1. **INTRODUCTION**

Keystone STARS is an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement (CQI) efforts of Pennsylvania’s early learning and school-age programs. Providing financial supports to providers serving children who are vulnerable and at risk is one strategy implemented by OCDEL to promote continuous quality improvement. Grants available to child care providers in the Keystone STARS Program include the Rising STARS Support Grant, the Merit Award, and the ERA Award.

Keystone STARS Rising STARS is an OCDEL initiative to target financial resources to early care and education providers who are committed to providing high quality child care to high need populations in hard-to-serve communities. The following types of providers may be eligible for a Rising STARS Support Grants:

- All current Keystone STAR 1 child care certified early care providers (including school age child care (SACC) only providers) actively working on a CQI plan that includes moving up to a STAR 2 in a reasonable amount of time.
- Current STAR 2 providers (including SACC only providers) who received the Rising STARS Support Grant and successfully moved from STAR 1 to STAR 2.
- STAR 2 providers (including SACC only providers) who have received the maximum amount of Merit Awards (three) but who now are positioned to move to a STAR 3 or 4.

The Merit Award includes expenses relating to equipment and supplies/materials, professional development, accreditation costs, staff bonuses, salaries and compensation, and other expenses. The following types of providers may be eligible for a Merit Award:

- Family providers with a STAR 2 or higher designation.
- Centers and Groups with a STAR 2 designation (STAR 3 and 4 Center and Group providers are not eligible for Merit Awards).
- The maximum number of Merit Awards STARS 2 providers may receive is three (3).

The ERA Request/Award contains staff-specific awards for highly qualified owner/operators and teaching staff. The following types of providers may be eligible for an ERA Award:

- Family, Center, or Group providers with a STAR 2 or higher designation.

The ability to complete, edit, and submit a Grant Request online through Provider Self-Service (PSS) was made available in February 2020. This tip sheet provides information and guidance on submitting a Grant Request online.

Note that clicking on or hovering over a quick tip icon (❓) next to an item will provide valuable information about that item.
2. Grant Application – Get Started

Figure 1. Provider Self-Service Home Page

From the Provider Self-Service Home page, click the plus (+) sign beside Keystone STARS to expand the box. Next, click on the expanded text to get to the Keystone STARS Home page. After clicking on the Keystone STARS text, the Keystone STARS Home page will display.
Figure 2. Keystone STARS Home Page – Collapsed View

Locations for the selected provider are shown here. Up to five locations can be viewed at one time. This list is sorted by Location Name. Locations that are inactive in Keystone STARS will appear at the bottom of the list. The first five locations are automatically selected when the Home Page first displays. Users can deselect any or all locations and move to another page to select other locations.

Move to the next or previous page of locations here, or jump pages by selecting the page number and clicking GO.

Click VIEW after selecting the desired locations.

Click the text beside any + sign to expand that section or drawer.
Results can be sorted by: Request ID, Submission Date, Location Name, Status, Grant Type (for Grants only), Area of Service (for Coaching Requests only), or Submitted By.

Time periods in the dropdown menu are fiscal years (e.g., FY 2017-2018, FY 2018-2019, FY 2019-2020).

A number appearing in this area indicates that there is an item under that subject area that needs the provider’s attention.

**Figure 3. Grant Requests – Expanded View**

Expand the Grants section and click **CREATE APPLICATION**. The **Grant Application: Get Started** page displays.
Click the **click here** link for information on the types of grants available. Users can submit applications for Merit, ERA, and Rising STAR grants online for the current fiscal year only.

Select the location the grant application is for.

Select the grant type.

Click **GET STARTED** to continue to the **Requested Budget** page.
3. **REQUESTED BUDGET - ERA**

The Requested Budget page of the ERA Grant Application flow allows the user to complete their financial award request for the ERA grant. ERA grant applications share the same Attestation & E-Signature, Submission Confirmation, and Supporting Documentation steps as the Merit and Rising STARS grant applications.

**Figure 5. Requested Budget Page - ERA**

The Grant Application information displays the type of grant, the location, and the fiscal year.

The Wayfinder lets the user know where they are in the process. A **green ✓** beside a step indicates successful completion of the step. A **red X** indicates a failed step.
Select the grant award category – either Director (for Center or Group only) or Teaching Staff Awards.

Click the plus sign to expand the category tile below.

If no details have been entered yet, the amount shown for each care level will be $0.00.

Click ENTER DETAILS to open the grant expense category modal to enter details. (See Figure 7 below.)

Click NEXT to move to the next step – the Attestation & E-Signature Authorization page.
Click **ENTER DETAILS** for a specific budget category to provide line item expense details for that category. The Expense Category Details screen for that category will display.

Note that the summary text shown here will vary depending on the expense category selected.

Enter a justification for the expense here.
Click **NEW** to add a new expense line. Click **EDIT** to edit an existing expense line. Click **DELETE** to delete an expense line.

4

If adding a new expense, enter the details (Degree or Certificate, Care Level, and Amount Requested) for the new expense here.

5

Enter staff member details here.

6

Click **SAVE** to save the revised or new expense entry.

