

# FY 2019-2020 Infant Toddler Contracted Slots Program: Frequently Asked Questions (FAQ) from Providers Webinars

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The example given of 4 slots in an infant classroom, 4 in an YT classroom and 4 in an OT classroom, goes completely against the stated qualifications for the ITCS. My understanding was that classrooms were to be mixed-age groups, from infant-3 years of age. That qualification prevented us from applying for additional slots. .... 14

12 slots awarded - can they all be in one class? Max indicated 8 but funded for 12. .... 14

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### Applying for Funds

Will there be a competitive bid process for each year or a modified continuation process for some number of subsequent years following the first year.  
 It is anticipated that a continuation process will occur in Spring 2020. A competitive bid process may also occur if any expansion funds are part of the FY 2020 budget.

Approximately how many slots were awarded for this pilot year?  
 Approximately 1000 slots are funded for FY 2019-2020.

### Provider Eligibility

What happens if the programs certificate is made provisional and the STARS suspended during the program year?  
 Please review policy statement for “Eligible Providers.” Please note that this policy will apply at time of contract continuation. Throughout the program year, if a program has an issue which results in a provisional certificate and/or loss or drop of STAR designation, to assure continuity of care for children, the Infant Toddler specialist will review the circumstances of the incident which may result in a policy exception. Policy exceptions will be formally submitted to OCDEL for a decision.

## Child Eligibility

Is the amount a family can make the same as a family on CCW?

Yes, please review policy statement “Child Eligibility.”

Is there an application we should be using for families? Does any supporting documentation for income need to be collected or is that being done by the ELRC?

Each ELRC is responsible for determining eligibility following CCW eligibility guidelines. Once determined eligible for CCW, families have to be informed and agree to participation in the ITCS program, and the ELRC needs to have taken the necessary steps to either close the CCW case or mark child as “not requesting care” as noted in the guidance and clarifications under “Determining Eligibility” before a child can be considered fully enrolled in the ITCS program.

Do we need to receive something in writing to confirm from the CCW to confirm eligibility of a child to participate in the Infant Toddler Slots Program?

The ELRC should be sending the Enrollment Summary form (from CCW eligibility) to providers.

Will the ELRC send referrals to us for clients that qualify for this program?

Yes. Please review policy statement “Determining Eligibility.”

What if a family enrolls into ITCS and then the child or family begins receiving TANF assistance?

Are they no longer eligible for the ITCS?

Families already eligible for TANF are not eligible to enroll children in the ITCS program. In cases where a family qualifies for CCW (low income) and is enrolled in ITCS program, then becomes eligible for TANF, the child will remain on ITCS funding to assure continuity of care.

Where do we get a list of the income threshold? We need to see if some of our students qualify to discuss with the parents – how soon can we get that?

Eligibility is determined by the ELRC. CCW eligibility applies.

Is there a timeframe for that CCW eligibility?

CCW eligibility rules apply. CCW expects children be enrolled within 30 days of determining eligibility. This expectation would also apply to enrollment into an ITCS program.

Can we use the ITCS towards families of infant/toddler children already enrolled in CCW?

A child cannot be receiving both CCW and ITCS funding. For children already enrolled in your program who currently receive CCW, families have to be informed and agree to participation in the ITCS program, and the ELRC needs to have taken the necessary steps to either close the CCW case or mark child as “not requesting care” as noted in the guidance and clarifications under “Determining Eligibility” before a child can be considered fully enrolled in the ITCS program.

Are families eligible for CCW the only ones eligible for ITCS funding?

Yes, children must be eligible for CCW to be eligible for ITCS program.

Can I enroll a toddler who is private pay even though the parent was denied CCW?

No.

Can you clarify the requirements for students to enroll in the ITCS program? We had students that did not qualify because they received TANF even though they received CCW funding. Is there anything else we should be asking families before we refer them to this program? Please review policy statement "Determining Eligibility."

Do both parents need to be working?

