



Navigating PreK Day 2023 Survey Questions and Answers

The following questions were submitted by attendees of Navigating PreK Day 2023. The answers below were provided in response as of September 2023.

Q. What is the process of turning half-day allocations to full-day allocations?

A. Two half-day seats equal one full-day seat. The LEA should reference the State UPK allocation chart to determine the number of Full-Time Equivalent (FTE) students that can be served with their funding. The LEA would divide the total allocation amount by the total FTEs to be served to determine the full-day per pupil rate. In the State-Administered Prekindergarten Application, the LEA would indicate how many FTE students they plan to serve. As a reminder, a full prekindergarten day is five instructional hours and meals and snacks must be provided.

Q. Any suggestions for gaining transportation aide for UPK bus runs?

A. Transportation for prekindergarten students is an allowable expense under Code 46 (Travel Expenses) if the LEA owns buses. If the LEA does not own buses, transportation can be budgeted under Code 40 (Purchased Services). Any additional aid for transportation outside of State-Administered Prekindergarten funding is not under the purview of the Office of Early Learning.

Q. What types of agencies are considered eligible for collaboration?

A. "Eligible agencies", as defined in 8 NYCRR 151-1.2(b) are a provider of childcare and early education, a day care provider, early childhood program or center or community-based organization (CBO) including, but not limited to, an approved preschool special education program, Head Start, nursery schools, libraries, and museums which meet the standards and requirements of Subpart 151-1.

Q. Is the project year for the FS-10 ending in June 2024 or May 2024?

A. The project year for the FS-10 Proposed Budget is 7/1/23 to 6/30/24. This error has been corrected on the [NYS Administered Prekindergarten Application FS-10 Overview](#) presentation.



Q. Can an application be flagged but not unsubmitted?

A. Yes, the OEL liaison can flag an item without unsubmitting the application during the review process. However, once the review is complete, the application must be unsubmitted by the OEL liaison to allow changes to be made by the LEA. Once the LEA has made the changes, the application must be resubmitted for continued review and processing by the Office of Early Learning.

Q. On the FS-10, should budget expenses all be broken down? In the past we were instructed to put everything in Code 40 (Purchased Services). All our funding goes to CBOs.

A. If an LEA is allocating 100% of their funding to community-based organizations, all expenses would be budgeted in Code 40 (Purchased Services). For more information, please see our [Fiscal Webinar Series](#) and [Fiscal Guidance Handbook](#).

Q. Would curriculum kits be placed into Code 20? Each individual kit has a cost of \$4,593, with a total cost of \$13,779.

A. No. Code 20 is for individual items with a per unit cost over \$5,000. Curriculum kits can be budgeted under Code 45 (Supplies and Materials).

Q. Will the rate per pupil be increased at any point? Our CBO's have not received an increase at all, but costs keep rising.

A. For UPK allocations, the rate per pupil is calculated from foundation aid based on multiple factors such as tax base, concentration of student needs (e.g., economic needs, English Language Learners, rural district,), regional cost differentials, and wealth ratios. Changes in this formula requires a change in Education Law.

Q. Can tuition be charged for a PreK student looking to enroll in a district's half-day PreK program, if that student is not a resident of that district?

A. This is a local decision. However, please note that LEAs will not receive State-Administered Prekindergarten funding for nonresident students.



Q. For the 23-24 grants for additional funding- what will be the funding period for any awarded? Will this apply to additional full day students added in the 23-24 year?

A. Currently, we are in the restricted period regarding this new grant funding, and the RFP has not been officially released. Once the RFP has been released, questions can be submitted via PreKRFP@nysed.gov. No questions will be answered prior to the release of the RFP.

Q. If a collaborating agency accepts the district allocation, how does that affect their ability to set their tuition rates?

A. A CBO can set their own tuition rates for private pay families. Accepting the district's rate for UPK collaboration will not affect a community-based organization's ability to set their tuition rates.

Q. Is there funding available to support the needs of these little ones? Specifically in the area of challenging behavior and speech/language?

A. Supports for behavior and speech/language are allowable expenses under State-Administered Prekindergarten grants and allocations. Support for these services can be budgeted for under Code 40 (Purchased Services) in the FS-10 Proposed Budget.

Q. How is the 10% allocation divided among the CBOs?

A. How a district will allocate funding to its CBOs is a local decision. Please see the Office of Early Learning's presentation on [Systems and Practices for Districts with Multiple Funding Streams](#) for more information.

Q. The slide indicates that all students in the CBO program are district residents. Does that mean those are the only students eligible for funding? Or all students who attend?

A. Only district residents are eligible to receive State-Administered Prekindergarten funding through New York State.

Q. If a district exceeds a classroom size of 18, you must adhere to the 1 teacher and 2 aides correct? Could a district with one class of 18 and one with 20 get a variance to exceed 20 in just the one class and leave the other at 18?

A. The maximum class size for a prekindergarten class is 20 children. For classes of up to 18 students, there must be one teacher and one paraprofessional assigned to each class. For classes of 19 or 20 students, there must be one teacher and two paraprofessionals assigned to each class. Districts can apply for a variance for individual classrooms that exceed 20 students.

Q. I thought all CBO's had to be state-approved programs. Is that not true?

A. No. "Eligible agencies", as defined in 8 NYCRR 151-1.2(b) are a provider of childcare and early education, a day care provider, early childhood program or center or community-based organization (CBO) including, but not limited to, an approved preschool special education program, Head Start, nursery schools, libraries, and museums which meet the standards and requirements of Subpart 151-1. These organizations may be licensed by the Office of Children and Family Services (OCFS), New York City Department of Health, and Mental Hygiene, Head Start, and Regional Child Care Coordinating Councils. Some agencies are registered with NYSED as Voluntarily Registered Nursery Schools and Kindergartens (VRNSKs, but this is not a requirement for partnering with an LEA.

Q. Do districts only need to post one RFP if using multiple sources of funding? for example, if a district has allocated UPK and SUFDPK does one RFP meet the requirement?

A. Yes. A district can issue one RFP even if they have multiple sources of funding. Deciding how to allocate funds to collaborating partners can be determined when selecting collaborating agencies.

Q. While special area classes are not required for UPK, are there any regulations that prevent UPK students from having art, music, PE etc.?

A. There are no regulations that would prevent UPK students from attending special area classes. It is important to keep programming as equitable as possible across all prekindergarten classrooms.