7

Click **CONTINUE** to close this page and return to the **Requested Budget** page.

8
4. **Requested Budget – Merit/Rising STARS**

The Requested Budget page of the Grant Application flow for Merit or Rising STARS awards allows the user to complete their financial award request for the Merit or Rising STARS awards. (Note that the Rising STARS option will only display in PSS once the user has been marked as eligible in KTQ by the ELRC.)

**Figure 8. Requested Budget Page – Merit/Rising STARS**

- **1.** The Award Application information is displayed here and includes type of award, location, and fiscal year.
- **2.** The Wayfinder lets the user know where they are in the process. A green ✓ beside a step indicates successful completion of the step. A red X indicates a failed step.
- **3.** To request funding, select your grant award category from the list below and enter the budget details for each item within that category you intend to purchase. If you have questions about the types of items that are acceptable uses of grant funds, please contact your Early Learning Resource Center.
- **4.** Total Eligible Amount: $2,000.00
- **5.** Total Budget Requested: $1,300.00

### Equipment and Supplies/Materials

- Total Requested: $800.00

### Professional Development

- Total Requested: $100.00

### Staff Bonuses, Salaries, and Compensation

- Total Requested: $200.00

### Other Expenses

- Total Requested: $0.00

### Accreditation Costs

- Total Requested: $200.00
The total amount the location is eligible for displays here along with the amount that is being requested. PSS will automatically provide a Total Eligible Amount for Merit grants based on existing policy guidelines and system logic. Note that users are not guaranteed to receive the full eligible amount.

Click the plus (+) sign for the desired grant award category and the tile opens below to show the funding requested by care category. If no information has been entered for this category yet, the amounts shown will be $0.00.

Click **ENTER DETAILS** to open the grant expense category modal to enter expense details. (See Figure 9 below.)

Click **NEXT** to advance to the next step – **Attestation and E-Signature Authorization**.
Figure 9. Expense Category Details for Equipment and Supplies/Materials (Merit/Rising STARS) Modal

1. Click **ENTER DETAILS** to go to the Equipment and Supplies/Materials modal. This page allows the user to provide line item expense details.

2. Note that the summary text shown here will vary depending on the expense category selected.

3. Enter the justification for the expense.
Figure 9. Expense Category Details for Equipment and Supplies/Materials (Merit/Rising STARS) Modal (cont.)

(Screenshot continued from above)

Expense Details

Enter expense details (Expense Category, Care Level, and Amount Requested) for the expense.

Enter the item description.

Click SAVE to save the revised or new expense entry.

Click CONTINUE to close this page and return to the Requested Budget page.

Select a line to edit or delete and click EDIT or DELETE, respectively, or click NEW to add a new line.
5. ATTESTATION AND E-SIGNATURE AUTHORIZATION

The Attestation and E-Signature Authorization step of the Grant Application flow allows the user to agree to terms and sign for their initial Grant Applications, Budget Revisions, and Final Expense Reports. Users can access this page by clicked NEXT at the bottom of the Requested Budget page of the Grant Application.

**Figure 10. Attestation and E-Signature Authorization Page**

- **1.** Note the green ✔ beside Step 1 – Requested Budget indicating the successful completion of this step.

- **2.** Check the box to verify the grant information. The checkbox must be checked before answering the security question.
Answer the security questions with the answer selected when the account was set up.

Enter any relevant comments.

Click **SUBMIT** to submit the application and move to the next step – **Submission Confirmation**.
6. Submission Confirmation

The Grant Application Submission Confirmation step of the Grant Application flow allows a user to view the details on a newly submitted Grant Application through PSS. This step appears for Merit, Rising STARS, and ERA grants for initial Grant Applications, Budget Revisions, and Final Expense Reports.

Figure 11. Submission Confirmation Page

Submission Confirmation

Thank you!

Your Grant Application has been submitted, and your request number is APP-123456789. You may track this request through the Grants section of the Keystone STARS Home Page by navigating to the corresponding Grant tile. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of the PDF for your records.

Your request has been sent to your Quality Coach Jane Smith at Early Learning Resource Center for Region 1 for review. You can expect to be contacted about this request within 10 business days.

1. Click PRINT to print the submission. Note that by clicking the PRINT button, the entire Application is downloaded as a printer-friendly PDF that can be saved or printed.

2. This is the number given to the grant request.

3. Identifies the Quality Coach and ELRC where the grant request was sent for review.

4. Click UPLOAD SUPPORTING DOCUMENTS to move to the document upload page.
7. Supporting Documentation

The Supporting Documentation step of the Grant Request flow allows the user to upload supporting documents for its Grant Request and to view previously uploaded documentation.

**Figure 12. Supporting Documentation Page**

Identifies what the supporting documentation is for.

This section provides instructions for document upload process.

File formats accepted for upload include the following: JPEG, BMP, PNG, Excel, Word, and PDF. The maximum file size for upload is 10 MB.
Documents that have already been uploaded are listed here. Note that a document can be deleted by clicking the trash can icon at the end of the row.

Select the type of document being uploaded from the dropdown menu. Valid document types for a Grant Request include Estimate Documentation, Receipts, Blended or Pro-Rated form, Grant Application, Budget Revision, Final Expense Report, and ELRC Requested.