Each ELRC will determine eligibility following the CCW eligibility guidelines. Once determined eligible and enrolled in ITCS program, there is no redetermination until the child turns 3. If parents working status changes while the child is enrolled in ITCS, the child will remain enrolled. An exception would occur in cases where the family income exceeds 85% of SMI. If the family income exceeds 85% of SMI, they would no longer be eligible for ITCS.

You said there is no redetermination for three years (or until the child ages out), is that true for the family if they have older children accessing CCW?

The CCW rules for redetermination would apply for other children in a family receiving CCW, however, the redetermination would not impact the child(ren) enrolled in the ITCS program.

If a family who currently has CCW chooses to use the ITCS and then leave the center will they automatically get their CCW back or will they need to re-apply?

The family would not automatically get CCW funding back. The ELRC would need to establish whether the family wishes to remain on ITCS funding (a possibility if another program in the same ELRC was also awarded slots and has openings), if the family is within their 1 year window for their original CCW eligibility determination, or if the family is outside their 1 year CCW redetermination window and would need to be redetermined.

I requested 5 slots and out of the 5 children I have 1 private pay parent can I enroll that child into the ITCS?

No. Children enrolled in ITCS program must meet CCW eligibility.

If a center offers non-traditional child care hours (weekend, evening, overnight) can families get wrap around care with CCW?

Yes, if they are eligible for CCW during the non-traditional times.

## Enrollment

What is the date by which programs must be enrolled at capacity? We have been granted 10 slots. We will have 5 slots filled in December and possibly 2 more in January. We will then be fully enrolled, and the additional slots cannot be filled until there is a turnover of slots in these classrooms. How will this be handled?

Full enrollment is expected by February 1, 2020. Full enrollment means serving the full number of allocated slots. If the full slot allocation cannot be filled by February 1, 2020, slots should be returned.

If programs have CCW eligible infants and toddlers already enrolled in the location (and the children will switch to ITCS-funded slots), can they use a 12/1 enrollment date as indicated in the ELRC update webinars if the contract is executed in December? Should I start enrolling children

although I need an additional assistant to be in ratio. How soon will payments begin? Once contracts are executed, can providers have enrolled ITCS backdated to 12/1/19?

Payments will begin in January 2020 in cases where ELRC has fully executed contracts. Each ELRC determines what meets their needs in terms of a “fully executed” contract. Enrollments can be back dated to as early as December 1, 2019, however please note, providers will receive the same amount of funding regardless of enrollment dates prior to February 1, 2020. Families have to be informed and agree to participation in the ITCS program, and the ELRC needs to have taken the necessary steps to either close the CCW case or mark child as “not requesting care” as noted in the guidance and clarifications under “Determining Eligibility” before a child can be considered fully enrolled in the ITCS program. Enrollments occurring after February 1, 2020, may result in pro-rated funding.

Will the ELRC get copies of the enrollment statistics? How frequently will that be received?

Yes, each ELRC will receive a monthly summary of enrollment information from PELICAN ELN. It is also recommended that the ELRC coordinate a means to track enrollments on a more frequent basis.

As per the PKC enrollment standard of 20 days allotted for a slot to be filled if vacated, how long do we have in this case for an open slot in the ITCS classroom? Once a child leaves or ages out, how long do we have to refill that slot?

Please review policy statement for “Tracking Enrollments.” The provider has 20 days to fill a vacant slot before an ELRC may redistribute funding.

Do children enrolled in ITCS count as part of the minimum CCW enrollments for STARS enrollment calculation tool for ERA grants?

Yes. Please review policy statements “Determining Eligibility” and “Teacher Qualifications.”

We were awarded 8 slots. What happens if we only have 6 fulltime eligible children and 4 part-time eligible?

First, establish whether the eligible part-time families would be interested in a full-time enrollment. If not, if scheduling allows the 4 part-time children could fulfill the FTE for 2 FT enrollments. If the part time schedules do not align into the appropriate FTE, then 2 more full time enrollments would be needed in order to reach the FTE for your 8 funded slots. Please note: full time enrollments should be prioritized.

