

Arkansas Division of Child Care and Early Childhood Education



Welcome to

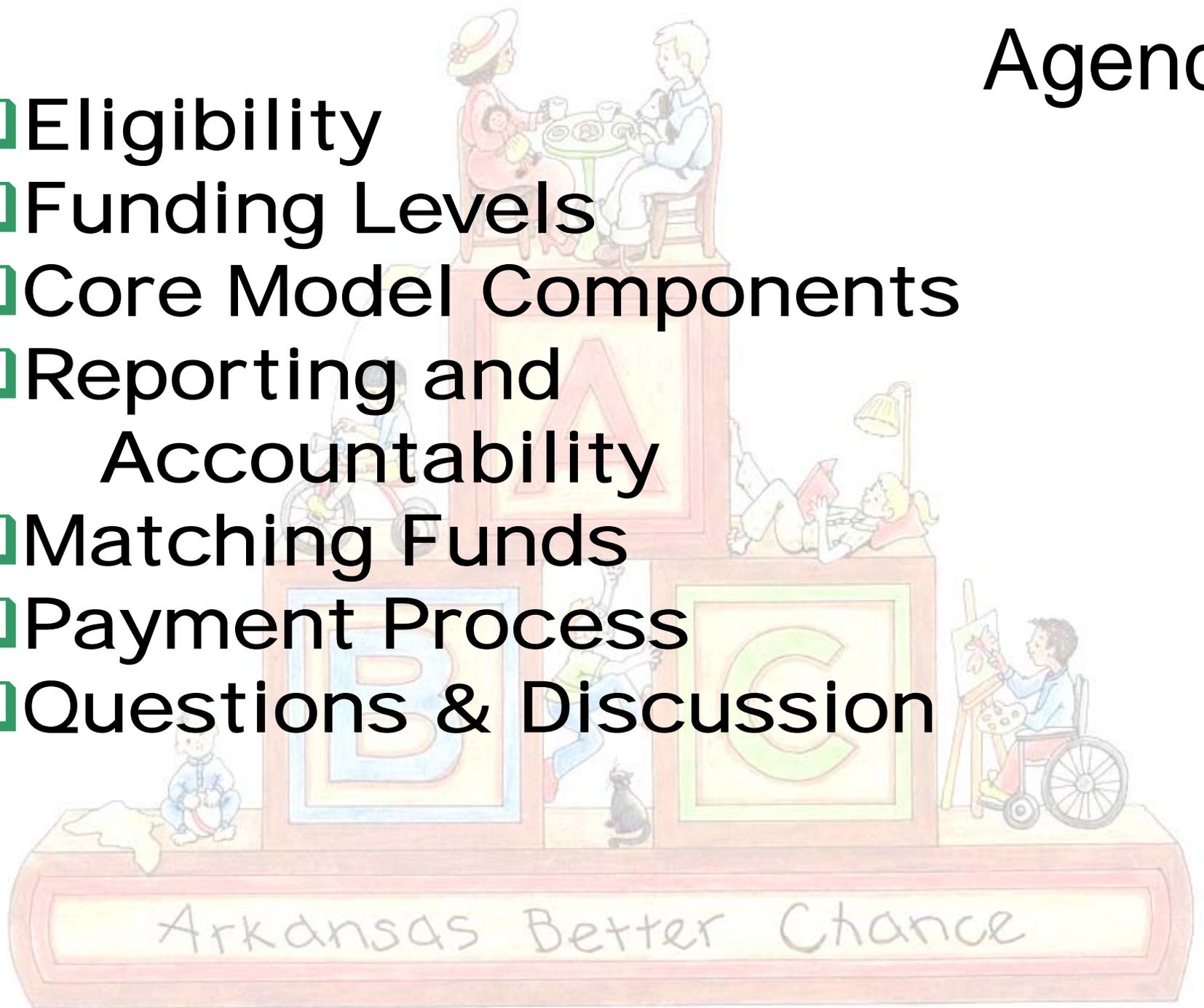
2010-2011

ABC Financial Training

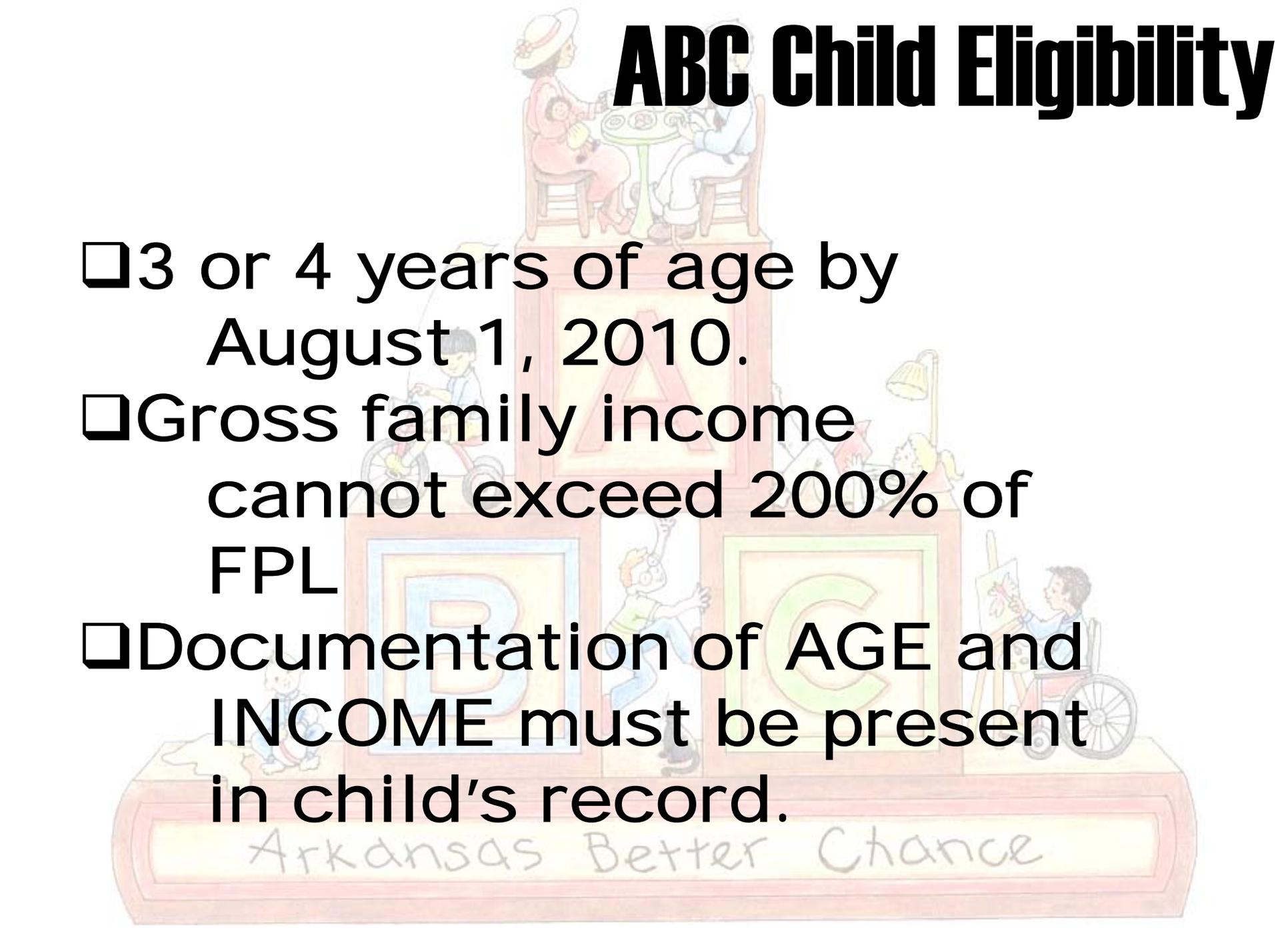
HIPPY/PAT

Agenda

- ❑ Eligibility
- ❑ Funding Levels
- ❑ Core Model Components
- ❑ Reporting and Accountability
- ❑ Matching Funds
- ❑ Payment Process
- ❑ Questions & Discussion



ABC Child Eligibility

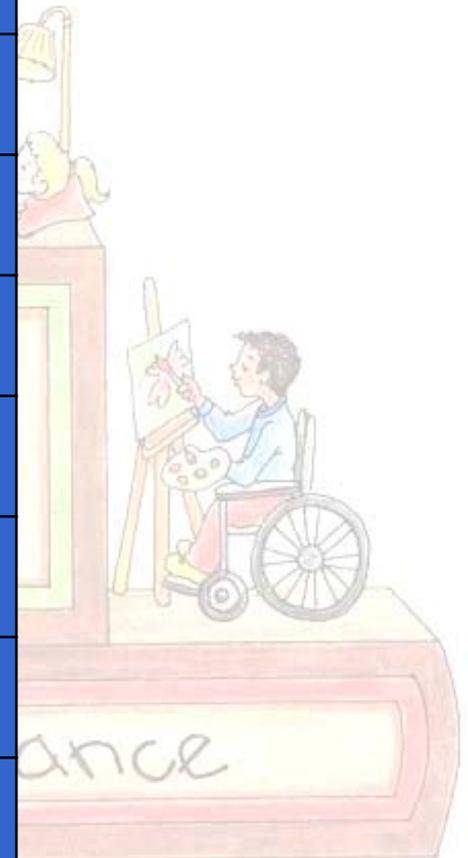
The background features a colorful illustration of a family and children. At the top, a woman in a pink dress and hat sits at a table with a man in a white suit. Below them, a child on a bicycle is on the left, and a child in a wheelchair is on the right. Large, colorful letters 'A', 'B', and 'C' are scattered throughout the scene. At the bottom, a banner reads 'Arkansas Better Chance'.

- ❑ 3 or 4 years of age by August 1, 2010.
- ❑ Gross family income cannot exceed 200% of FPL
- ❑ Documentation of AGE and INCOME must be present in child's record.