Click **ADD DOCUMENT** to open File Explorer to select the document to be uploaded.

Click **SAVE** to upload the document. After clicking **SAVE**, the user will receive confirmation that the document was successfully uploaded.
8. SIGN DOCUMENTS

The Sign Documents step of the Grant Request flow allows a user to eSign their Grant Agreement for a Grant Application through PSS. A user can access this page by clicking on the Grant Agreement hyperlink when it is made available on the Grant at a Glance page.

Figure 13. Sign Documents Page

This section provides information on the approval including the application number, who approved the Grant Request, and when it was approved.
Provides the date by which the grant funds must be spent and when the final expense report must be submitted.

The checkbox will be automatically checked **only after** the user has opened all the documents listed below the checkbox.

Answer the security question with the answer selected when the account was set up.

Click **SUBMIT** to submit the E-Signature for the Letter of Agreement.
9. **Grant at a Glance**

The Grant at a Glance page allows the user to see the status of a previously submitted Grant Application. A user can also initiate a Budget Revision or Final Expense Report from the Grant at a Glance Page. This page is accessed by clicking on the grant tile for a previously submitted Grant Application on the Keystone STARS home page.

**Figure 14. Grant at a Glance Page**

- **Grant Summary**
  - **Grant Information**
    - Type: Education and Retention Award
    - Request Location: Sample Location 2
    - Fiscal Year: 2018-2019
    - Status: Final Expense Report Under Review
    - Latest Approved Amount: $1,150.00
  - **Key Dates**
    - Grant Funds Dispensed: 01/09/2019
    - Grant Funds must be spent by: 07/31/2019
  - **ELRC Review Comments**
    - e-redirector (11/10/2018 02:42:10 PM): This looks great - you’re good to go!

- **Grant Progress**
  - **Item Type**
    - Grant Application
    - Grant Agreement
    - Budget Revision
    - Final Expense Report
  - **Request ID**
    - AP-123456789
    - 01/01/2018
    - 12/15/2018
  - **Current Status**
    - Approved
    - Signed
    - Approved
    - Under Review
  - **Actions**
    - NEW BUDGET REVISION
    - NEW FINAL EXPENSE REPORT

Once a grant application has been approved, click the NEW BUDGET REVISION button to request funding revisions. To close out this grant, please submit a Final Expense Report by clicking the NEW FINAL EXPENSE REPORT button.
Click on the Grant Application number hyperlink.

A summary of the Grant information including the type of grant, location, fiscal year, current status, and latest approved amount displays here.

Listing of key dates including the date the grant funds were dispersed, the date the grant funds must be spent by, and the date the Final Expense Report is due.

Review comments from the ELRC.

Shows the progress of the Grant (e.g., Grant Application, Grant Agreement, Budget Revision (if appropriate), and Final Expense Report).

Click NEW BUDGET REVISION or NEW FINAL EXPENSE REPORT to create a new Budget Revision or new Final Expense Report, respectively.

Click VIEW DETAILS to go to the Requested Budget page.
10. **Budget Revision – Requested Budget (Merit/Rising STARS)**

The Requested Budget Revision page for Merit or Rising STAR Grants allows a user to add Budget Revision details to the line items in their Request Budget for a Merit or Rising STARS Grant. The user can access this page by clicking on **New Budget Revision** on the **Grant at a Glance** page.

**Figure 15. Budget Revision – Requested Budget (Merit/Rising STARS)**

1. **Identifying information** is shown here, including grant type, location, and fiscal year.
2. **Current budget information** is shown here.
3. **Select the Grant Award category.**
4. Click the plus (+) sign to expand the category tile.

5. Click ENTER DETAILS to open the Grant Expense Category modal to enter details.

6. After entering the details of the revision on the Grant Expense Category modal, return to the Requested Budget page and click NEXT to move to the next step – Attestation and E-Signature Authorization.

After clicking ENTER DETAILS under the Equipment and Supplies/Materials tile, for example, the Expense Category Details page for Equipment and Supplies/Materials (Merit/Rising STARS) displays.

Figure 16. Budget Revision - Expense Category Details - Equipment and Supplies/Materials (Merit/Rising STARS)

Equipment and Supplies/Materials

Equipment and Supplies/Materials Overview:
Equipment and Supplies for purposes related to site-based quality improvements correspond to needs identified in the Keystone STARS Performance Standards: Environment Rating Scale (ERS), Classroom Assessment Scoring System (CLASS), or national child care quality standards including but not limited to National Association for the Education of Young Children (NAEYC), Council on Accreditation (COA), and Caring for Our Children (CFOC).

Expenses related to Equipment and Supplies span the following categories:
- Classroom Furnishings that create a developmentally appropriate environment for learning (e.g. mats, cots, and/or OttBs)
- Learning Materials that support curriculum goals and Learning Standards (e.g. blocks, art supplies, games)
- Minor Renovations to address indoor/outdoor space improvements to meet quality standards and criteria (e.g. playground installation)
- Gross Motor Equipment that promotes safe, active play areas (e.g. playground equipment)
- DHS Certification, Business Practices, and Computer Technology (e.g. computer and technology support)

Areas to Address

Equipment and Supplies/Materials Category Justification

Our playground is starting to get old and rusty, and a new one will be needed so that the children can play safely outside this summer. Also, due to increased enrollments this year, we are hoping to purchase additional chairs and tables for our arts and crafts room.

