NEW YORK STATE ADMINISTERED PREKINDERGARTEN APPLICATION & FS-10 OVERVIEW

HOW TO GET APPROVED

Presented by: Tanya Amodio-Kovacs & Eric Feml-Nelsen
NYSED’s Office of Early Learning
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
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.
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](https://www.ed.gov).
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.
UPK FS-10
OVERVIEW
<table>
<thead>
<tr>
<th>Category</th>
<th>Statewide Universal Full-Day Prekindergarten</th>
<th>Universal Prekindergarten (Federal)</th>
<th>Universal Prekindergarten Expansion Grant for New Full-Day Placements for 4-Year-Old Students</th>
<th>Universal Prekindergarten Expansion Grant for New Full-Day and Half-Day to Full-Day Placements for 4-Year-Old Students</th>
<th>2023-2024 Universal Prekindergarten Expansion Grant for New Full-Day and Half-Day to Full-Day Placements for 4-Year-Old Students</th>
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<td><strong>Funding Overview</strong></td>
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<td><strong>State UPK</strong></td>
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<td><strong>SUFDPK</strong> Project #0546-24</td>
<td><strong>SUFDPK</strong> Project #0575-24</td>
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<td><strong>3 &amp; 4-year-old students Half-Day or Full-Day</strong></td>
<td><strong>Grants Award Chart</strong> NYSED Ed Law Section 3602-e</td>
<td><strong>Allocations List</strong> NYSED Ed Law Section 3602-e</td>
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WHAT IS AN FS-10?

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
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)
FS-10 PAGE 1 - MUST INCLUDE

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

- Project Costs
- Grand Total
- Date
- Wet-Ink (pen) Signature
- Name and Title of Chief Administrative Officer
- Agency Code
- Project #
- Contract #
- Federal Employer ID #
- Agency Name

### BUDGET SUMMARY

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<tr>
<th>SUBTOTAL</th>
<th>CODE</th>
<th>PROJECT COSTS</th>
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<td>Equipment</td>
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**Grand Total**

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### CHIEF ADMINISTRATOR’S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date: / / 
Signature:

Name and Title of Chief Administrative Officer
BUDGET SUMMARY:
SAMPLE

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
WEBINARS

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For additional information:

OEL@NYSED.GOV and/or