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Income Eligibility

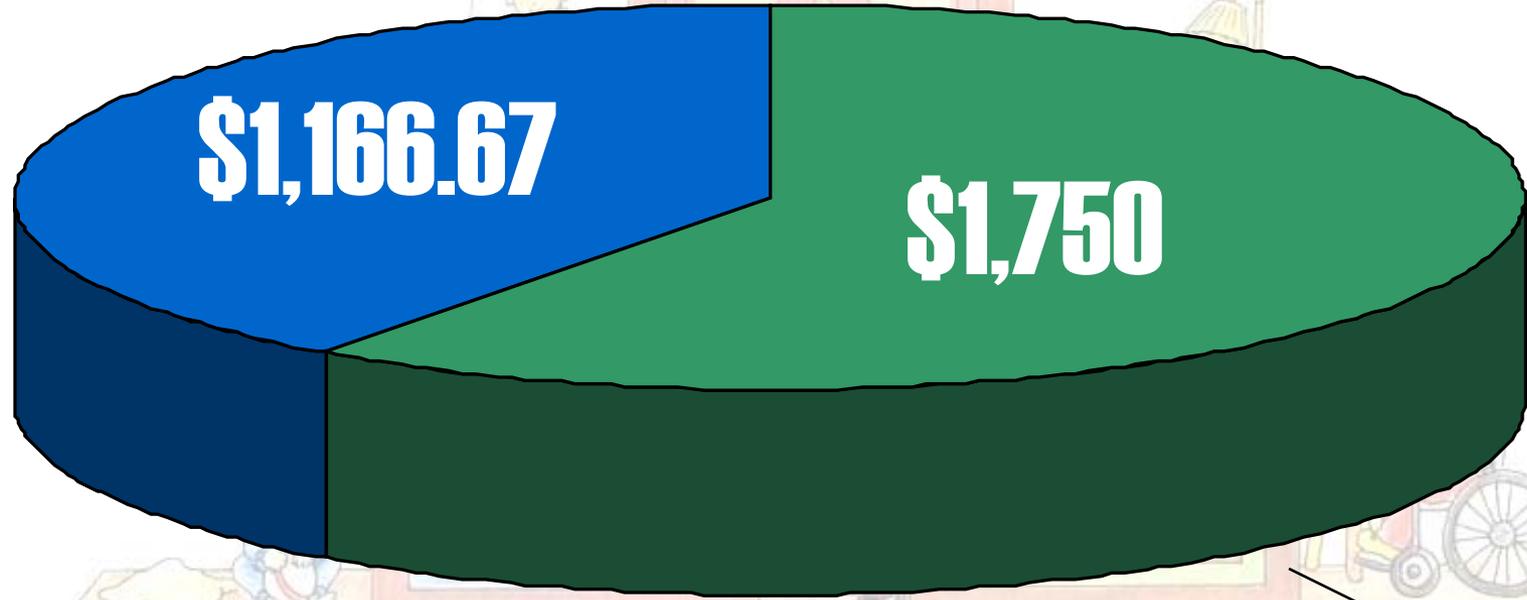
Family Size	200% FPL
1	\$21,660
2	\$29,140
3	\$36,620
4	\$44,100
5	\$51,580
6	\$59,060
7	\$66,540
8	\$74,020
9	\$81,500
10	\$88,980



HIPPY/PAT Funding

\$2,916.67 per child

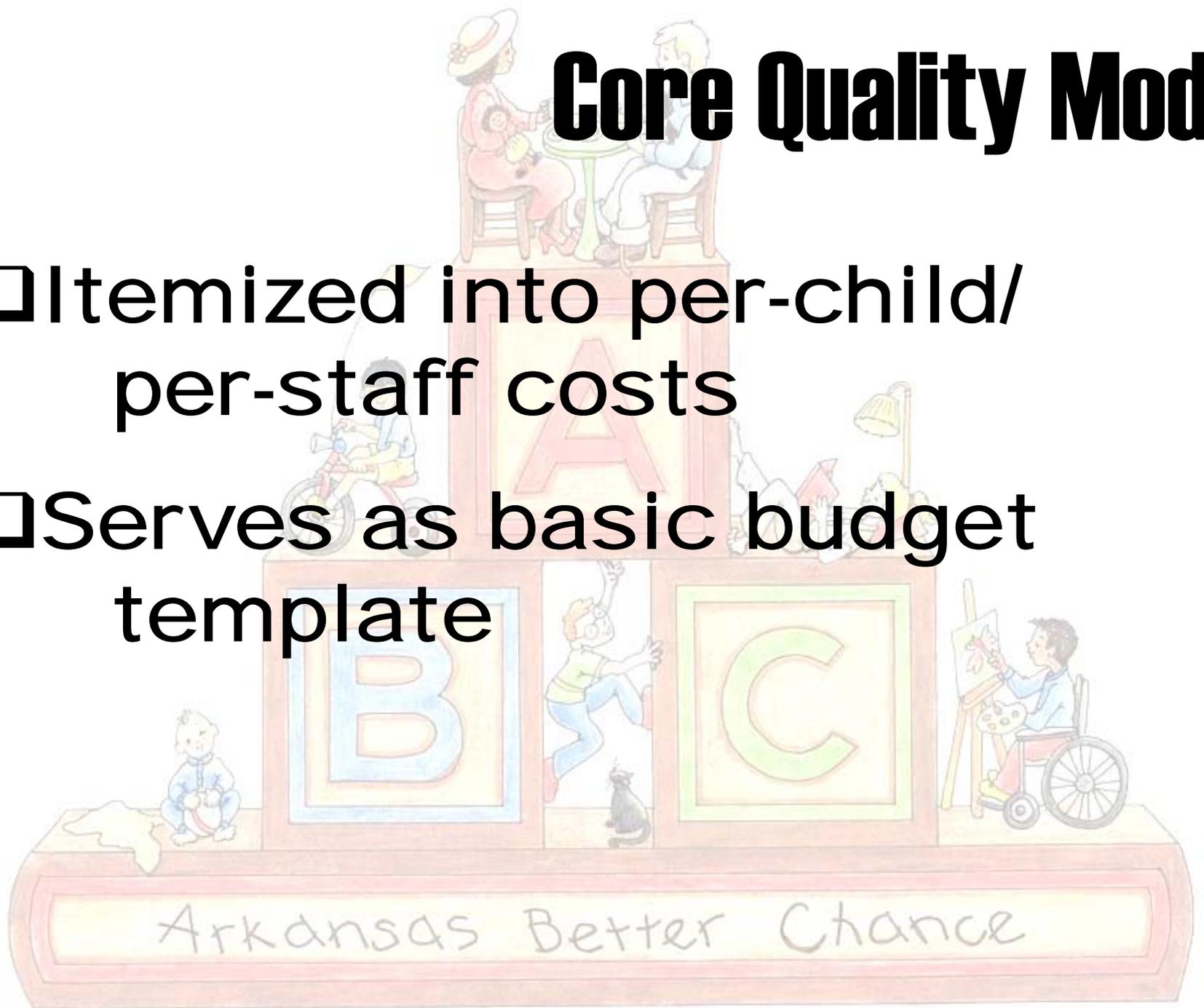
40% Match



Arkansas Better Choices **60% ABC**

Core Quality Model

- ❑ Itemized into per-child/
per-staff costs
- ❑ Serves as basic budget
template



Core Quality Components



- Well-Qualified and Compensated Staff
- Low Staff-Child Ratio
- Curriculum and Equipment
- Parent Involvement
- Professional Development
- Screenings
- Technology (Assessment)

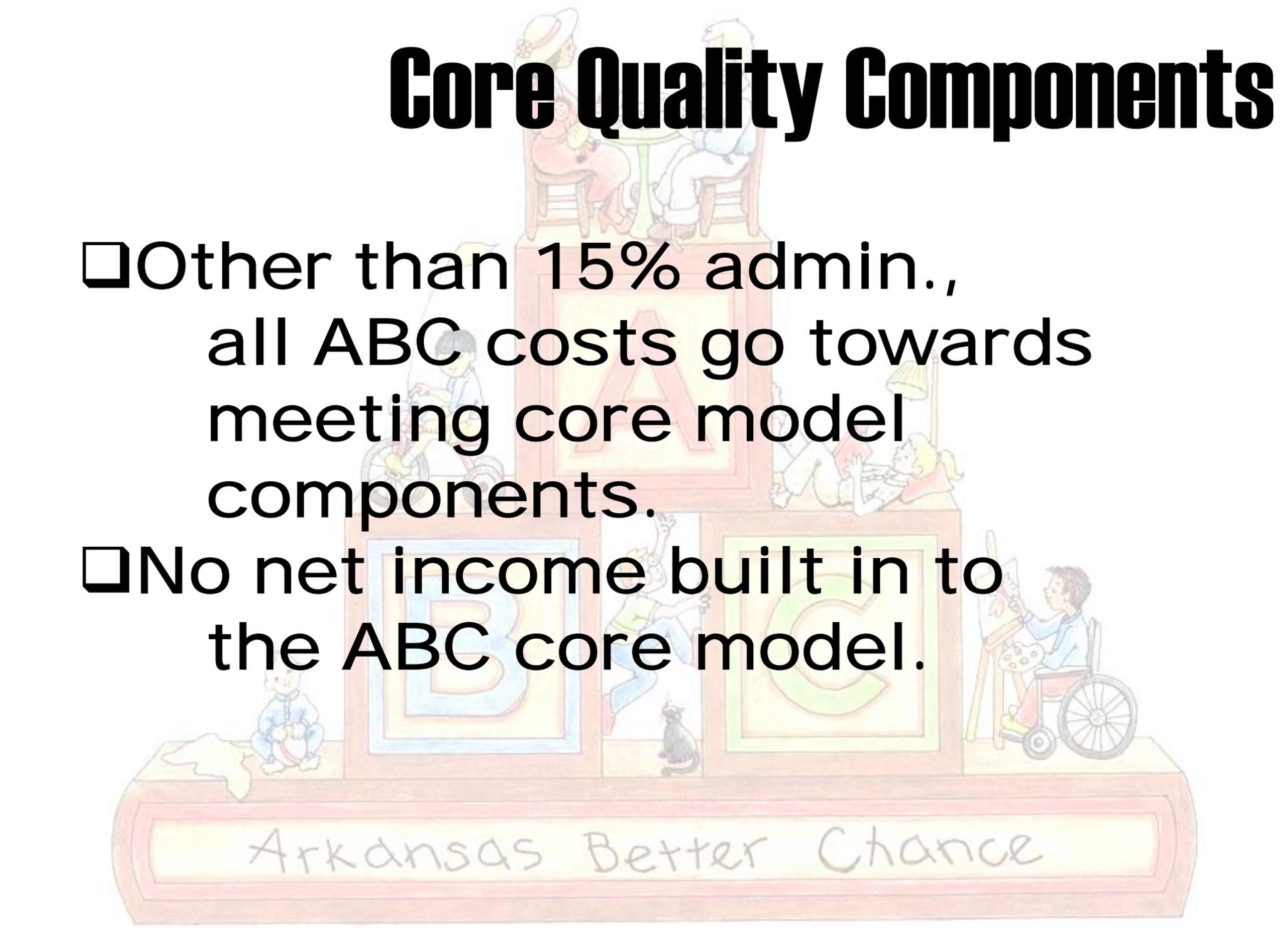
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2010-2011 ABC CORE MODEL for HIPPY and PAT