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Care Level</th>
<th>Item Description</th>
<th>Approved Amount</th>
<th>Initial Amount</th>
<th>Budget Revision Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Furnishings</td>
<td>Preschool</td>
<td>Tables and Chairs for Classrooms</td>
<td>$700.00</td>
<td>$550.00</td>
<td>Found table on sale</td>
</tr>
<tr>
<td>Minor Renovations</td>
<td>Preschool</td>
<td>Playground Installation</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3734 Characters Remaining

(Screenshot continued below)
If the ELRC returns a Grant Application or Budget Revision, the ELRC will enter its comments under **Areas to Address** for the user to review and address.

1. Select the expense category to be revised.
2. Click **EDIT** to revise the selected expense category.
3. These fields are populated with the information from the Grant Agreement based on the selected expense category.
Enter the revised amount requested. In this example, the original approved amount was $100. The revised amount requested is $50.

Enter the justification for the revised amount.

Click SAVE to save the revision.

Click CONTINUE to close the Expense Category modal and return to the Budget Revision – Requested Budget (Merit/Rising STARS) page.

Additional notes on Budget Revisions:

- After their Grant Agreement is signed, users can enter Budget Revisions for their grants created through PSS.
- Updates made by an ELRC through the KTQ system to a grant created in PSS will display on the Grant at a Glance page as a new Budget Revision.
- The system will not limit the number of Budget Revisions that a provider can create for a grant.
- Users will not be allowed to submit Budget Revisions after 12/31 of the following fiscal year. For example, for a FY20-21 Merit Grant, a user will be able to submit Budget Revisions until 12/31/2021.
11. Budget Revision – Requested Budget (ERA)

The Budget Revision page for ERA – Requested Budget page allows a user to submit a Budget Revision for an ERA grant. The user can access this page by clicking on New Budget Revision on the Grant at a Glance page.

Figure 17. Budget Revision – Requested Budget (ERA)

1. Identifying information is shown here, including type of award, location, and fiscal year.

2. The latest approved amount and revised amount requested are shown here.

3. Requested Budget

   To request funding, select your grant award category from the list below and enter the budget details for each item you intend to purchase within the category. If you have questions about the types of items that are acceptable uses of grant funds, please contact your Early Learning Resource Center.

   Latest Approved Amount: $2,200.00
   Revised Amount Requested: $2,000.00

4. Director (Center/Group Only)

   Revise Amount Requested: $0.00
   Latest Approved Amount: $1,000.00

5. Teaching Staff Awards

   Revised Amount Requested: $2,600.00
   Latest Approved Amount: $2,300.00

   Funding Requested by Care Level
   - Infants/Toddlers: $350.00
   - Preschool: $1,300.00
   - School Age: $500.00
   - Mixed/Multiple Ages: $0.00

   ENTER DETAILS

PREVIOUS CANCEL SAVE AND QUIT NEXT
Select the grant award category and click the plus sign to expand the category tile.

Click ENTER DETAILS to open the Grant Expense Category modal to enter details.

After entering the details of the revision on the Grant Expense Category modal, return to the Requested Budget page and click NEXT to move to the next step – Attestation and E-Signature Authorization.

After clicking ENTER DETAILS under the Teaching Staff Awards tile, for example, the Expense Category Details page for Teaching Staff Awards (ERA) displays.

Figure 18. Budget Revision - Expense Category Details - Teaching Staff Awards (ERA)

Teaching Staff Awards

The intent of the Keystone STARS ERA is to provide annual financial awards to highly qualified directors and/or teaching staff who have attained specialized degrees, credentials, and credit-based professional development in content areas that correspond to the age and developmental needs of the children being served.

Teaching Staff Awards Overview:
Teaching staff awards may be used only for child care practitioners who work directly with children during operating hours (at least fifteen 15 hours) a week. Award amounts are based on the number of hours worked.

To assist you in requesting Keystone STARS ERA Awards for staff who work either part-time, in blended classrooms, across multiple locations, or are funded through Pre-K Counts / Head Start, OCDEI developed supporting documentation available on the PA Keys Website to help you determine the appropriate ERA award amounts for your highly qualified staff.

Please attach any worksheets you complete from the PA Keys website to this application in Step 5: Supporting Documentation. Your ELRC will contact you if additional documentation is required.

View Less

Areas to Address

Please attach a receipt for both items in this category.

Teaching Staff Awards Category Justification

Our teachers have been with our organization for a long time and are highly deserving of recognition. They work directly with the children and could use additional support given our increased enrollments this year.

3787 Characters Remaining

(Screenshot continued below)
If the ELRC returns a Grant Application or Budget Revision, the ELRC will enter its comments under **Areas to Address** for the user to review and address.

