kids (Child Placement)</li> <li>✓ NC Pre-K Plan (Instructional Staff Approvals – Collect required documentation, e.g., Plans of Study/Official Transcripts)</li> </ul> </li> <li>• Committee meeting, if needed</li> </ul>	<p><a href="#">NC Pre-K APP</a></p> <p><a href="#">NC Pre-K Kids</a></p> <p><a href="#">NC Pre-K Plan</a></p>	<p><u>NC Pre-K Program Requirements; NC Pre-K Plan-</u>            NC Pre-K Program Policy Consultants  <a href="#">Click here for Regional Map</a></p> <p><u>NC Pre-K APP and Kids-</u>            Jeanne Barnes @ <a href="mailto:jeanne.barnes@dhhs.nc.gov">jeanne.barnes@dhhs.nc.gov</a>            or 919-527-6601</p> <p><u>NC Pre-K Plan/Budgets/Contracts-</u>            Melva Henry @ <a href="mailto:melva.henry@dhhs.nc.gov">melva.henry@dhhs.nc.gov</a>            or 919-527-6561</p> <p><u>EESLPD Unit-Teacher Licensure-</u>            B-K Licensure Specialists  <a href="#">Click here for Regional Map</a></p>
August	<ul style="list-style-type: none"> <li>• NC Pre-K Programs/Sites open</li> <li>• NC Pre-K Contracting Agency staff orientation/training</li> <li>• Local NC Pre-K Site/Classroom staff orientation/training</li> <li>• NC Pre-K APP &amp; Kids – Continue child eligibility and placement process</li> <li>• NC Pre-K Plan – Complete following items:               <ul style="list-style-type: none"> <li>✓ Site year end dates are entered</li> <li>✓ All classrooms have an approved lead teacher/ teacher assistant assigned</li> <li>✓ Number of children and payment rates entered for each classroom on Budget Screen</li> </ul> </li> <li>• July FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> </ul>		<p><u>Attendance Reports/FSR's-</u>            Trevon Wright @ <a href="mailto:trevon.wright@dhhs.nc.gov">trevon.wright@dhhs.nc.gov</a>            or 919-527-6542</p>

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September	<ul style="list-style-type: none"> <li>• NC Pre-K Plan – Continue completion of following items:               <ul style="list-style-type: none"> <li>✓ All classrooms have an approved lead teacher/ teacher assistant assigned</li> <li>✓ Number of children and payment rates entered for each classroom on Budget Screen</li> <li>✓ Section II Principal/Director signatures obtained – Mailed to DCDEE</li> <li>✓ Print copy of Section III and retain for your files</li> </ul> </li> <li>• August FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> </ul>	<p><a href="#">Site Monitoring Tool</a></p> <p><a href="#">NC Pre-K Kids</a></p> <p><a href="#">NC Pre-K Plan</a></p>	<p><u>NC Pre-K Program Requirements; NC Pre-K Plan; Site Monitoring-</u>            NC Pre-K Program Policy Consultant  <a href="#">Click here for Regional Map</a></p> <p><u>NC Pre-K APP and Kids-</u>            Jeanne Barnes @ <a href="mailto:jeanne.barnes@dhhs.nc.gov">jeanne.barnes@dhhs.nc.gov</a>            or 919-527-6601</p> <p><u>NC Pre-K Plan/Budgets/Contracts-</u>            Melva Henry @ <a href="mailto:melva.henry@dhhs.nc.gov">melva.henry@dhhs.nc.gov</a>            or 919-527-6561</p>
October	<ul style="list-style-type: none"> <li>• Train local program administrators on site monitoring responsibilities and due dates</li> <li>• NC Pre-K Expansion Budget Templates due (tentatively, if applicable)</li> <li>• September FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> </ul>		<p><u>EESLPD Unit-Teacher Licensure-</u>            B-K Licensure Specialists  <a href="#">Click here for Regional Map</a></p> <p><u>Attendance Reports/FSR's-</u>            Trevon Wright @ <a href="mailto:trevon.wright@dhhs.nc.gov">trevon.wright@dhhs.nc.gov</a>            or 919-527-6542</p>
November	<ul style="list-style-type: none"> <li>• Site Monitoring Tool due to local Contractor by November 15<sup>th</sup></li> <li>• Begin site monitoring visits after completed Site Monitoring Tool is received</li> <li>• Validate Site Monitoring Tool results (verify Plans of Study, transcripts, license/credentials, classroom lesson plans/daily schedules)</li> <li>• October FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> <li>• Local committee meeting, if needed (pending NC Pre-K expansion funds)</li> </ul>		

