



NEW YORK STATE ADMINISTERED PREKINDERGARTEN APPLICATION & FS-10 OVERVIEW

HOW TO GET APPROVED

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NYSED's Office of Early Learning



New York State
EDUCATION DEPARTMENT
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OFFICE OF EARLY LEARNING

We Provide:

- Direction and support for statewide policies and programs related to best practices for PreK to third grade
- Supports to school districts to promote high quality PreK programs
- Guidance for Voluntarily Registered Nursery Schools and Direct Contract Agencies
- Technical assistance to early learning providers, school districts, families, and other stakeholders



OUR SESSION WILL COVER

 State-Administered Prekindergarten Application key program and FS-10 requirements

1

Prekindergarten Program
Overview

2

UPK FS-10 Overview



KEY TERMS

- **State-Administered Prekindergarten Programs** - any prekindergarten program paid for with State or Federal allocations and grants, including:
 - Allocational Universal Prekindergarten (UPK) programs (State 0409 and Federal 5870),
 - Statewide Universal Full-Day Prekindergarten (SUFDPK 0545, 0546 and 5875)
- **Allocation** - The dollar amount provided to a district/agency each program year calculated by State Aid - not an award
- **Grant Award** - A dollar amount received from competitive grants – not an allocation
- **MVPS** - NYSED's Business Portal
- **LEA** - Local Education Agency
- **M/WBE** - Minority/Women Owned Business Enterprise
- **OEL Liaison** – Each LEA is assigned an Office of Early Learning team member to work directly with them for the duration of the project year to help answer any questions and provide guidance



Prekindergarten Program Overview



Child Screening and Progress Monitoring

What does Valid and Reliable Mean?

- Assessment tools that are valid and reliable will have research-based evidence verifying the validity and reliability.
- A valid assessment is one which measures what it is supposed to measure.
- The data taken from valid assessments can be used to draw conclusions that are appropriate and meaningful.
- A reliable assessment will produce the same results on re-test and will produce similar results with a similar cohort of students, so it is consistent in its methods and criteria.

For additional information on valid and reliable screening and progress monitoring tools please visit the [OEL Assessment Website](#).

Random Selection Process



Education Law 3602-e and Commissioner's Regulations 151-4 states school districts must establish a process, regardless of use, to select eligible children to receive universal prekindergarten services on a random selection basis where there are more eligible children than can be served in a given school year.



In a given school year when there may be more eligible children than available placements in school district and collaborating prekindergarten programs, the school district must conduct a lottery to randomly select children for prekindergarten placement.



When placements are filled, the lottery continues into forming a waitlist.



More information can be found on the [Office of Early Learning Website](#).



Class Size Variance

Commissioner Regulations 151-1.3 states the maximum class size for a prekindergarten class is 20 children.

Teacher Certification Waiver

Education Laws 3602-e(12)(d) and 3602-ee(8)(c) states a school district may annually apply for a waiver that would allow personnel employed by an eligible agency collaborating with a school district and licensed by an agency other than the Department, to meet the staff qualifications prescribed by the licensing or registering agency.

Collaboration Variance

NYS Education Law Section 3602-e(5)(e) requires school districts to set aside at least ten percent of the total allocation or grant award for collaborative efforts with eligible agencies.

Half-Day Conversion Overage Waiver

School districts may apply to the Commissioner for a hardship waiver that would allow a district to convert more than 30% of full-day slots to half-day slots and receive funding for such pupils served.

TYPES OF VARIANCES



UPK FS-10 OVERVIEW

FUNDING OVERVIEW

Universal Prekindergarten (State)	Statewide Universal Full-Day Prekindergarten	Universal Prekindergarten (Federal)	Universal Prekindergarten Expansion Grant for New Full-Day Placements for 4-Year-Old Students	Universal Prekindergarten Expansion Grant for New Full-Day and Half-Day to Full-Day Placements for 4-Year-Old Students	2023-2024 Universal Prekindergarten Expansion Grant for New Full-Day and Half-Day to Full-Day Placements for 4-Year-Old Students
STATE UPK Project #0409-24	SUFDPK Project #0545-24	FEDERAL UPK Project #5870-24	SUFDPK Project #5875-24	SUFDPK Project #0546-24	SUFDPK (TBD)Project #0547-24
<i>Allocation 1998, Additional 2022-2023, and 2023-2024</i>	<i>Competitive Grant 2014-15</i>	<i>Allocation 2021-2022</i>	<i>Competitive Grant 2021-2022</i>	<i>Competitive Grant 2022-2023</i>	<i>Competitive Grant 2023-2024</i>
Allocations List NYSED Ed Law Section 3602-e	Grant Award Chart NYSED Ed Law Section 3602-ee	Allocations List NYSED Ed Law Section 3602-e	Grant Award List NYSED Ed Law Section 3602-ee	Grant Award List NYSED Ed Law Section 3602-ee	No Awards Yet NYSED Ed Law Section 3602-ee
3 & 4-year-old students Half-Day or Full-Day	4-year-old students Full-Day Only <i>*Provided by Conversion Slots and/or New Full-Day slots</i>	4-year-old students Full-Day Only	4-year-old students Full-Day Only	4-year-old students Full-Day Only <i>*Provided by Conversion Slots and/or New Full-Day slots</i>	4-year-old students Full-Day Only <i>*Provided by Conversion Slots and/or New Full-Day slots</i>
Amount varies per student based upon the formula in Education Law 3602-e	Amount varies per student based upon the formula in Education Law 3602-e	Amount varies per student based upon the formula in Education Law 3602-e	\$10,000 /student with certified teacher *B-2, SWD B-2, or N-6 Certification Required	Amount varies per student based upon the formula in Education Law 3602-e	Amount varies per student based upon the formula in Education Law 3602-e
	New Full Day Slots: \$10,000 /student with certified teacher *B-2, SWD B-2, or N-6 Certification Required		\$7,000 /student with uncertified teacher	New Full Day Slots: \$10,000 /student with certified teacher *B-2, SWD B-2, or N-6 Certification Required	New Full Day Slots: \$10,000 /student with certified teacher *B-2, SWD B-2, or N-6 Certification Required
	\$7,000 /student with uncertified teacher			\$7,000 /student with uncertified teacher	\$7,000 /student with uncertified teacher

