



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

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Office of Early Learning  
Erik Sweet, Executive Director  
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**To:** Superintendents in Districts receiving Universal Prekindergarten (UPK) and/or Statewide Universal Full-Day Prekindergarten (SUFDPK) Funding; Prekindergarten (PreK) Program District Contacts receiving UPK and/or SUFDPK Funding; and Direct Contract Agencies receiving SUFDPK Funding.

**From:** Erik Sweet, Executive Director of the Office of Early Learning

**Subject:** 2024-2025 Prekindergarten Initial Survey and Application

**Date:** April 15, 2024

As per Education Law 3602-e (13), local education agencies (LEAs) who receive and utilize State allocation and/or grant-awarded Universal Prekindergarten (UPK) funding must submit a prekindergarten application and proposed budget (FS-10) annually. In preparation for the 2024-2025 school year, the **2024-2025 State-Administered Prekindergarten Initial Survey and Application** found in the [SED Monitoring and Vendor Performance System \(MVPS\)](#) will be available as of **May 1, 2024**.

All LEAs must first complete the **2024-2025 State-Administered Prekindergarten Initial Survey** to inform the Department of its intent to run a prekindergarten program in 2024-2025 and indicate which funding sources will be utilized.

- If “no” is selected in question one of the initial survey, a 2024-2025 State-Administered Prekindergarten Application **will not** be made available in MVPS.
- If "yes" is selected in question one, the LEA **will** receive an email informing them that the **2024-2025 State-Administered Prekindergarten Application** has been assigned and must be completed by **August 29, 2024**.

**Please note** that when recording proposed enrollment numbers in the application, LEAs must ensure an accurate count of students to be served as the “ever-enrolled” policy has ended.

The Department is required by Education Law 3602-e (3) to report data from the application to the Governor’s office, Assembly, and Senate, so we appreciate your prompt attention to completing the application by the August 29<sup>th</sup> deadline.

In addition to completing the application in MVPS, LEAs must submit one (1) original and two (2) copies of the FS-10 Proposed Budget(s) to the address provided in the application,



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postmarked on or before August 29, 2024. To ensure timely processing and approval of the application, LEAs must have an approved 2023-2024 final program report and Office of Early Learning (OEL) is in receipt of its 2024-2025 FS-10 budget(s) and required M/WBE paperwork (if applicable).

To locate the surveys, log into the NYSED Business Portal and click on the SED MVPS link located in the *My Applications* section. Superintendents/Chief Executive Officers may refer to the [SEDDAS User Guide](#) for further information on creating SEDDAS accounts or by contacting the SEDDAS helpdesk at: [seddas@nysed.gov](mailto:seddas@nysed.gov) for further assistance.

For your convenience, we have developed the [MVPS Quick Guide](#) that provides instructions on how Superintendents/Chief Executive Officers can entitle other district/agency staff as users to the OEL portion of MVPS. It is important to note that Principals and all other designated staff must have a district-level SEDDAS account under the district/agency BEDS code. Otherwise, they will be unable to access OEL reports.

The 2024-2025 Universal Prekindergarten (UPK) allocations and grant award lists will be published on the [NYSED Office of Early Learning](#) website following the approval of the 2024-2025 State Budget. LEAs should refer to these lists to determine their maximum funding amounts.

If you have any questions regarding the application or how to complete, please send an email to the [OEL@nysed.gov](mailto:OEL@nysed.gov) mailbox with the subject as *2024-2025 State-Administered Prekindergarten Application*.