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December	<ul style="list-style-type: none"> <li>Continue site monitoring visits</li> <li>NC Pre-K Plan – Other Estimated Resources due (online)</li> <li>Survey link emailed from DCDEE with electronic Fiscal Monitoring Worksheet and Contractor Policy Monitoring Tool</li> <li>Begin completing electronic Fiscal Monitoring Worksheet</li> <li>November FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> </ul>	<p><a href="#">Site Monitoring Tool</a></p> <p><a href="#">Contractor Policy Monitoring Tool</a></p> <p><a href="#">Fiscal Monitoring Worksheet</a></p> <p><a href="#">NC Pre-K Kids</a></p> <p><a href="#">NC Pre-K Plan</a></p>	<p><a href="#">NC Pre-K Program Requirements; Site Monitoring; Contractor Monitoring- NC Pre-K Program Policy Consultant</a>  <a href="#">Click here for Regional Map</a></p> <p><a href="#">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</a></p>
January	<ul style="list-style-type: none"> <li>Continue site monitoring visits</li> <li>Electronic Fiscal Monitoring Worksheet submitted to DCDEE by January 15<sup>th</sup></li> <li>Begin completing Contractor Policy Monitoring Tool</li> <li>NC Pre-K Plan – Certified Other Resources due by January 15<sup>th</sup></li> <li>NC Pre-K Contract Documents due for SFY 2016-17 contracts</li> <li>Child Find Activities Begin</li> <li>December FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> <li>Local committee meeting (Plan for next program year – See Section 2 of the NC Pre-K Program Requirements for reporting program progress)</li> </ul>		<p><a href="#">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</a></p> <p><a href="#">Fiscal Monitoring- Vi Simmons @ <a href="mailto:vi.simmons@dhhs.nc.gov">vi.simmons@dhhs.nc.gov</a> or 919-527- 6520</a></p> <p><a href="#">Attendance Reports/FSR's- Trevon Wright @ <a href="mailto:trevon.wright@dhhs.nc.gov">trevon.wright@dhhs.nc.gov</a> or 919-527-6542</a></p> <p><a href="#">Fiscal Year Close-Out Janice Fain @ <a href="mailto:janice.fain@dhhs.nc.gov">janice.fain@dhhs.nc.gov</a> or 919-527-6511</a></p>
February	<ul style="list-style-type: none"> <li>Electronic Contractor Policy Monitoring Tool submitted to DCDEE by February 15<sup>th</sup></li> <li>Fiscal year close-out Instructions sent from DCDEE</li> <li>NC Pre-K Contract Budget Templates due</li> <li>January FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> </ul>		

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March	<ul style="list-style-type: none"> <li>• DCDEE fiscal and programmatic monitoring on-site visits begins</li> <li>• February FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> <li>• Local committee meeting (review site/contractor monitoring results, adjust program policies, set up site selection as needed and as aligned with multi-year contracts)</li> </ul>	<p><a href="#">Fiscal Monitoring Worksheet</a></p> <p><a href="#">Contractor Policy Monitoring Tool</a></p> <p><a href="#">NC Pre-K Kids</a></p> <p><a href="#">NC Pre-K Plan</a></p>	<p><a href="#">NC Pre-K Program Requirements; Contractor Monitoring- NC Pre-K Program Policy Consultant</a>  <a href="#">Click here for Regional Map</a></p> <p><a href="#">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</a></p>
April	<ul style="list-style-type: none"> <li>• DCDEE fiscal and programmatic monitoring on-site visits continue</li> <li>• March FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> business day of month or request for advance is due</li> </ul>		<p><a href="#">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</a></p>
May	<ul style="list-style-type: none"> <li>• Formal close-out letters for monitoring results will be mailed from DCDEE by May 31<sup>st</sup></li> <li>• NC Pre-K 2018-19 Contracts ready for contractor's signatures</li> <li>• April FSRs and attendance reports mailed to DCDEE by 10<sup>th</sup> of month or request for advance due</li> <li>• NC Pre-K Plan: <ul style="list-style-type: none"> <li>✓ Other Estimated Resources due by May 15<sup>th</sup> (online)</li> <li>✓ Section I Committee Member signatures due to DCDEE by May 31<sup>st</sup> (including May Committee meeting minutes)</li> </ul> </li> <li>• Local committee meeting: <ul style="list-style-type: none"> <li>✓ Obtain Committee member signatures for Section I and Conflict of Interest statements</li> <li>✓ Approve next SFY's contract/ budget</li> <li>✓ Specify contracting agency as administrator of the NC Pre-K Program for the 2018-19 school year</li> </ul> </li> </ul>		<p><a href="#">Fiscal Monitoring- Vi Simmons @ <a href="mailto:vi.simmons@dhhs.nc.gov">vi.simmons@dhhs.nc.gov</a> or 919-527- 6520</a></p> <p><a href="#">Attendance Reports/FSR's- Trevon Wright @ <a href="mailto:trevon.wright@dhhs.nc.gov">trevon.wright@dhhs.nc.gov</a> or 919-527-6542</a></p>

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June	<ul style="list-style-type: none"> <li>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)</li> </ul>	<a href="#">NC Pre-K Kids</a>  <a href="#">NC Pre-K Plan</a>	<u>Attendance Reports/FSR's-</u> Trevon Wright @ <a href="mailto:trevon.wright@dhhs.nc.gov">trevon.wright@dhhs.nc.gov</a> or 919-527-6542  <u>NC Pre-K</u> <u>Plan/Budgets/Contracts-</u> Melva Henry @ <a href="mailto:melva.henry@dhhs.nc.gov">melva.henry@dhhs.nc.gov</a> or 919-527-6561  <u>Fiscal Year Close-Out</u> Janice Fain @ <a href="mailto:janice.fain@dhhs.nc.gov">janice.fain@dhhs.nc.gov</a> or 919-527-6511

**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.