Well-Qualified and Compensated Staff	1/6 Coordinator	Salary	\$ 6,341.00
		Fringe	\$ 1,585.00
	Home Visitor	Salary	\$ 18,000.00
		Fringe	\$ 4,500.00
Administrative Costs	\$ 95.00	per child	\$ 2,565.00
Curriculum and Equipment	\$ 187.00	per child	\$ 5,049.00
Parent Involvement	\$ 50.00	per child	\$ 1,350.00
Transportation	\$ 125.00	per child	\$ 3,375.00
Professional Development	\$ 1,650.00	per staff	\$ 1,650.00
Screenings	\$ 50.00	per child	\$ 1,350.00
Technology	\$ 55.00	per child	\$ 1,485.00
Total ABC Funding for 27 Children			\$ 47,250.00
40% Match			\$ 31,500.00
TOTAL PROGRAM COST			\$ 78,750.00
State Cost per child			\$ 1,750.00
40% Match			\$ 1,166.67
Total Cost per child			\$ 2,916.67

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Core Quality Components

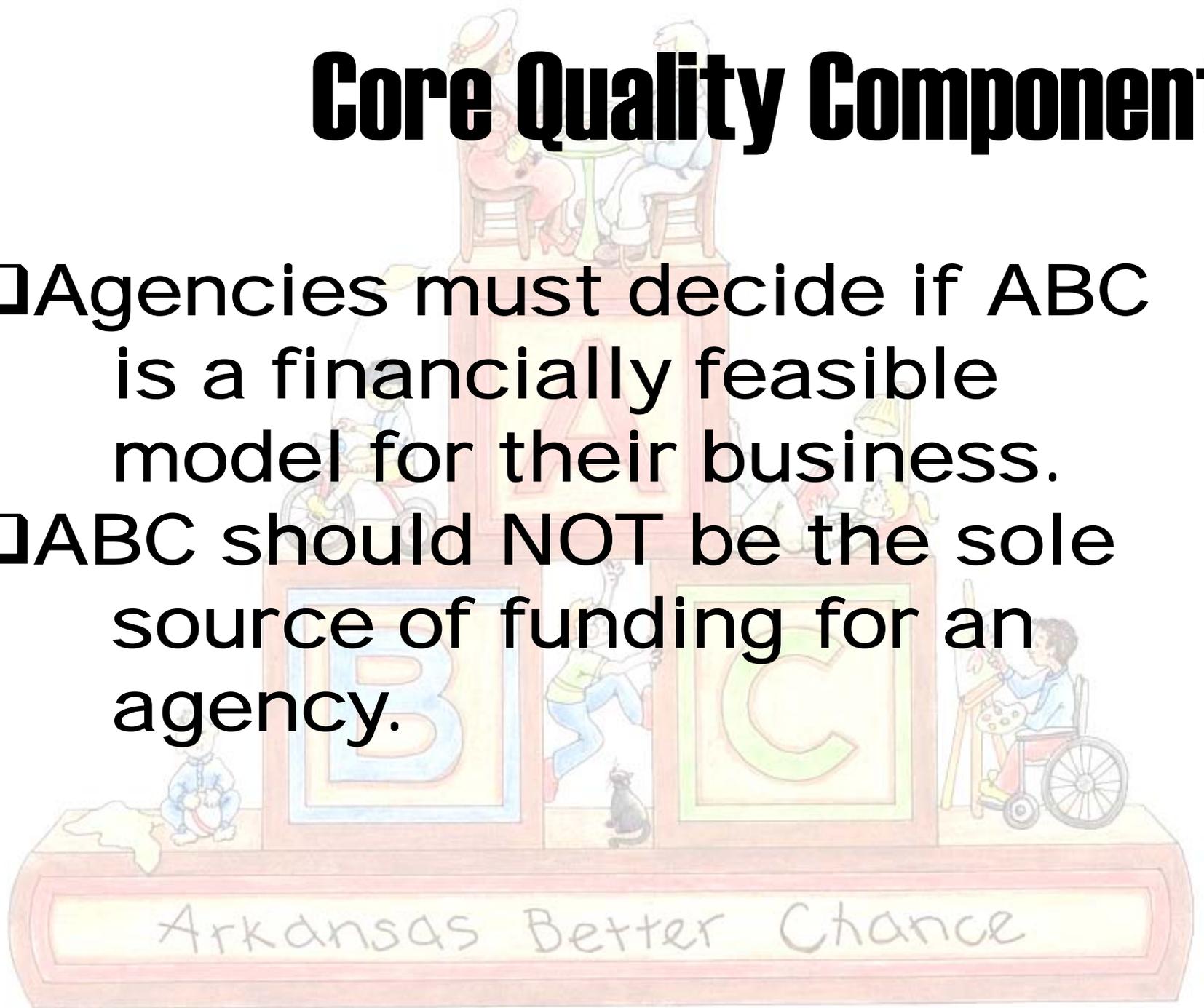


- Other than 15% admin., all ABC costs go towards meeting core model components.
- No net income built in to the ABC core model.

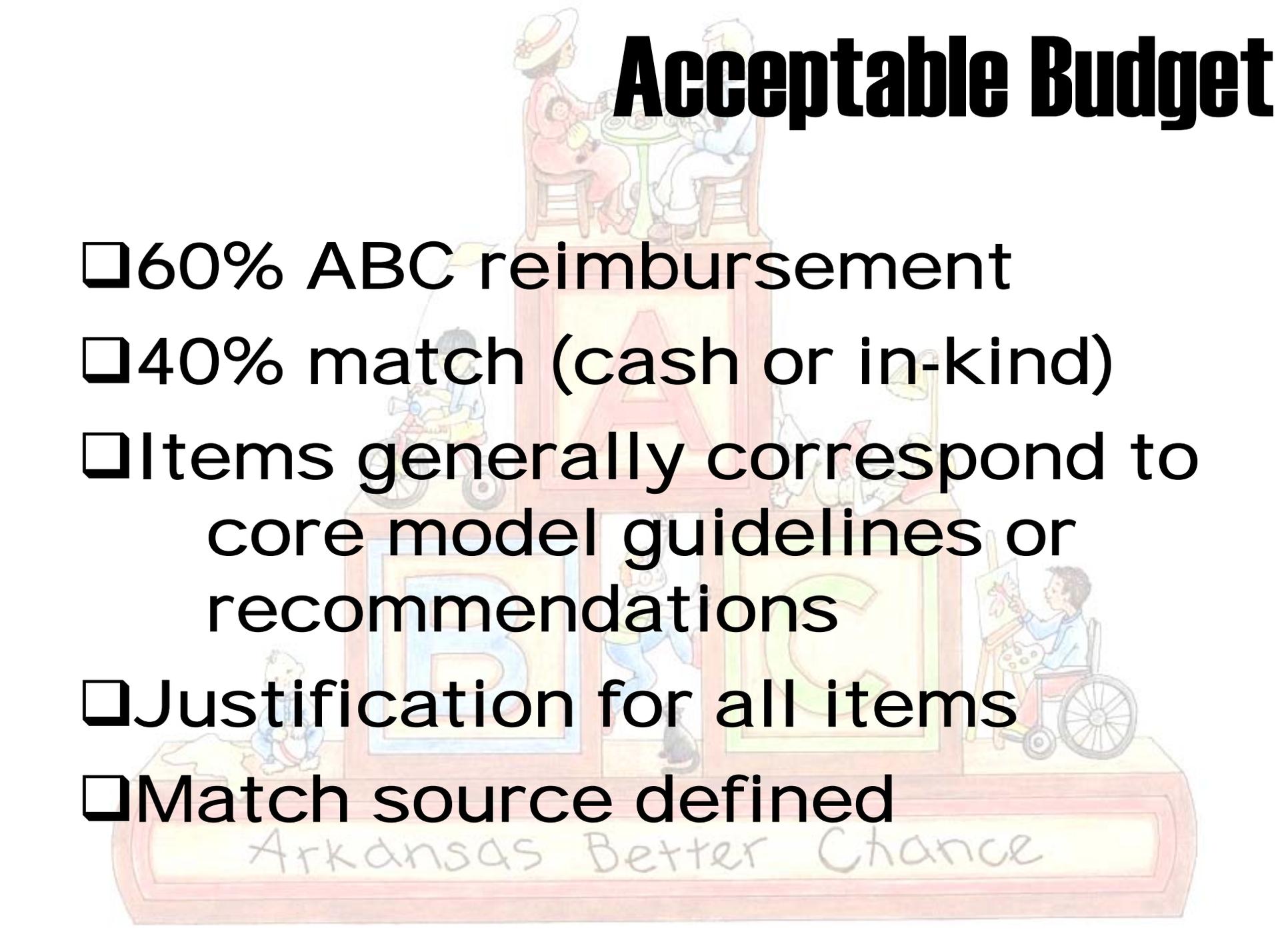
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Core Quality Components

- Agencies must decide if ABC is a financially feasible model for their business.
- ABC should NOT be the sole source of funding for an agency.