1. Select the expense category to be revised.
2. Click **EDIT** to revise the selected expense category.
3. These fields are populated with the information from the Grant Agreement based on the selected expense category.
Enter the revised amount requested.

Enter the justification for the revised amount.

Click **SAVE** to save the revision.

Click **CONTINUE** to close the Expense Category modal and return to the Budget Revision – Requested Budget (ERA) page.

Additional notes on Budget Revisions:

- After their Grant Agreement is signed, users can enter Budget Revisions for their grants created through PSS.
- Updates made by an ELRC through the KTQ system to a grant created in PSS will display on the Grant at a Glance page as a new Budget Revision.
- The system will not limit the number of Budget Revisions that a provider can create for a grant.
- Users will not be allowed to submit Budget Revisions after 12/31 of the following fiscal year. For example, for a FY20-21 Merit Grant, a user will be able to submit Budget Revisions until 12/31/2021.
12. **Final Expense Report – Requested Budget (Merit/Rising STARS)**

The Final Expense Report – Requested Budget (Merit/Rising STARS) page allows a user to provide Final Expense Report details to the line items for a Merit or Rising STARS grant. Users can access this page by clicking on the **NEW FINAL EXPENSE REPORT** button on the Grant at a Glance page.

**Figure 19. Final Expense Report – Requested Budget (Merit/Rising STARS) Page**

1. Identifying information is shown here, including type of award, location, and fiscal year.
2. The latest approved amount and total amount spent are shown here.
Select the grant award category and click the plus (+) sign to expand the category tile.

Click **ENTER DETAILS** to open the **Grant Expense Category** modal to enter details on the amount spent.

After entering final expense details on the **Grant Expense Category** modal, return to the **Requested Budget** page and click **NEXT** to move to the next step – Attestation and E-Signature Authorization.

After clicking **ENTER DETAILS** on the selected Grant Category tile, the **Expense Category Details** page for that Grant Category displays. The Expense Category Details page of the Merit or Rising STARS Grant Application flow allows a user to provide the final amount spent for line items in their Grant Application.

**Figure 20. Final Expense Report – Equipment and Supplies/Materials (Merit/Rising STARS)**

### Equipment and Supplies/Materials

**Equipment and Supplies/Materials Overview:**
Equipment and Supplies for purposes related to site-based quality improvements correspond to needs identified in the Keystone STARS Performance Standards, Environment Rating Scale (ERS), Classroom Assessment Scoring System (CLASS), or national child care quality standards including but not limited to National Association for the Education of Young Children (NAEYC), Council on Accreditation (COA), and Caring for Our Children (CFOC).

**Expenses related to Equipment and Supplies span the following categories:**
- **Classroom Furnishings** that create a developmentally appropriate environment for learning (e.g., mats, cots, and/or cribs)
- **Learning Materials** that support curriculum goals and learning standards (e.g., blocks, art supplies, games)
- **Minor Renovations** to address indoor/outdoor space improvements to meet quality standards and criteria (e.g., playground installation)
- **Gross Motor Equipment** that promotes safe, active play areas (e.g., playground equipment)
- **DHS Certification, Business Practices, and Computer Technology** (e.g., computer and technology support)

**Areas to Address**

Please attach a receipt for both items in this category:

**Equipment and Supplies/Materials Category Justification**

Our playground is starting to get old and rusty, and a new one will be needed so that the children can play safely outside this summer. Also, due to increased enrollments this year, we are hoping to purchase additional chairs and tables for our arts and crafts room.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Approved Amount</th>
<th>Budgeted Amount</th>
<th>Amount Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Furnishings</td>
<td>$150.00</td>
<td>Round table</td>
<td>$150.00</td>
</tr>
<tr>
<td>Minor Renovations</td>
<td>$100.00</td>
<td>Playground</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

(Screenshot continued below)
If the ELRC returns the Final Expense Report, the ELRC will enter the areas to be addressed by the user here.

1. Select the expense category.
2. Click EDIT to enter the final expense information.
3. The system will populate these fields based on the user’s expense category selection.
4. Enter the Final Amount spent for the line item.
Click **SAVE** to save the changes/updates.

Click **CONTINUE** to close the modal and return to the Final Expense Report – Requested Budget page.

Additional information for Final Expense Reports:

- Users may submit one Final Expense Report per grant through PSS.
- PSS will validate that each Final Amount Spent entered is plus or minus ten (10) percent of the Latest Approved Amount for that line item.
- If a Final Amount Spent is entered in KTQ for a grant that was created in PSS, a Final Expense Report will be added to the Grant at a Glance page. The user will not be able to initiate another Final Expense Report at that point and the remaining Final Amount Spent values should be entered directly in KTQ.
- Users will be able to submit Final Expense Reports until 12/31 of the following fiscal year (like the instructions for Budget Revisions).
13. **Final Expense Report – Requested Budget (ERA)**

The **Final Expense Report – Requested Budget (ERA)** page allows a user to document their expenses to track the dispersed funds and how they were used for an ERA grant. Users can access this page by clicking on the **NEW FINAL EXPENSE REPORT** button on the **Grant at a Glance** page.