How does this impact the private paying parents and enrollment?

Having a 1:4 ratio may have an impact on the number of children within classrooms. It is the provider’s responsibility to determine whether the ITCS is a good fit for their families and community.

Can we have mixed classrooms? Children who are private pay and CCIS?

Yes, but the policies for ITCS apply to any classroom with a child funded through the ITCS program.

If we do not have 24 qualified children, can hold off on initiating this program?

Providers will be expected to maintain full enrollment based on the number of slots awarded. If you cannot meet the slot count awarded, the contract should be updated to reflect the actual number of slots that can be filled.

If the ELRC has eligible infants/toddlers on their waitlist, should these children be enrolled in ITCS ahead of any new children identified by the provider?

Yes.

## Ratios

Does the 1:4 ratio have to be maintained all day? For example, if a child in ITCS goes to another classroom at the end of the day.

Yes.

What will nap ratios be?

**1:4 will be maintained for the entire program day.**

We are funded for 9 ITCS children. During times of the day when all 8 children are not present, can non-ITCS children be counted for child/staff ratio purposes? We are primarily looking at the beginning and ending of the day when children are arriving and departing?

**If no ITCS are present, then DHS licensing ratios can apply. Please note: if this happens staff need to be aware which children are ITCS. It would be most effective to follow the 1:4 ratio at all times of the day.**

Can we have private and infant toddler grant students in the 1 to 4 ratio?

Yes.

## Staffing

Does the lead teacher have to have the Infant/Toddler CDA?

**Please review policy statement "Staffing." Currently a CDA in any area will meet the lead teacher qualifications.**

What is the minimum requirement for an assistant teacher?

**Currently, the ITCS program does not have specified qualifications for an assistant teacher or aide. The DHS child care licensing qualifications would apply.**

If a teacher does not have a CDA, but is in college and had 6+ ECE credits in ECE, would they be eligible? If a staff member is enrolled in an associated program currently, but does not have it currently can they serve as a lead teacher? If someone completed the CDA requirements and working on the portfolio to be assessed by PD Specialist and take the test, can she be a lead teacher? What happens if all lead teachers do not have at least a CDA? Who evaluates transcripts of staff with higher level degrees such as bachelor's in social work, psychology, etc, but do not have a CDA to confirm that the staff is qualified to be the lead teacher?

**These would be policy exceptions and would need to be formally submitted to OCDEL for a policy exception decision. OCDEL staff would review submitted documentation to make qualification determinations.**

Why are the qualification for IT so low (minimum of only a CDA for IT?) Seems to be moving away from increased education qualifications and higher quality programming.

**The qualifications are set during this pilot and will be a focus of the program evaluation.**

We run 12-hour days. Does my afternoon staff still need to have a CDA?

Please review policy statement "Teacher Qualifications." The lead teacher should be present in the classroom for a substantial portion of the day--the time frame in which the most ITCS children are in attendance.

Will the minimum degree requirements change in the coming years?

This is possible.

Would a staff be eligible to be a lead teacher if they have an associate or bachelor's degree in a related field?

Yes.

Does each classroom need an assistant teacher or can it be a lead and an aide?

Please review policy statement "Teacher Qualifications."

Will staff in the ITCS classrooms still be eligible to receive an ERA through STARS?

Yes. Please review policy statement "Teacher Qualifications."

PKC has expected salaries for teachers and assistants. Is there the same for ITCS staff?

PA PKC does not have expected salaries other than that they must be comparable to the local school districts. There are not salary expectations for ITCS staff currently.

Can a lead teacher be assigned to more than 1 classroom?

For the ITCS program a unique lead teacher must be assigned to each ITCS classroom.