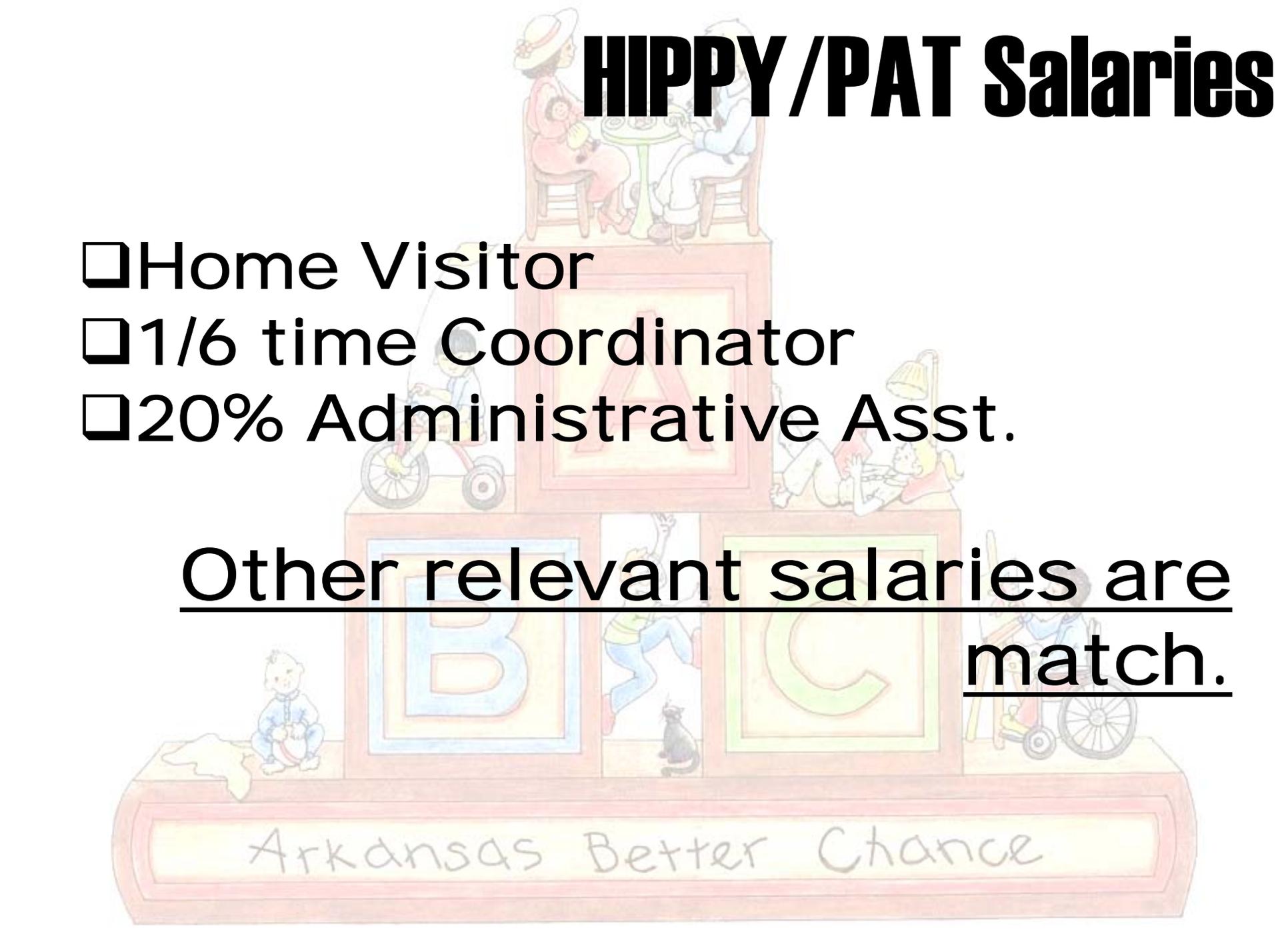
Acceptable Budget



- 60% ABC reimbursement
- 40% match (cash or in-kind)
- Items generally correspond to core model guidelines or recommendations
- Justification for all items
- Match source defined

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HIPPY/PAT Salaries



- Home Visitor
- 1/6 time Coordinator
- 20% Administrative Asst.

Other relevant salaries are match.

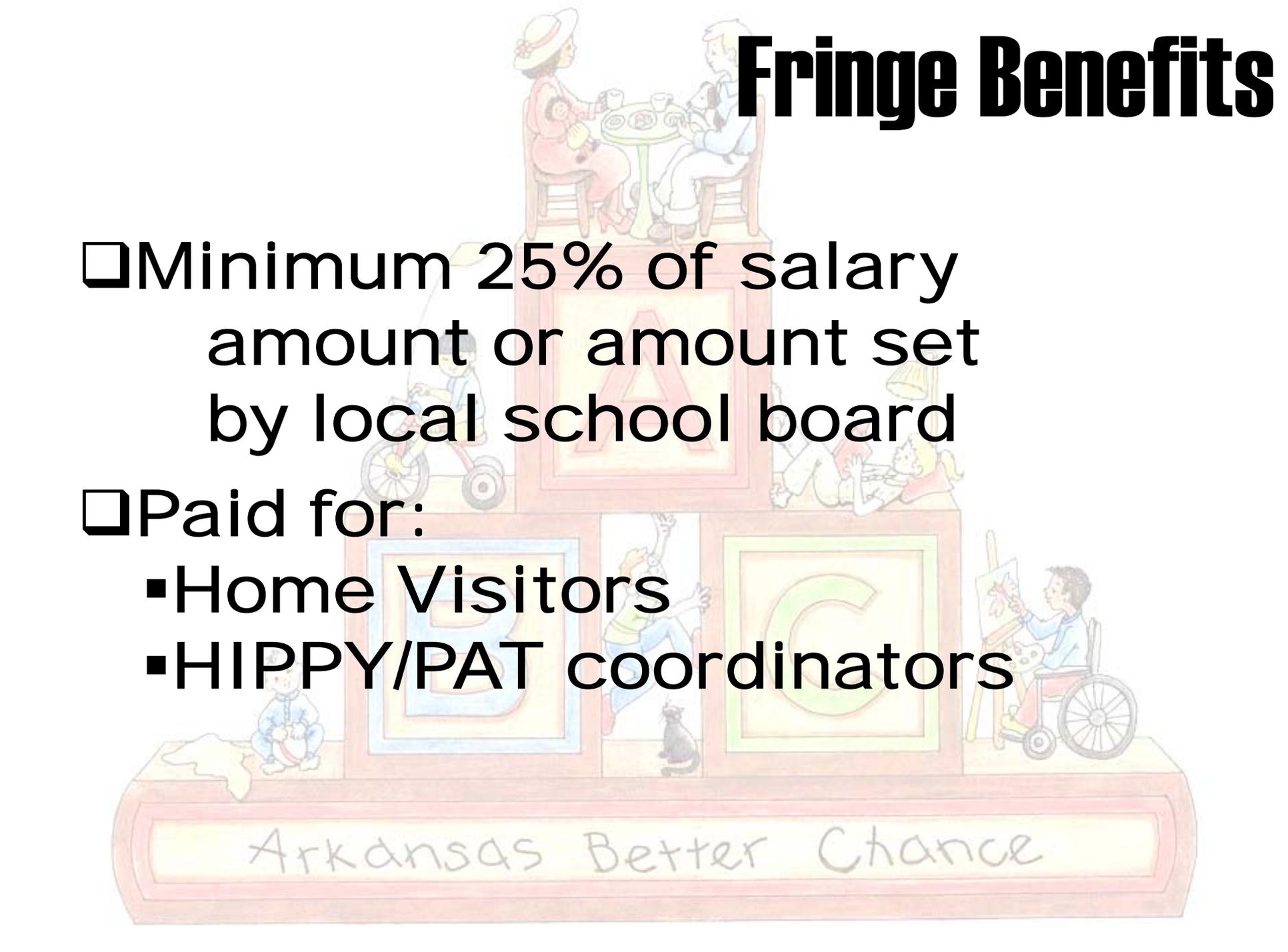
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2010-11 Salary Matrix

Certified Teachers (P-4 or K-6)							
BA/BS in ECE				MA/MS in ECE			
0 years	5 years	10 years	15 years	0 years	5 years	10 years	15 years
\$31,631	\$33,108	\$36,183	\$39,258	\$35,158	\$38,164	\$41,171	\$44,178
Non-Certified Classroom Teachers							
AA/AS in ECE		BA/BS in ECE				MA/MS in ECE	
0 years	5 years	0 years	5 years	10 years	15 years	0 years	5 years
\$27,122	\$29,382	\$29,227	\$32,219	\$35,212	\$38,204	\$34,214	\$37,140
Paraprofessionals and Home-Visitors							
CDA			AA/AS in ECE			BA/BS in ECE	
0 years	5 years	10 years	0 years	5 years	10 years	0 years	5 years
\$15,766	\$17,364	\$20,837	\$16,786	\$19,101	\$21,995	\$23,042	\$27,893
Program Coordinator or Director (0.2 FTE)*							
Non-Degree			2-Year Degree			4-Year Degree	
0 years	5 years	10 years	0 years	5 years	10 years	0 years	5 years
\$3,695	\$4,396	\$5,232	\$4,549	\$5,414	\$6,442	\$5,821	\$6,928

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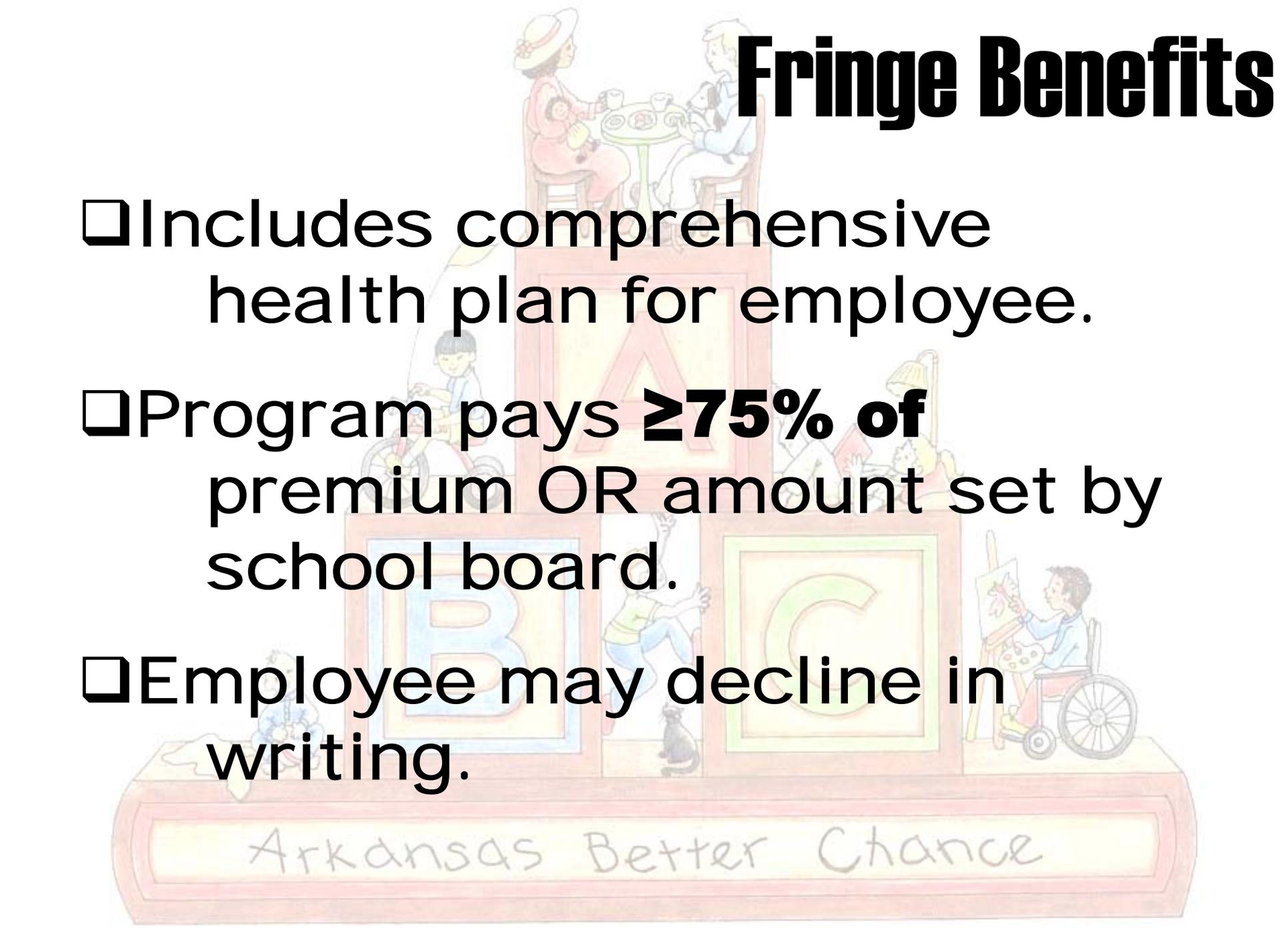
Fringe Benefits