**Figure 21. Final Expense Report – Requested Budget (ERA) Page**

1. Identifying information is shown here, including type of award, location, and fiscal year.

2. The latest approved amount and total amount spent are shown here.
Select the grant award category and click the plus (+) sign to expand the category tile.

Click ENTER DETAILS to open the Grant Expense Category modal to enter details on the amount spent.

After entering final expense details on the Grant Expense Category modal, return to the Requested Budget page and click NEXT to move to the next step – Attestation and E-Signature Authorization.

After clicking ENTER DETAILS on the selected Grant Category tile, the Expense Category Details page for that Grant Category displays. The Expense Category Details page of the ERA Grant Application flow allows a user to provide the final amount spent for line items in their Grant Application.

Figure 22. Final Expense Report – Equipment and Supplies/Materials (Merit/Rising STARS)

<table>
<thead>
<tr>
<th>Teaching Staff Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>The intent of the Keystone STARS ERA is to provide annual financial awards to highly qualified directors and/or teaching staff who have attained specialized degrees, credentials, and credit-based professional development in content areas that correspond to the age and developmental needs of the children being served.</td>
</tr>
<tr>
<td>Teaching Staff Awards Overview:</td>
</tr>
<tr>
<td>Teaching staff awards may be used only for child care practitioners who work directly with children during operating hours (at least fifteen 15 hours) a week. Award amounts are based on the number of hours worked.</td>
</tr>
<tr>
<td>To assist you in requesting Keystone STARS ERA Awards for staff who work either part-time, in blended classrooms, across multiple locations, or are funded through Pre-K Counts / Head Start, OCDEL developed supporting documentation available on the PA Keys Website to help you determine the appropriate ERA award amounts for your qualified staff.</td>
</tr>
<tr>
<td>Please attach any worksheets you complete from the PA Keys website to this application in Step 3: Supporting Documentation. Your ELCRC will contact you if additional documentation is required.</td>
</tr>
</tbody>
</table>

**Areas to Address**

Please attach a receipt for both items in this category.

**Teaching Staff Awards Category Justification**

Our teachers have been with our organization for a long time and are highly deserving of recognition. They work directly with the children and could use additional support given our increased enrollments this year.
If the ELRC returns the Final Expense Report, the ELRC will enter the areas to be addressed by the user here.

2. Select the expense category.

3. Click **EDIT** to enter the final expense information.

4. The system will populate these fields based on the user's expense category selection.

5. Enter the final expense information as follows:

   - **Degree or Certificate**: Bachelor's - Full Time
   - **Staff Member Details**: Jane Smith - Level 3, 35hrs/wk
   - **Care Level**: Preschool
   - **Latest Approved Amount**: $600.00
   - **Budget Revision Justification**: Revised hours/wk

6. Click **SAVE** to save the information.

7. Click **CONTINUE** to move forward.
Enter the Final Amount spent for the line item.

Click **SAVE** to save the changes/updates.

Click **CONTINUE** to close the modal and return to the Final Expense Report – Requested Budget page.

Additional information for Final Expense Reports:

- Users may submit one Final Expense Report per grant through PSS.
- PSS will validate that each Final Amount Spent entered is plus or minus ten (10) percent of the Latest Approved Amount for that line item.
- If a Final Amount Spent is entered in KTQ for a grant that was created in PSS, a Final Expense Report will be added to the **Grant at a Glance** page. The user will not be able to initiate another Final Expense Report at that point and the remaining Final Amount Spent values should be entered directly in KTQ.
- Users will be able to submit Final Expense Reports until 12/31 of the following fiscal year (like the instructions for Budget Revisions).
14. **Next Steps**

After the provider submits a Grant Application, Budget Revision, or Final Expense Report through PSS, the application/revision/report is sent to the Grants Inbox in the Keys to Quality (KTQ) system, where it will be retrieved, reviewed, and acted on by the provider’s Quality Coach at its Early Learning Resource Center (ELRC). The provider can track this request through the Grants section of the Keystone STARS Home page.

**Figure 23. Grant Status Information**

- **1** This is the Grant Application number assigned to your grant request. Click the Grant Application number to view more details about the Grant.