### Transition to Prekindergarten

If child is eligible until PreK transitions, and is eligible for Prek counts, but is not eligible until the start of the next school year would they remain funded in the ITCS classroom until transition to PKC? For the continuity of care: if there is no space in our PKC classroom can the child who is eligible stay in the ITCS until space is available? What happens to a child that turns 3 after the PreK counts cutoff date?

Please review policy statement for "Child Eligibility" and "Transition to Prekindergarten." A re-determination of CCW eligibility should occur when the child turns 3-years old if the family is interested in CCW or PKC funding (with wrap around). A family must resume CCW funding (if eligible) while awaiting enrollment in PKC. ITCS may only continue for a child awaiting PKC enrollment in cases where the family is no longer eligible for CCW funding.

If a child goes through the ITCS program then they go to PKC and they no longer have a copay are they still covered for before and after care portion of the day?

The "no copay" rule only applies to children enrolled in the ITCS program. Once a child transitions to a PK program and are no longer receiving ITCS funding, a CCW redetermination would occur and copays would apply. Please review policy statement "Child Eligibility" and "Transition to Prekindergarten."

Will a family receive funding immediately when they leave this program because they turn 3 and are moving to a different classroom?

Please review policy statement for “Child Eligibility” and “Transition to Prekindergarten.” Six months prior to a child turning three, a discussion with the family should take place regarding their options. A redetermination will occur when the child turns three depending on which programs the family has interest in. For families who are interested in CCW, and re-determined as eligible, the original application date of the child will be used. This will assure the child receives funding in the timeliest manner. For families interested in PKC, and determined eligible, the program’s regular enrollment strategy will occur, however PKC providers should be highly prioritizing children who received ITCS funding for enrollment.

### Program Evaluation

Will we receive training in CLASS training?

For the ITCS pilot CLASS will be used for evaluative purposes only. OCDEL will provide basic information about the tool and what to expect during a possible observation, however formal training will not be offered as part of this program.

Is CLASS the only tool that can be used to evaluate classrooms? CLASS assessments will be utilized for classroom assessment rather than ITERS?

Yes. For the evaluation of the ITCS program the CLASS assessment will be used in a sampling of providers and classrooms. This will be a completely separate assessment from any assessment conducted for STARS and will be used for program support and as a program evaluation benchmark only.

Is the CLASS evaluation going to be completed internally or observed by an outside party?

A sampling of providers and classrooms will be assessed by outside assessors trained in completing CLASS assessments.

### Miscellaneous Program Questions

Where can I find the policy document?

<https://www.pakeys.org/getting-started/ocdel-programs/pre-k-counts/infant-toddler-contracted-slots/>

When will we know who the I/T specialists are for our programs?

Megan Penson is considered the Infant Toddler Specialist for all programs currently.

Is the specialist a different person from the ELRC POC? Who do I email my expenditures to?

Yes. See slide.

## Communication Chain/ Primary Points of Contact for awarded providers

### Program Monitoring

Primary Contact: Megan Penson  
[megpen@pakeys.org](mailto:megpen@pakeys.org)



Megan will coordinate program support between OCDEL, ELRC, PD Registry team, and awarded providers

ELN help desk should be used for PELICAN support

### Fiscal Monitoring

Primary Contact: Designated ELRC POC



ELRC will provide fiscal summaries to Megan who will share with relevant OCDEL fiscal staff

Megan will coordinate any necessary fiscal follow up with ELRC who will follow up with awarded providers.

Tom Wolf, Governor  
 Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services

Why are the financial guidelines not the same as PA PKC for family income?

ITCS program uses CCDF funding and PA PKC uses state dollars. These different funding streams have different income eligibility requirements.

Will families still have copay if they have an older sibling in CCW?

Yes. Please refer to policy statement "Family Co-Payment."

What hours are considered for full day?

The program's operating hours for "traditional" child care (center opening to center closing). Non-traditional (evening care, weekend care, overnight care) child care hours are not covered under this program.