- Minimum 25% of salary amount or amount set by local school board
- Paid for:
 - Home Visitors
 - HIPPIY/PAT coordinators

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Fringe Benefits

The background features a colorful illustration of a family and children. At the top, a woman in a pink dress and hat sits at a table with a child. Below, a child is riding a bicycle, another is reading, and a child in a wheelchair is painting. Large letters 'A', 'B', and 'C' are integrated into the scene. At the bottom, a banner reads 'Arkansas Better Chance'.

- Includes comprehensive health plan for employee.
- Program pays **≥75% of** premium OR amount set by school board.
- Employee may decline in writing.

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Fringe Benefits

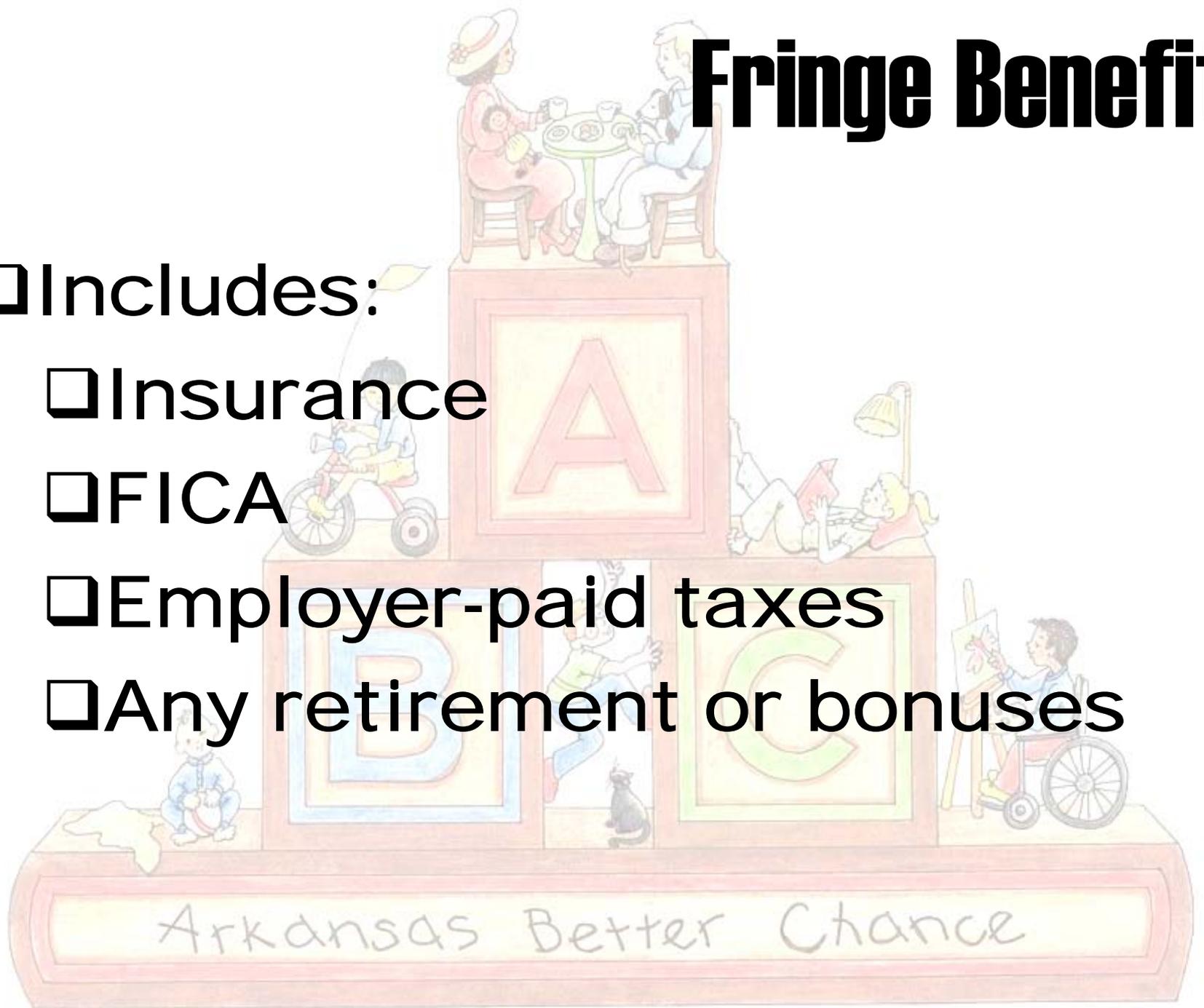
□ Includes:

□ Insurance

□ FICA

□ Employer-paid taxes

□ Any retirement or bonuses

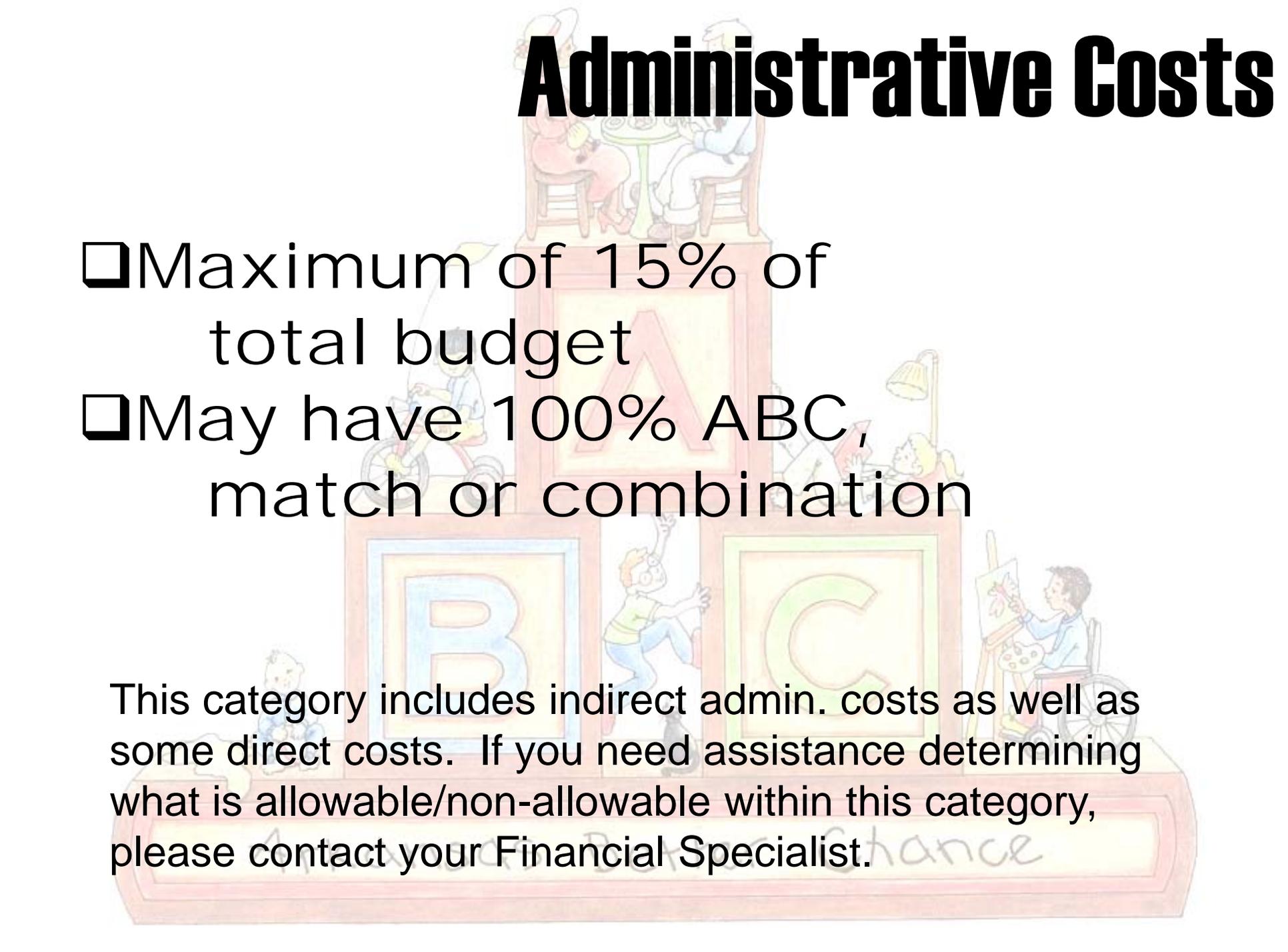


Not Included in Fringe

- Sick days
- Holidays
- Vacation days
- Training days
- Uniforms



Administrative Costs



- ❑ Maximum of 15% of total budget
- ❑ May have 100% ABC, match or combination

This category includes indirect admin. costs as well as some direct costs. If you need assistance determining what is allowable/non-allowable within this category, please contact your Financial Specialist.