WHAT IS AN FS-10?

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

PROPOSED BUDGET FOR A
FEDERAL OR STATE PROJECT
FS-10 (03/15)

Required Field

Local Agency Information

Funding Source:	State UPK Allocation
Report Prepared By:	Peter Frank
Agency Name:	Hallmark Central School District
Mailing Address:	123 Gold Crown Lane
	Street
	Hallmark NY 12345
	City State Zip Code

Telephone # of Report Preparer:	123-456-7890 x002	County:	Riverdale
E-mail Address:	Peter.Frank@HallmarkCSD.org		

Project Funding Dates: 7/2/2022 6/20/2023
Start End

INSTRUCTIONS

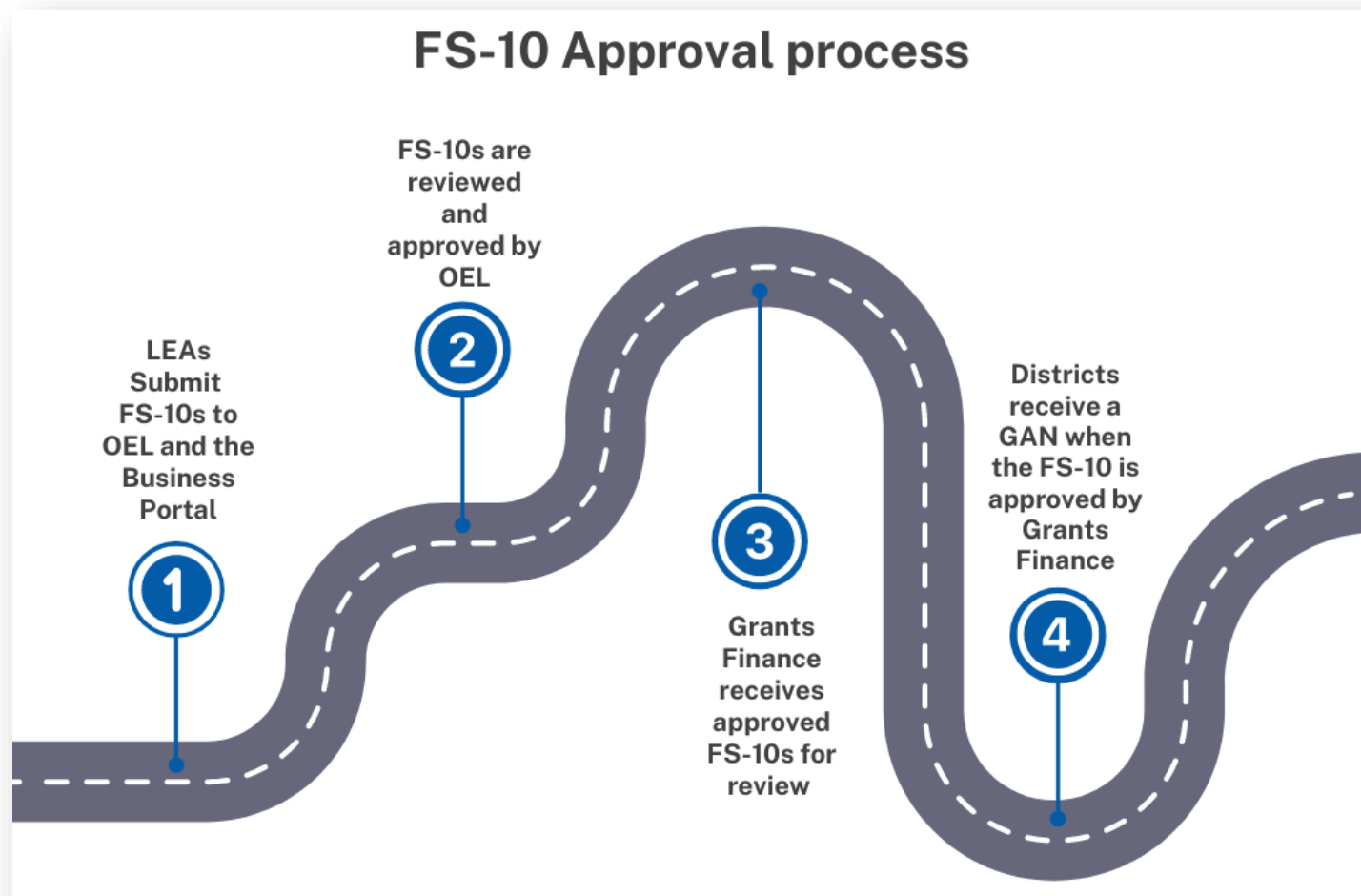
- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/>.