I am not sure if it was discussed, can a program with multiple funding streams have certain hours for the ITCS classroom, or it needs to be the full hours (similar to CCW classrooms)

ITCS is funded for full day, full week, full year of traditional child care.

Is there a curriculum?

The ITCS builds upon existing DHS child care licensing, and STARS standards, therefore use of a curriculum is expected but is not explicitly covered as part of ITCS policy.

Since our program is a STAR 4/NAEYC accredited do we need to meet the most stringent stands for ITCS classrooms?

In this case the NAEYC standards must be maintained, as well as ITCS policies.

Why is ITCS better for a parent than CCW?

ELRCs and providers talking to families about the ITCS program need to understand that the program may benefit many families but might not be for everyone. The pros of the ITCS program include no

redetermination of eligibility for up to 3 years; no copayment (if other children are not on CCW); full day, full week, full year of care; lower teacher-child ratios; continuity of care; focus on transition to a PK program. It is important to understand that some families may not want a full day, full week of care; or may have other children on CCW for which the full family copay would apply.

Will a template be provided by the ELRC that includes the language for family agreements around the ITCS?

Templates do not currently exist but will be taken into consideration as we move forward with the pilot.

Will a template be provided by the ELRC for the transition plan and what should be included?

Templates do not currently exist but will be taken into consideration as we move forward with the pilot.

Please note: Programs with transition plans already in place for Pennsylvania PKC and/or STARS, can modify these existing plans to include specifics related to the ITCS program.

Does ITCS have a parent handbook/policy book suggesting topic lists of items that need to be covered in writing to parent participants, or must each provider make us their own?

Templates do not currently exist but will be taken into consideration as we move forward with the pilot.

Please note: Programs with parent handbooks/policy books already in place for Pennsylvania PKC and/or STARS, can modify these existing plans to include specifics related to the ITCS program.

When we are discussing with families the difference between ITCS and CCW is there written information available for us to refer to? We would want to guide families with the correct information.

Templates do not currently exist but will be taken into consideration as we move forward with the pilot.

We have been awarded 12 seats. I have infant, YT, OT in separate classrooms, I am guessing I should distribute the seats. 4 in each classroom, so children have a place to move up to as they age up?

This is up to each provider, but this sounds like a viable plan.

The example given of 4 slots in an infant classroom, 4 in an YT classroom and 4 in an OT classroom, goes completely against the stated qualifications for the ITCS. My understanding was that classrooms were to be mixed-age groups, from infant-3 years of age. That qualification prevented us from applying for additional slots.

Mixed classrooms received funding priority points during the application process but having mixed classrooms is not a requirement of the ITCS program.

12 slots awarded - can they all be in one class? Max indicated 8 but funded for 12.

The only case in which 12 could be enrolled in one classroom would be if all children were older toddlers. Please refer to the **updated** policy statement "Class Ratio and Class Size."

I have 16 slots. Can those 16 slots be in a classroom that is licensed for 30 children or are we limited to only the maximum group size within the classroom? Can we have 3 groups of 8 within one classroom? DHS allows us to have multiple groups within one classroom as long as the maximum occupancy the room is licensed for is not exceeded.

Please refer to the **updated** policy statement “Class Ratio and Class Size.” At minimum, DHS licensing class sizes must be maintained.

If parent states they will be there daily from 8am-5pm and we staff accordingly and they show up at 7 am must we accommodate them?

Children funded through ITCS should be enrollment for a full day, full week, full year. Providers may staff according to a schedule provided by family, however since funding accounts for full day, full week, full year, ITCS enrolled children should be accommodated during any of the providers traditional child care operating schedule.

## Data Entry

What school year are we using? January 2020 to June 2020?

School year is July 1, 2019 through June 30, 2020.

What are the dates to have everything into PELICAN ELN and the PD registry?

## Timeline

### Pelican ELN

- Programs need to have classrooms, staff, and children entered into PELICAN ELN by the last day of the child enrollment month.

### PD Registry

- Programs must have staff entered and verified in the PD Registry within 90 days of staff assignment to an ITCS classroom.