- **2** The status of the Designation Request is shown here. Valid Designation Request statuses and descriptions are given in Figure 24.
## Figure 24. Grant Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application in Progress</td>
<td>The application is currently in progress and has not been submitted to the ELRC.</td>
</tr>
<tr>
<td>Application Under Review</td>
<td>The application has been submitted and is being reviewed by the ELRC.</td>
</tr>
<tr>
<td>Application Withdrawn</td>
<td>The application has been withdrawn by the provider prior to its approval.</td>
</tr>
<tr>
<td>Application Approved</td>
<td>The request has been approved by the ELRC.</td>
</tr>
<tr>
<td>Application Returned</td>
<td>The request has been reviewed by the ELRC and returned to the provider to make updates and re-submit.</td>
</tr>
<tr>
<td>Application Disapproved</td>
<td>The request was declined by the ELRC.</td>
</tr>
<tr>
<td>Grant Declined</td>
<td>The application was approved by the ELRC, but then the provider notified their ELRC that they no longer wish to participate in the grant program.</td>
</tr>
<tr>
<td>Grant Pending</td>
<td>The application is complete with approvals in the inbox but is still pending some action by the ELRC and HQ before funds can be dispersed.</td>
</tr>
<tr>
<td>Grant OSIG</td>
<td>The grant was approved, and funds were issued, but the provider either misspent funds or did not submit an acceptable FER.</td>
</tr>
<tr>
<td>Grant Unfunded</td>
<td>The grant was approved, but funds were not available at the time of approval.</td>
</tr>
<tr>
<td>Grant Closed</td>
<td>The grant was approved, and the FER was received and approved. No further action is required for this grant.</td>
</tr>
<tr>
<td>Revision in Progress</td>
<td>The revision request is currently in progress and has not been submitted to the ELRC.</td>
</tr>
<tr>
<td>Revision Under Review</td>
<td>The revision request has been submitted and is being reviewed by the ELRC.</td>
</tr>
<tr>
<td>Revision Withdrawn</td>
<td>The revision request has been withdrawn by the provider prior to its approval.</td>
</tr>
<tr>
<td>Revision Approved</td>
<td>The revision request has been approved by the ELRC.</td>
</tr>
<tr>
<td>Revision Returned</td>
<td>The revision request has been reviewed by the ELRC and returned to the provider to make updates and re-submit.</td>
</tr>
<tr>
<td>Revision Disapproved</td>
<td>The revision request was declined by the ELRC.</td>
</tr>
<tr>
<td>FER in Progress</td>
<td>The Final Expense Report (FER) is currently in progress and has not been submitted to the ELRC.</td>
</tr>
<tr>
<td>FER Under Review</td>
<td>The FER has been submitted and is being reviewed by the ELRC.</td>
</tr>
<tr>
<td>FER Withdrawn</td>
<td>The FER has been withdrawn by the provider prior to its approval.</td>
</tr>
<tr>
<td>FER Approved</td>
<td>The FER has been approved by the ELRC.</td>
</tr>
<tr>
<td>FER Returned</td>
<td>The FER has been reviewed by the ELRC and returned to the provider to make updates and re-submit.</td>
</tr>
<tr>
<td>FER Disapproved</td>
<td>The FER was declined by the ELRC.</td>
</tr>
<tr>
<td>Grant Agreement Ready</td>
<td>The Grant Agreement has been generated and is ready for the provider to sign.</td>
</tr>
</tbody>
</table>
### Figure 25. Grant Status Trigger Points

<table>
<thead>
<tr>
<th>Action Taken</th>
<th>PSS Tile Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Save &amp; Quit a Grant Application</td>
<td>Application in Progress</td>
</tr>
<tr>
<td>Provider Submits Grant Application</td>
<td>Application Under Review</td>
</tr>
<tr>
<td>Grant Passes 1(^{st}) Level of Approval</td>
<td>Application Under Review</td>
</tr>
<tr>
<td>Grant Passes Final Level of Approval (2(^{nd}/3^{rd}))</td>
<td>Application Approved</td>
</tr>
<tr>
<td>ELRC Flips Grant to Approved</td>
<td>Grant Approved</td>
</tr>
<tr>
<td>Provider Save and Quits a Budget Revision</td>
<td>Revision in Progress</td>
</tr>
<tr>
<td>Provider Submits Budget Revision</td>
<td>Revision Under Review</td>
</tr>
<tr>
<td>Budget Revision Approved (all levels) in Inbox</td>
<td>Revision Approved</td>
</tr>
<tr>
<td>Provider Save and Quits and FER</td>
<td>FER In Progress</td>
</tr>
<tr>
<td>Provider Submits FER</td>
<td>FER Under Review</td>
</tr>
<tr>
<td>FER Approved (all levels) in Inbox</td>
<td>FER Approved</td>
</tr>
<tr>
<td>ELRC Flips Grant to Pending</td>
<td>Grant Pending</td>
</tr>
<tr>
<td>ELRC Flips Grant to Withdrawn</td>
<td>Grant Withdrawn</td>
</tr>
<tr>
<td>ELRC Flips Grant to Disapproved</td>
<td>Grant Disapproved</td>
</tr>
<tr>
<td>ELRC Flips Grant to Closed</td>
<td>Grant Closed</td>
</tr>
<tr>
<td>ELRC Flips Grant to Declined</td>
<td>Grant Declined</td>
</tr>
<tr>
<td>ELRC Flips Grant to OSIG</td>
<td>Grant OSIG</td>
</tr>
<tr>
<td>ELRC Flips Grant to Unfunded</td>
<td>Grant Unfunded</td>
</tr>
<tr>
<td>ELRC Flips Grant to Approved</td>
<td>Grant Approved</td>
</tr>
<tr>
<td>ELRC Disapproves Grant Application (1(^{st}) level of approval)</td>
<td>Application Disapproved</td>
</tr>
<tr>
<td>ELRC Disapproves Grant Application (2(^{nd}/3^{rd}) level of approval)</td>
<td>Application Disapproved</td>
</tr>
<tr>
<td>Application Returned to Provider (1(^{st}) level of approval)</td>
<td>Application Returned</td>
</tr>
<tr>
<td>Application Returned to Provider (2(^{nd}/3^{rd}) level of approval)</td>
<td>Application Returned</td>
</tr>
<tr>
<td>Budget Revision Disapproved by ELRC</td>
<td>Revision Disapproved</td>
</tr>
<tr>
<td>Budget Revision Returned to Provider</td>
<td>Revision Returned</td>
</tr>
<tr>
<td>FER Returned to Provider</td>
<td>FER Returned</td>
</tr>
<tr>
<td>FER Disapproved by ELRC</td>
<td>FER Disapproved</td>
</tr>
<tr>
<td>Grant Application Withdrawn by Provider (1(^{st}) level of approval)</td>
<td>Application Withdrawed</td>
</tr>
<tr>
<td>Budget Revision is Withdrawn by Provider</td>
<td>Revision Withdrawed</td>
</tr>
<tr>
<td>FER is Withdrawn by Provider</td>
<td>FER Withdrawn</td>
</tr>
<tr>
<td>The Grant Agreement is in “Released” status</td>
<td>Grant Agreement Ready</td>
</tr>
<tr>
<td>The Grant Agreement has been signed</td>
<td>Grant Pending, Grant Withdrawn, Grant Disapproved, Grant Closed, Grant Declined, Grant OSIG, Grant Unfunded, Grant Approved</td>
</tr>
<tr>
<td>The Grant Agreement has been suppressed</td>
<td>Grant Pending, Grant Withdrawn, Grant Disapproved, Grant Closed, Grant Declined, Grant OSIG, Grant Unfunded, Grant Approved</td>
</tr>
</tbody>
</table>
15. **Alerts/Email Notifications**