Administrative Costs

□ May include:

- ✓ *Salaries for director, custodian*
- ✓ *Rent, insurance & utilities*
- ✓ *Business-related taxes*
- ✓ *Postage/Copies/Copy Machine*
- ✓ *Office Supplies*
- ✓ *Background Checks*
- ✓ *Maintenance/Grounds*
- ✓ *Minor repairs*

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For HIPPHY/PAT (27 slots)

ABC: \$47,250.00

Match: \$31,500.00

TOTAL: \$78,750.00

x 15% = \$ 11,812.50

**Total administration costs can
be a maximum of \$11,812.50**

Unallowable Admin. Items

- Construction
- Renovations
- Televisions
- DVD Players
- Stove/Oven
- Excessive staff
- Costs not pro-rated by number of children

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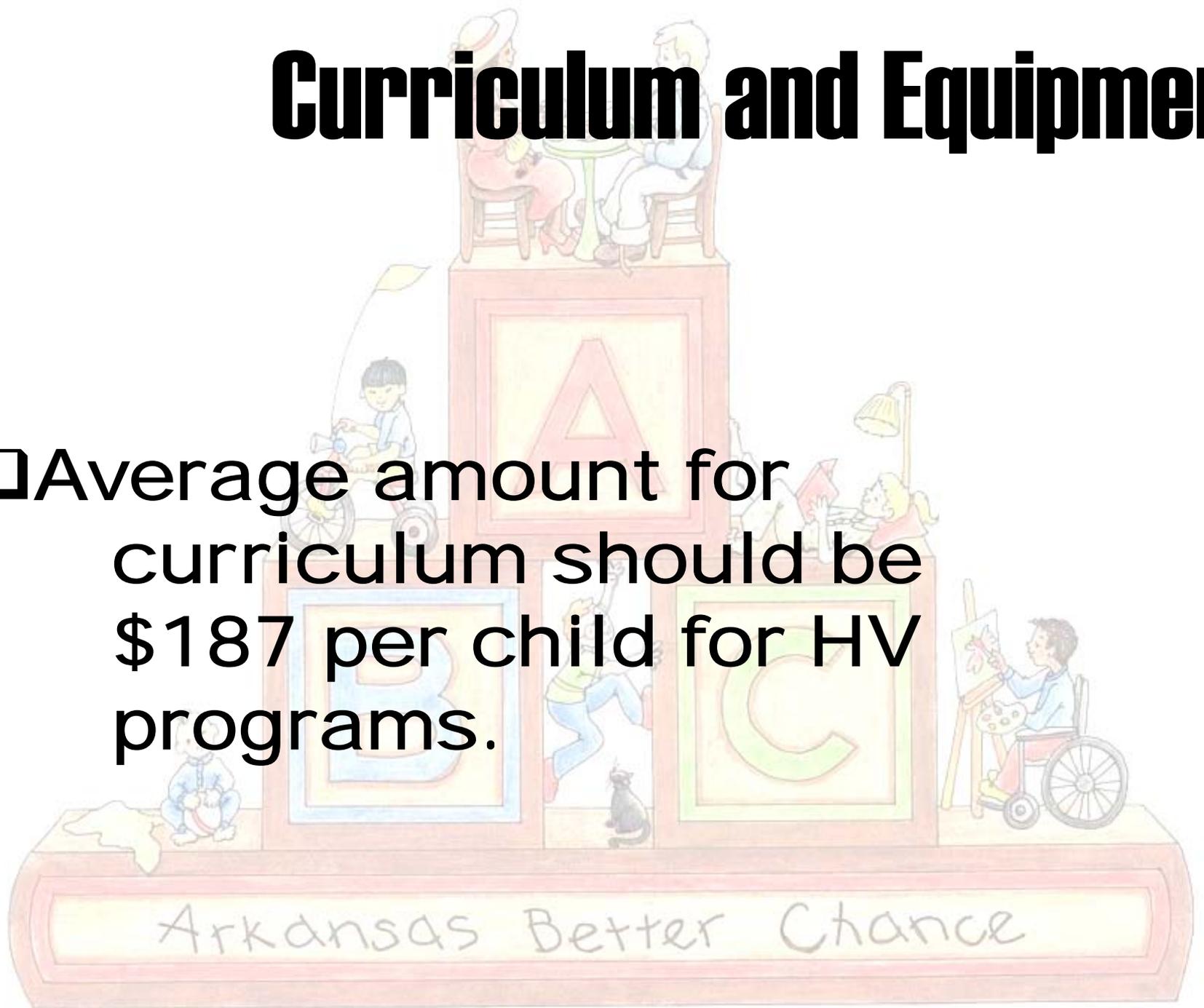
Curriculum and Equipment

- Items to enhance learning:
 - *Comprehensive curriculum*
 - *Any supplementary curriculum that is aligned with AR Frameworks for 3 & 4 year olds.*
 - *Curriculum training/coaches*
 - *Consumables (crayons, markers, paper, glue, art supplies, etc.)*

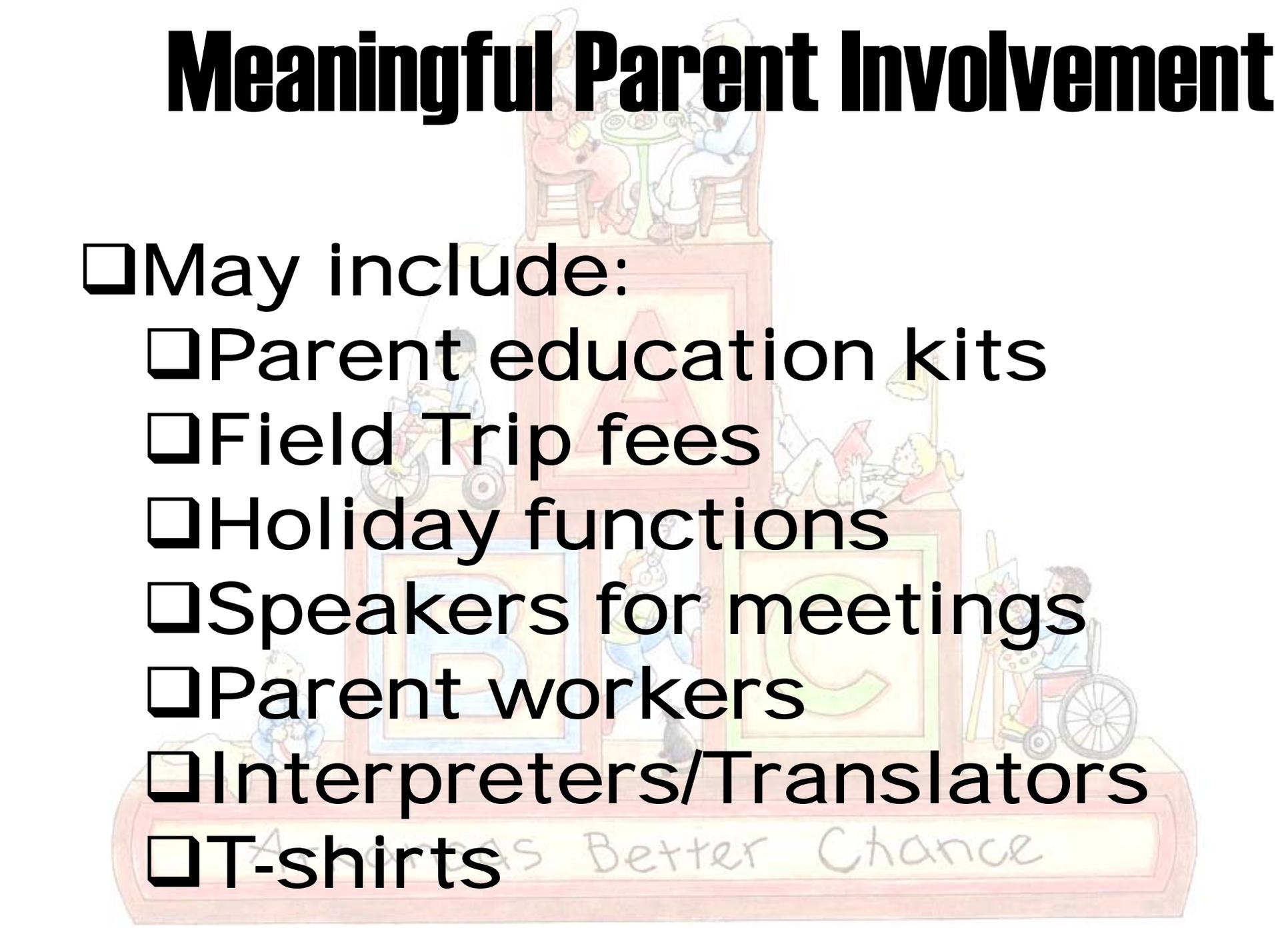
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Curriculum and Equipment

- Average amount for curriculum should be \$187 per child for HV programs.