\*Programs will be monitored on a monthly basis to ensure data is entered and correct.

Where can I get paperwork to add Pelican users?

PELICAN users can be added using Provider Self Service (PSS).

How can we gain access to these specific screens in ELN? We only have access to licensing information.

Providers with access to PELICAN CCW can request PELICAN ELN access through Provider Self Service (PSS). ELRCs will not have access to PELICAN ELN.

Is PELICAN set up now for us to start entering or when will it be?

PELICAN ELN is set up for ITCS use.

If we start ITCS January 2nd is that considered session start date or when they enrolled in our center?

Classroom session start date would be January 1, 2020. Child start date (enrollment date) would be whatever day they started the program.

Does every assistant need to be entered in PELICAN? Even closers/openers who only work a few hours a week?

No, only staff who work primarily in the ITCS classroom need to be entered. At minimum the lead teacher needs to be entered into PELICAN ELN and the PD Registry.

When entering children into PELICAN, can we just add those that are ITCS from those classrooms versus adding every child in the room if it is mixed funding sources?

Yes. Only children funded through ITCS need to be entered.

Fiscal

Will the spreadsheet detailing each provider's budget be distributed to the ELRC after Friday's webinar?

Fiscal spreadsheets can be accessed at <https://www.pakeys.org/getting-started/ocdel-programs/pre-k-counts/infant-toddler-contracted-slots/>

Are there funds available for startup costs? (equipment, materials?)

Providers will receive 2-3 extra months of funding this program year. These funds should be used toward any startup costs.

How will the 2 month startup funding be handled? Will programs receive a pro-rated cost per child for only the children already enrolled? When would this funding go out?

Providers will receive an award that is pro-rated for 9 months. 1/3 of this award will be paid in January (if contracts are fully executed), the remaining 2/3 will be received in equal monthly payments. See fiscal and systems webinar slides for an example.

If a family needs 12 months where will the funding come from? Is funding throughout the summer months?

The ITCS is considered funding for full day, full week, full year.

Why is funding just 9 months?

9 months of funding is being provided even though the program is only operating for 6 or 7 months this fiscal year due to late start up. Providers are being paid for 6 or 7 months of service (January through June 30), and 2 or 3 months of startup.

Does all funding have to be spent by end of fiscal year?

Yes.

Is the cost per child negotiable?

No.

The previously established contract between ELRC and awarded providers establishes payment during the first week of the month, not the 1st of the month. It may not be feasible for the ELRC to make payment by the 1st due to our agency's fiscal procedures.

Payment protocols between the ELRC and providers is established through the contract between each ELRC and the providers. OCDEL does not stipulate what day of the month the ELRC must pay the providers, only that payment occurs on a monthly basis.

Please explain how the cost per slots by region were calculated. What are the different rates for the different regions?

For FY 2019-2020, OCDEL considered the annualized CCW rates for Infants and Toddlers plus an annualized STAR 4-tiered rate. OCDEL then compared the total average annual revenue a provider would collect serving CCW children over a 3-year period to the proposed ITCS rate (provider application). OCDEL also compared the annualized private pay rates for infants/toddlers to the proposed ITCS rates (provider application). Across all regions the FY 2019-2020 ITCS rates are approximately 30-36% higher than the annualized CCW rates. In addition, for most providers, the FY 2019-2020 ITCS rates are higher, in varying percentages, than annualized private pay rates.

The FY 2019-2020 cost per slot by ELRC region is as follows:

<b>ELRC</b>	<b>FY 2019-2020 ITCS cost per slot</b>
1	\$16,000
2	\$14,000
3	\$15,000
4	\$16,000
5	\$16,500
6	\$14,500
7	\$13,000
8	No applicants
9	\$16,000
10	\$16,000
11	\$14,500
12	\$16,000
13	\$14,500
14	\$15,000
15	\$17,000
16	\$18,500
17	\$20,000
18	\$17,000
19	\$20,000

Why can't budgeted funds be used to allocate operating costs such as rent and utilities? PKC budget allows for rent and utilities?