Figures 26, 27, and 28 list the PSS alerts and email notifications that the location may receive related to its Grant Application, Budget Revision, and/or Final Expense Report, respectively.

**Figure 26. Grant Application Alerts/Email Notifications**

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Notification Text</th>
<th>Notification Mechanism</th>
<th>Audience</th>
<th>Clearing Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Application has been approved in the inbox by ELRC</td>
<td>Your Grant Application for a &lt;Grant Type&gt; grant for &lt;Provider Location Name&gt; has been approved.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Grant Application has been returned by ELRC</td>
<td>Your Grant Application for a &lt;Grant Type&gt; grant for &lt;Provider Location Name&gt; has been returned. More action is required if you would like to continue with this application. Details about why this was returned can be found by viewing your Grant Application in PSS. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Grant Application has been disapproved by ELRC</td>
<td>Your Grant Application for a &lt;Grant Type&gt; grant for &lt;Provider Location Name&gt; has been disapproved. Details about why this was disapproved can be found by viewing your grant in PSS. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Grant Documents Signature</td>
<td>Action Required: The grant document(s) for your &lt;Grant Type&gt; grant &lt;Grant ID&gt; for &lt;Provider Location Name&gt; are ready to be signed.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>NA</td>
</tr>
</tbody>
</table>
## Figure 27. Budget Revisions Alerts/Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Notification Text</th>
<th>Notification Mechanism</th>
<th>Audience</th>
<th>Clearing Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Revision has been approved in the inbox by ELRC</td>
<td>The Budget Revision for &lt;Grant ID&gt; &lt;Grant Type&gt; for &lt;Provider Location Name&gt; has been approved by your ELRC. No further action is required.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Budget Revision has been disapproved by ELRC</td>
<td>The Budget Revision for &lt;Grant ID&gt; &lt;Grant Type&gt; has been disapproved by your ELRC. The budget that was submitted with the grant application will be maintained. Details about why this was disapproved can be found by viewing your grant in PSS. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Budget Revision has been returned by ELRC</td>
<td>The Budget Revision for &lt;Grant ID&gt; &lt;Grant Type&gt; for &lt;Provider Location Name&gt; has been returned by your ELRC for modifications or corrections. More action is required if you would like to continue with this revision. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Figure 28. Final Expense Reports Alerts/Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Notification Text</th>
<th>Notification Mechanism</th>
<th>Audience</th>
<th>Clearing Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Expense Report has been approved in the inbox by ELRC</td>
<td>The Final Expense Report for &lt;Grant ID&gt; &lt;Grant Type&gt; has been approved by your ELRC. No further action is required.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Expense Report has been returned by ELRC</td>
<td>The Final Expense Report for &lt;Grant ID&gt; &lt;Grant Type&gt; at &lt;Provider Location Name&gt; has been returned. More action is required if you would like to continue with this report. Details about why this was returned can be found by viewing your Final Expense Report in PSS. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Expense Report has been disapproved by ELRC</td>
<td>The Final Expense Report for &lt;Grant ID&gt; &lt;Grant Type&gt; has been disapproved by your ELRC. Details about why this was disapproved can be found by viewing your grant in PSS. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Expense Report Reminder will be sent 30 days before the Due Date</td>
<td>The Final Expense Report for &lt;Grant ID&gt; &lt;Grant type&gt; for &lt;Provider Location Name&gt; is due to your ELRC on &lt;Due Date&gt;.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Grants</td>
<td>N/A</td>
</tr>
</tbody>
</table>