

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"> • NC Pre-K database systems open (APP, Kids, Plan) • 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"> ✓ Committee Section ✓ Contact Information ✓ Site & Classroom ✓ Budget • Begin entering data into: <ul style="list-style-type: none"> ✓ NC Pre-K APP (Child Eligibility) ✓ NC Pre-K Kids (Child Placement) ✓ NC Pre-K Plan (Instructional Staff Approvals – Collect required documentation, e.g., Plans of Study/Official Transcripts) • Committee meeting, if needed 	<p>NC Pre-K APP</p> <p>NC Pre-K Kids</p> <p>NC Pre-K Plan</p>	<p><u>NC Pre-K Program Requirements; NC Pre-K Plan-</u> NC Pre-K Program Policy Consultants Click here for Regional Map</p> <p><u>NC Pre-K APP and Kids-</u> Jeanne Barnes @ jeanne.barnes@dhhs.nc.gov or 919-527-6601</p> <p><u>NC Pre-K Plan/Budgets/Contracts-</u> Melva Henry @ melva.henry@dhhs.nc.gov or 919-527-6561</p> <p><u>EESLPD Unit-Teacher Licensure-</u> B-K Licensure Specialists Click here for Regional Map</p>
August	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ✓ Site year end dates are entered ✓ All classrooms have an approved 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 		<p><u>Attendance Reports/FSR's-</u> Trevon Wright @ trevon.wright@dhhs.nc.gov or 919-527-6542</p>

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

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December	<ul style="list-style-type: none"> • Continue site monitoring visits • NC Pre-K Plan – Other Estimated Resources due (online) • Survey link emailed from DCDEE with electronic Fiscal Monitoring Worksheet and Contractor Policy Monitoring Tool • Begin completing electronic Fiscal Monitoring Worksheet • November FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due 	<p>Site Monitoring Tool</p> <p>Contractor Policy Monitoring Tool</p> <p>Fiscal Monitoring Worksheet</p> <p>NC Pre-K Kids</p> <p>NC Pre-K Plan</p>	<p>NC Pre-K Program Requirements; Site Monitoring; Contractor Monitoring- NC Pre-K Program Policy Consultant Click here for Regional Map</p> <p>NC Pre-K APP and Kids- Jeanne Barnes @ jeanne.barnes@dhhs.nc.gov or 919-527-6601</p>
January	<ul style="list-style-type: none"> • Continue site monitoring visits • Electronic Fiscal Monitoring Worksheet submitted to DCDEE by January 15th • Begin completing Contractor Policy Monitoring Tool • NC Pre-K Plan – Certified Other Resources due by January 15th • NC Pre-K Contract Documents due for SFY 2016-17 contracts • Child Find Activities Begin • December FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due • Local committee meeting (Plan for next program year – See Section 2 of the NC Pre-K Program Requirements for reporting program progress) 		<p>NC Pre-K Plan/Budgets/Contracts- Melva Henry @ melva.henry@dhhs.nc.gov or 919-527-6561</p> <p>Fiscal Monitoring- Vi Simmons @ vi.simmons@dhhs.nc.gov or 919-527- 6520</p> <p>Attendance Reports/FSR's- Trevon Wright @ trevon.wright@dhhs.nc.gov or 919-527-6542</p> <p>Fiscal Year Close-Out Janice Fain @ janice.fain@dhhs.nc.gov or 919-527-6511</p>
February	<ul style="list-style-type: none"> • Electronic Contractor Policy Monitoring Tool submitted to DCDEE by February 15th • Fiscal year close-out Instructions sent from DCDEE • NC Pre-K Contract Budget Templates due • January FSRs and attendance reports mailed to DCDEE by 10th business day of month or request for advance is due 		

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March	<ul style="list-style-type: none"> • 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) 	Fiscal Monitoring Worksheet Contractor Policy Monitoring Tool NC Pre-K Kids NC Pre-K Plan	NC Pre-K Program Requirements; Contractor Monitoring- NC Pre-K Program Policy Consultant Click here for Regional Map NC Pre-K APP and Kids- Jeanne Barnes @ jeanne.barnes@dhhs.nc.gov or 919-527-6601
April	<ul style="list-style-type: none"> • 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 		NC Pre-K Plan/Budgets/Contracts- Melva Henry @ melva.henry@dhhs.nc.gov or 919-527-6561 Fiscal Monitoring- Vi Simmons @ vi.simmons@dhhs.nc.gov or 919-527- 6520
May	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ 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 2018-19 school year 		Attendance Reports/FSR's- Trevon Wright @ trevon.wright@dhhs.nc.gov or 919-527-6542

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

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.