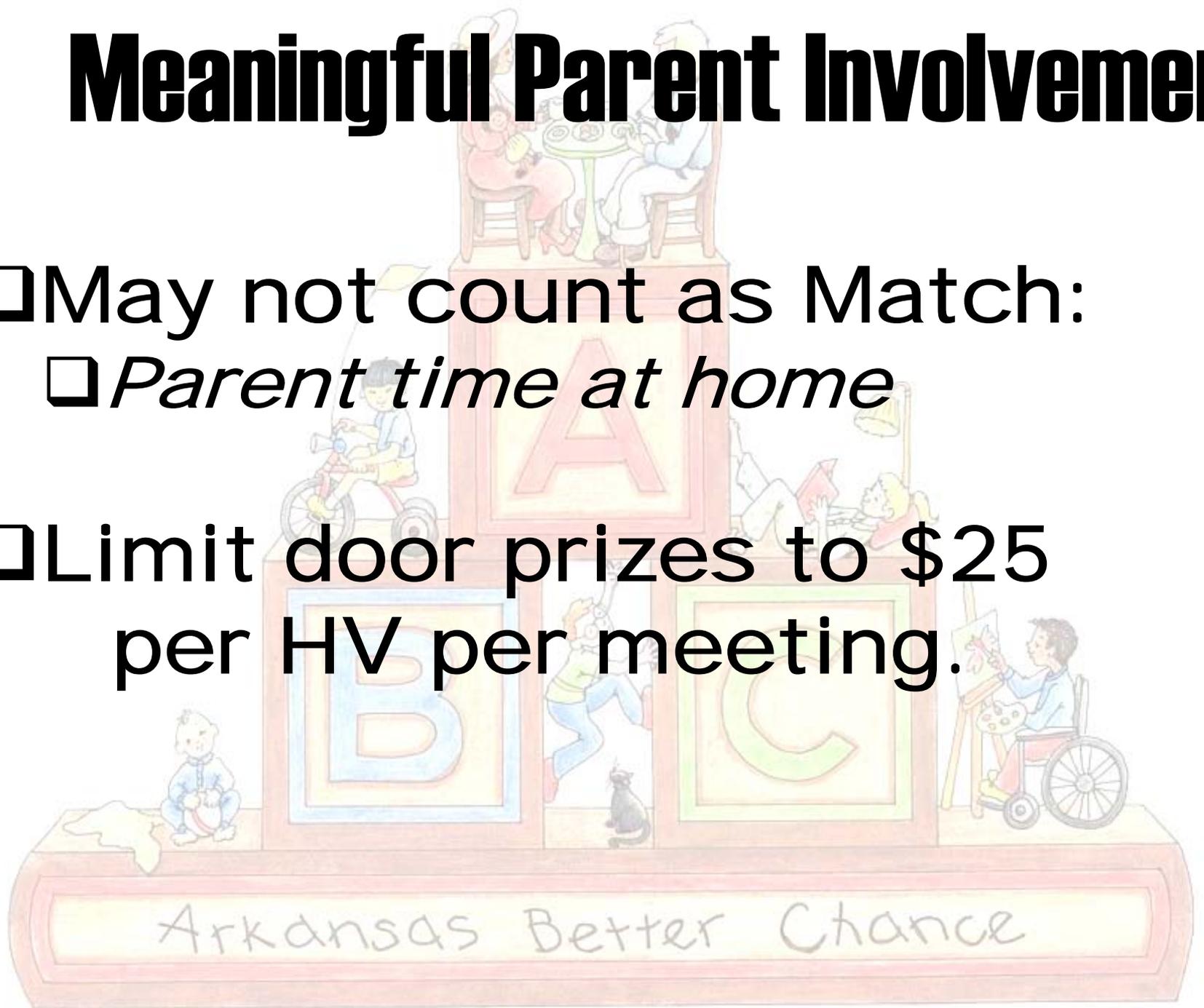
Meaningful Parent Involvement

The background features a colorful illustration of a block tower. The top block shows a family sitting at a table. The second block has a large letter 'A' and a child on a bicycle. The third block has a large letter 'B' and a child reading. The fourth block has a large letter 'C' and a child in a wheelchair painting. The base of the tower has the text 'A Good Start is Better Than a Second Chance'.

- ❑ May include:
 - ❑ Parent education kits
 - ❑ Field Trip fees
 - ❑ Holiday functions
 - ❑ Speakers for meetings
 - ❑ Parent workers
 - ❑ Interpreters/Translators
 - ❑ T-shirts

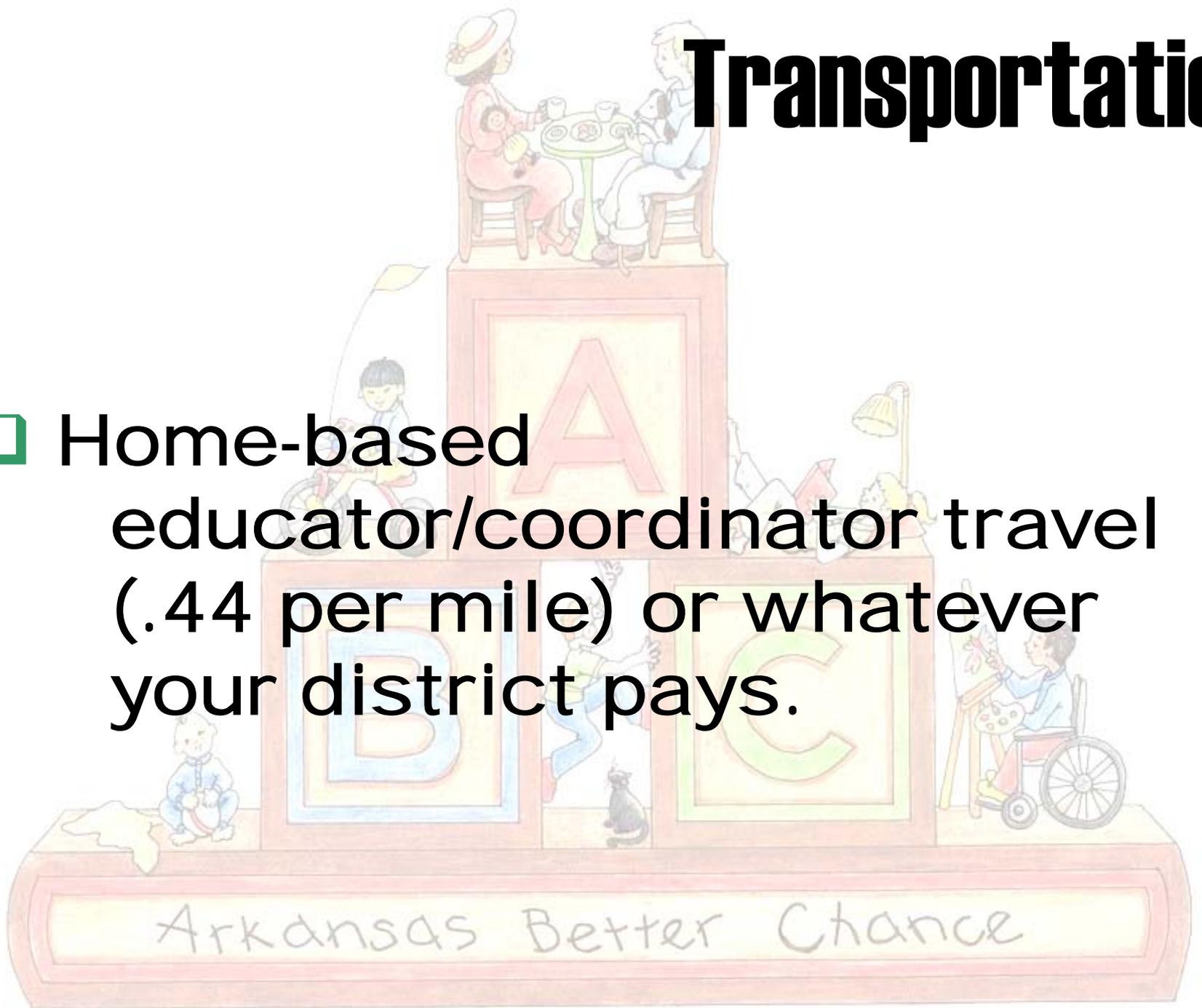
Meaningful Parent Involvement

- ❑ May not count as Match:
 - ❑ *Parent time at home*
- ❑ Limit door prizes to \$25 per HV per meeting.



Transportation

- Home-based educator/coordinator travel (.44 per mile) or whatever your district pays.



Professional Development

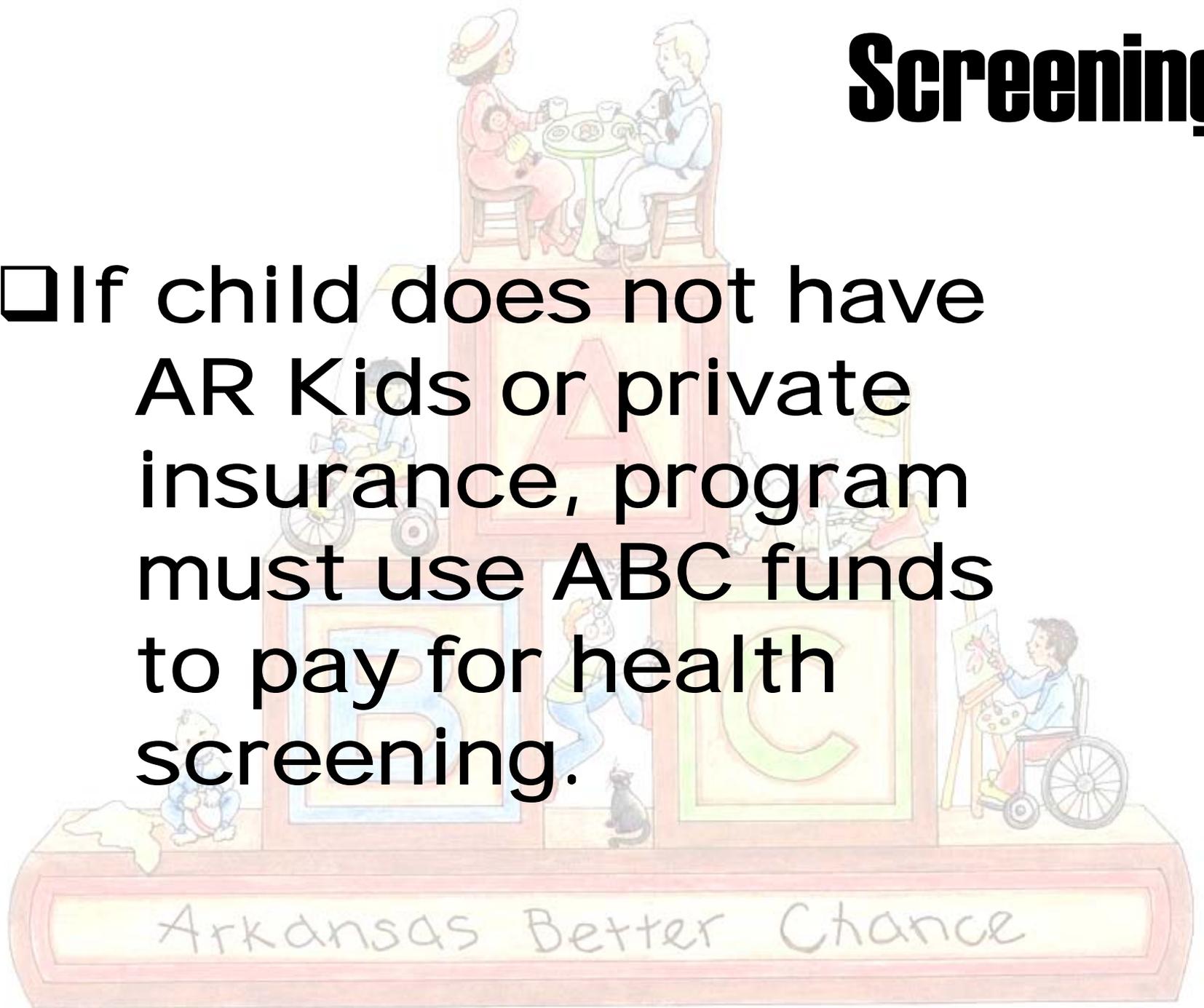
- Use ~\$1,650 per staff person
- Home visitors and coordinators need 30 Prof. Dev. hours annually
- Must use funds for staff on SQP to cover tuition, books, travel, testing.
- ABC programs must use PD funds for CDA classes.