The bullet in the policy document around this issue will be updated to read: "Awards cannot be used for >payment of mortgages, utilities, or rental lease payments for facility operations that are not directly associated with the operation of the ITCS program." Therefore, providers can allocate operating costs

such as rent and utilities that are directly associated with the ITCS program and should cost allocate ITCS expenses in the appropriate budget line items.

Can you provide examples of what allowable management/admin salaries? Can you go into detail regarding what's considered "direct impact" for salaries etc. we have a whole back office team that directly impacts the team through billing, compliance, talent acquisition, HR, finance etc. they aren't necessarily in the classroom as a teacher but still directly impact the program. Is that an allowable cost?

Please refer to policy statement "Payments." When determining whether management/ admin costs are allowable, providers need to provide written justification on the line item budget as to how the costs are directly related to the ITCS program. If this can be justified, and within the recommended line item percentages, they are allowable. The ELRC and OCDEL will coordinate to determine allowable expenses when there is a question about specific line items in a provider budget.

Are the percentages already on the line item budget template still used for ITCS?

Yes, the line item budget will not be changed, and the percentages are recommendations. Line items can be approved when higher than the recommended percentages with strong justification as to why they are outside the recommended ranges.

Are family engagement strategies considered child/health development, or management? They are a separate line in the PKC grant.

The same line item budget is being used for ITCS and PA PKC.

Will we have to have an audit done of the ITCS program?

Audit rules will apply. Audit requirements should be reflected in each ELRC contract.

Since the lead teacher is not available to work open to close all five days because that would be 60 hours a week, do we need to allocate salaries for every assistant that works with any of the ITCS students?

Salaries and benefits for lead, assistant teachers, and aides are allowable expenses under the ITCS program. Teachers working solely in an ITCS classroom should be cost allocated at 100%. Teachers only working partial time in an ITCS classroom can be cost allocated.

To what extent are accounting and bookkeeping services covered by the budget for inhouse accounting and bookkeeping?

Accounting and bookkeeping are allowable expenses but must be cost allocated.

Can we have a list of allowable expenses and budget categories? The Budget is most likely part of the contracting with the ELRC we are not clear as to what expenses can be reflected on the budget.

Providers and ELRC can reference the [PA PKC fiscal supplement](#) until we can create ITCS specific guidance.

Will a pro-rating form be provided?

No. ELRCs were provided the pro-rated funding amounts for each awarded provider. Providers should budget based on this pro-rated amount.

With whom do we have conversations about contracted slots for programs that are unable to accept the full number of slots granted?

Providers should communicate with the ELRC. ELRC should communicate with Megan Penson.

Do provider budgets come in through the ELRC or do they get sent directly to Megan?

Providers send budgets, budget revisions and expenditures to the ELRC. The ELRC submits a summary to Megan. Please review to fiscal and system webinar slides.

Since the amount received was less than needed- do we need to open a new classroom as we had planned, or can these slots be put into existing classrooms with qualified staff?

The award was scored and based upon what was submitted in the application, and therefore, providers should make very effort to align with what was submitted, however enrolling children into existing classrooms is allowable.

Just for clarification- are we to do a FER and a QER on Dept of ed, and pelican as we do for PKC?

For ITCS all budgeting documents will be handled outside of any systems. Providers should be submitting the "Program Expenditures and Budget Revision Workbook" to the ELRC.

Should the budget spreadsheet for this year be based on 6 out of 12 months?

The budget should be based on the pro-rated funded amount through June 30, 2020. Providers will report on Quarter 3 and 4 on the "Program Expenditures and Budget Revision Workbook" they submit to the ELRC.

Q: I understand cost per slot are set for 19/20 fiscal year, but will cost negotiations be available in future years as we stated in original application?

Any changes in cost per child would occur during an expansion or rebid process.