Scan this QR Code
to access the
Grants Finance
Forms page

- The FS-10 is the LEA's proposed budget for the 2023-2024 project year.
- The current project year is:
July 1, 2023 – June 30, 2024

FS-10 APPROVAL PROCESS



NOTE: Failure to meet deadlines will significantly delay the payment.

RESPONSIBILITIES WHEN COMPLETING THE FS-10



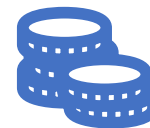
Determine the maximum allocation or grant award



Ensure the approved budget does not exceed the maximum allocation or award




School districts must determine and budget for the minimum 10% collaboration requirement



Ensure that all proposed expenditures are approved costs for the PreK project



Ensure that the costs projected in the FS-10 are appropriate, reasonable, and necessary



ALLOWABLE EXPENSES

HOW FUNDING CAN BE SPENT

-
- Program components
 - Professional salaries
 - Professional development
 - Support services
 - Materials and supplies
 - Administrative support services
 - Transportation services
 - Leasing expenses or other appropriate facilities expenses
 - Other costs as approved by the Commissioner

Commissioner's
Regulations 151-1.2(a)

Local Agency Information

Funding Source: _____

Report Prepared By: _____

Agency Name: _____

Mailing Address: _____

Street		
City	State	Zip Code

Telephone #: _____ County: _____

E-Mail Address: _____

Project Operation Dates: _____ / _____ / _____

Start End

INSTRUCTIONS

- ❖ Submit the original budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to the Grants Finance.
- ❖ Enter whole dollar amounts only.
- ❖ Prior approval by means of an approved budget (FS-10) or budget amendment (FS-10-A) is required for:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- ❖ Certification on page 8 must be signed by Chief Administrative Officer or properly authorized designee.
- ❖ High quality computer generated reproductions of this form may be used.
- ❖ For further information on budgeting, please refer to the [Fiscal Guidelines for Federal and State Aided Grants](#) which may be accessed at www.oms.nysed.gov/cafe/ or call Grants Finance at (518) 474-4815.

FS-10 PAGE 1 - MUST INCLUDE

- Funding Source
- Report Prepared By
- Agency Name
- Mailing Address
- Telephone #
- County
- E-Mail Address
- Project Operation Dates



WET-INK SIGNATURE REQUIRED



MAIL THE FS-
10 AND TWO
COPIES TO:

The Office of Early Learning
EB 514 West Mezzanine
New York State Education Department
89 Washington Avenue
Albany, New York, 12234



REMINDER: Include one original (with a pen signature) and two copies



**REMINDER:
DISTRICTS WHO ARE NOT
MEETING THE 10% MINIMUM
SET ASIDE REQUIREMENT
FOR PREKINDERGARTEN
INSTRUCTIONAL SERVICES,
MUST SEEK APPROVAL BY
SUBMITTING A
COLLABORATION VARIANCE
REQUEST.**

COLLABORATION REQUIREMENT

■ Information on the collaboration process can be found on the NYSED OEL website:

■ [Collaborating With Community-Based Organizations](#)

Scan this QR
code for more
information





M/WBE POLICY AND PARTICIPATION GOAL

**Projects starting with:
0545, 0546, 5875**

- Grantees are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy.
- The M/WBE participation goal for these grants is 30% of each grantee's total discretionary non-personal service budget each year of the grant.



FS-10 Review

- ❑ Local Agency Information on page 1 is complete
- ❑ Project Funding dates are 7/1/2023 – 6/30/2024
- ❑ The FS-10 uses whole dollars only
- ❑ The math in each code calculates correctly
- ❑ Each expenditure provides enough detail and thorough calculations to show the cost is reasonable and appropriate
- ❑ Any equipment item and some supplies/materials expenses greater than \$5,000 per unit should be placed in Code 20 Equipment



FS-10 Review, continued

- ☐ School districts and BOCES should use the restricted indirect cost rate that has been approved for the school year in which the grant will operate.
- ☐ The subtotals of each code match the subtotals of each code on the Budget Summary Page
- ☐ The Budget Summary Page is complete
 - ☐ LEA name (Agency Name), Project Number, and BEDS Code (Agency Code)
 - ☐ Wet-Ink Signature
- ☐ For ease of data entry, make sure that Page 8 faces out
- ☐ 1 original and 2 copies of the FS-10 are mailed to OEL



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For additional information:

OEL@NYSED.GOV and/or



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