Screenings

- **≤\$50 per child as match for dev. screenings.**
- **May use ≤ \$50 per child in ABC funds for dev. screening materials if you perform the screening in-house.**
- **AR Kids covers cost of EPSDT. May use \$50 per child as match for health.**

Screenings

- ❑ If child does not have AR Kids or private insurance, program must use ABC funds to pay for health screening.



Technology

- Home visiting agencies may purchase a digital camera for each home visitor.
- One video camera and scanner may be purchased for every 10 home visitors.
- May include cost of toner and ink in this category.

Budget Changes

- ❑ Amendment request approval is required *in advance* when needing to move \$1,000 or 10%, (whichever is greater), from one category to another.
- ❑ Amendments must be requested by June 1, 2011.

Required Reports

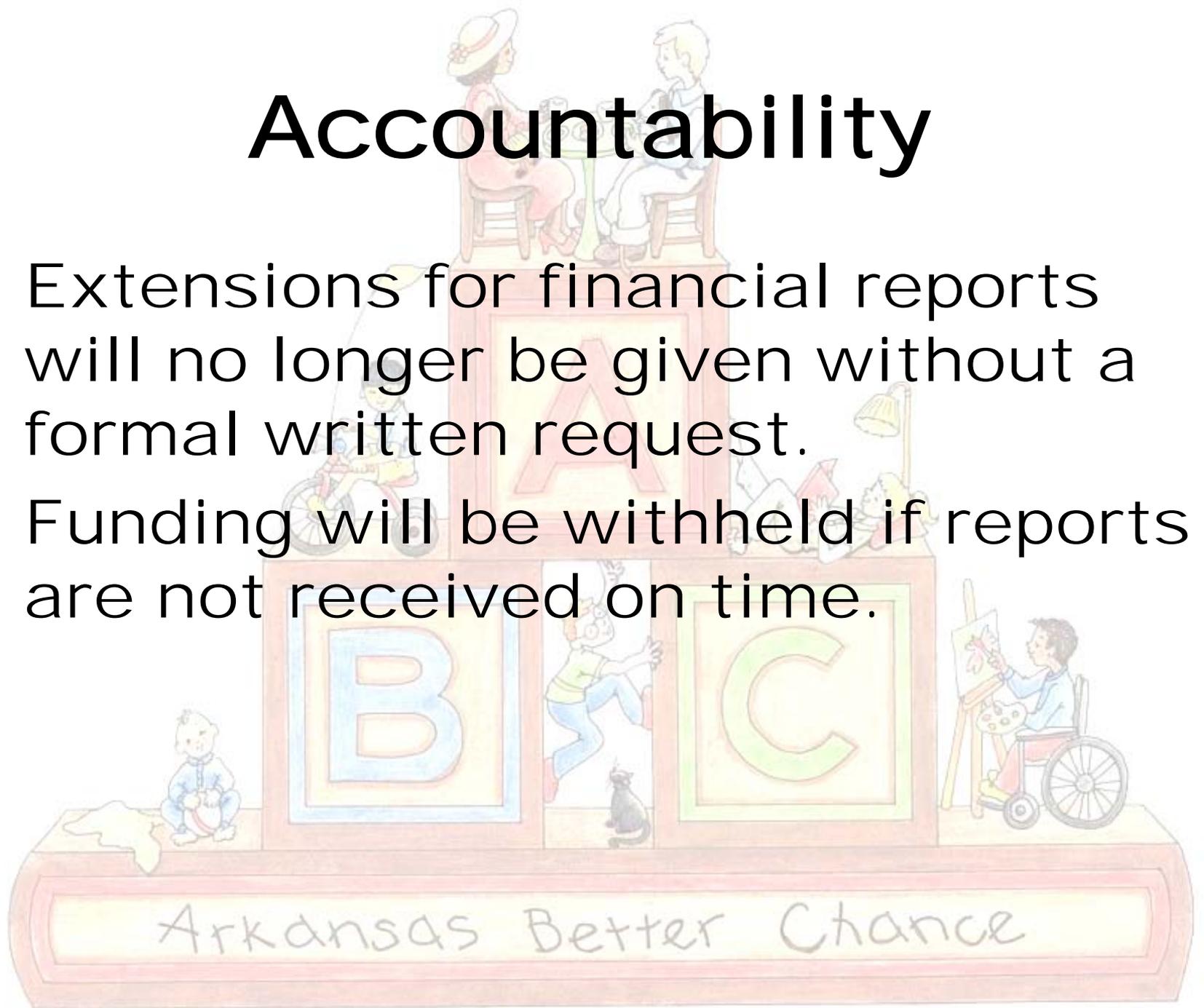
Report		Due Date
2010-11 approved budget		Sept. 15, 2010*
Mid-Year Expenditure Report & Certification Page		Jan. 31, 2011**
Budget Amendments		Jun. 1, 2011
Final Expenditure Report & Certification Page		Jul. 31, 2011**

***No payments will be released until there is an approved budget on file.**

****Agencies will be advised if any reports are missing or incomplete. Late or incomplete reports will result in withholding of program payments. This includes receipt of original certification page submitted via mail. (Faxed copies cannot be accepted.)**

Accountability

- Extensions for financial reports will no longer be given without a formal written request.
- Funding will be withheld if reports are not received on time.



Accountability

- **All reports have instructions included. Please read instructions carefully. If a report consists of 2 parts and you only turn in 1 part, the report will be deemed incomplete.**
- **Most of our communication is done through E-mail. It is your responsibility to make sure that we have your current e-mail address and check your e-mails often.**

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Accountability (cont'd)

- **Documentation is NOT to be submitted with report-only report forms should be submitted.**
- **All expense documentation MUST be kept on site by the program and produced upon request.**
- **Expenditure reports shall be reviewed by ABC Personnel on both a scheduled and random basis and documentation will have to be produced at that time.**

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Accountability (cont'd)

- **Expenses without documentation shall be considered an overpayment to the program and subject to repayment and possible further corrective action for the program.**
- **Statements without supporting invoices ARE NOT documentation.**
- **ALL reports should be sent electronically. NO handwritten reports will be accepted.**

☐ Matching funds =

➤ 40% of total
program cost

☐ May be made up of:

➤ Cash

➤ In-kind

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In-kind:

Value of goods and services provided by you or a collaborative partner on behalf of ABC children.

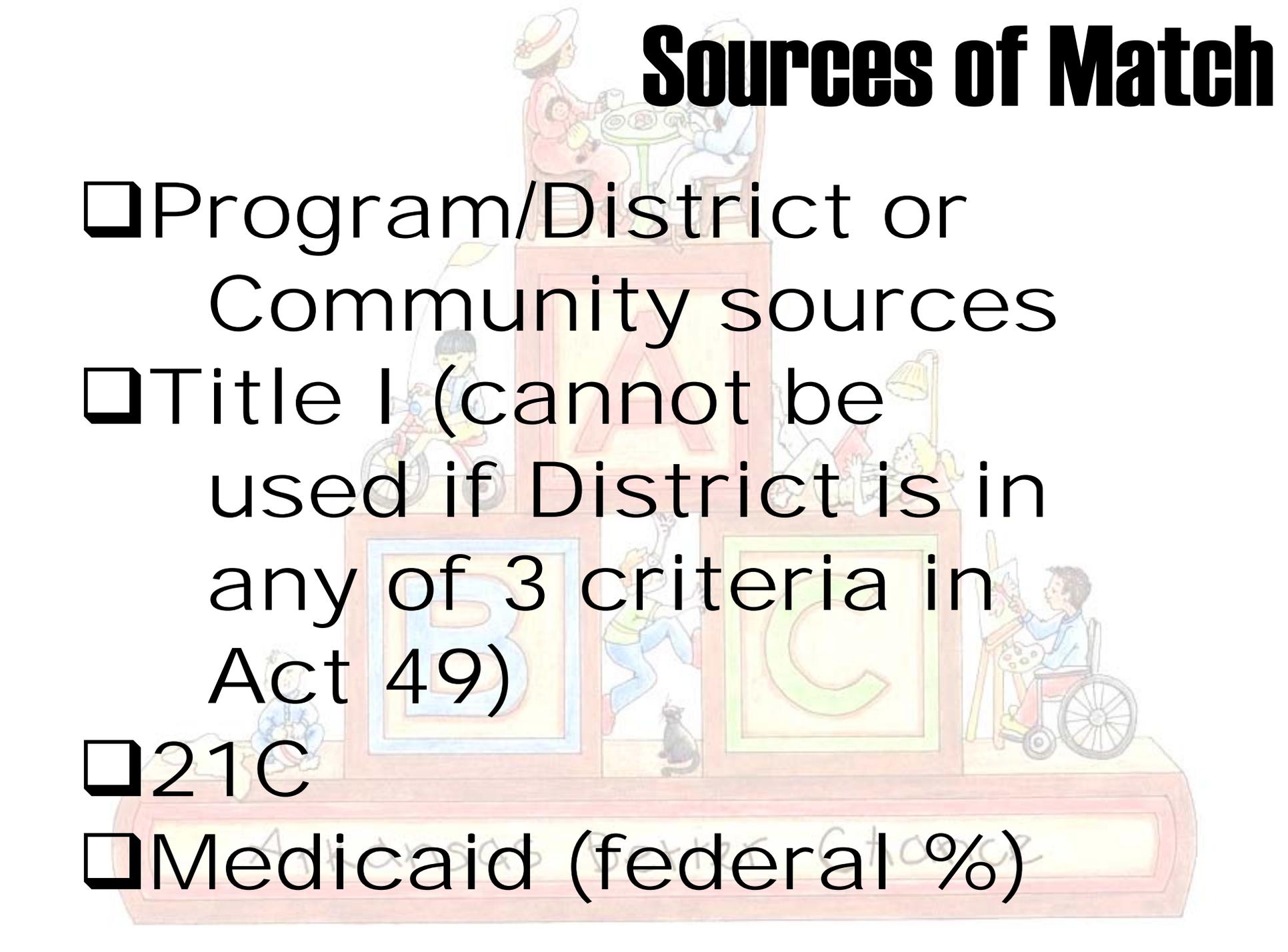
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Match

- ❑ Identify source of match on budget.
- ❑ Do not designate CASH as match source. Use program name.

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Sources of Match



- ❑ Program/District or Community sources
- ❑ Title I (cannot be used if District is in any of 3 criteria in Act 49)
- ❑ 21C
- ❑ Medicaid (federal %)

Match Sources Not Allowed

- Title I for any school district meeting Act 49 criteria
- Sliding fee scale contributions

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How do I come up with 40% match?

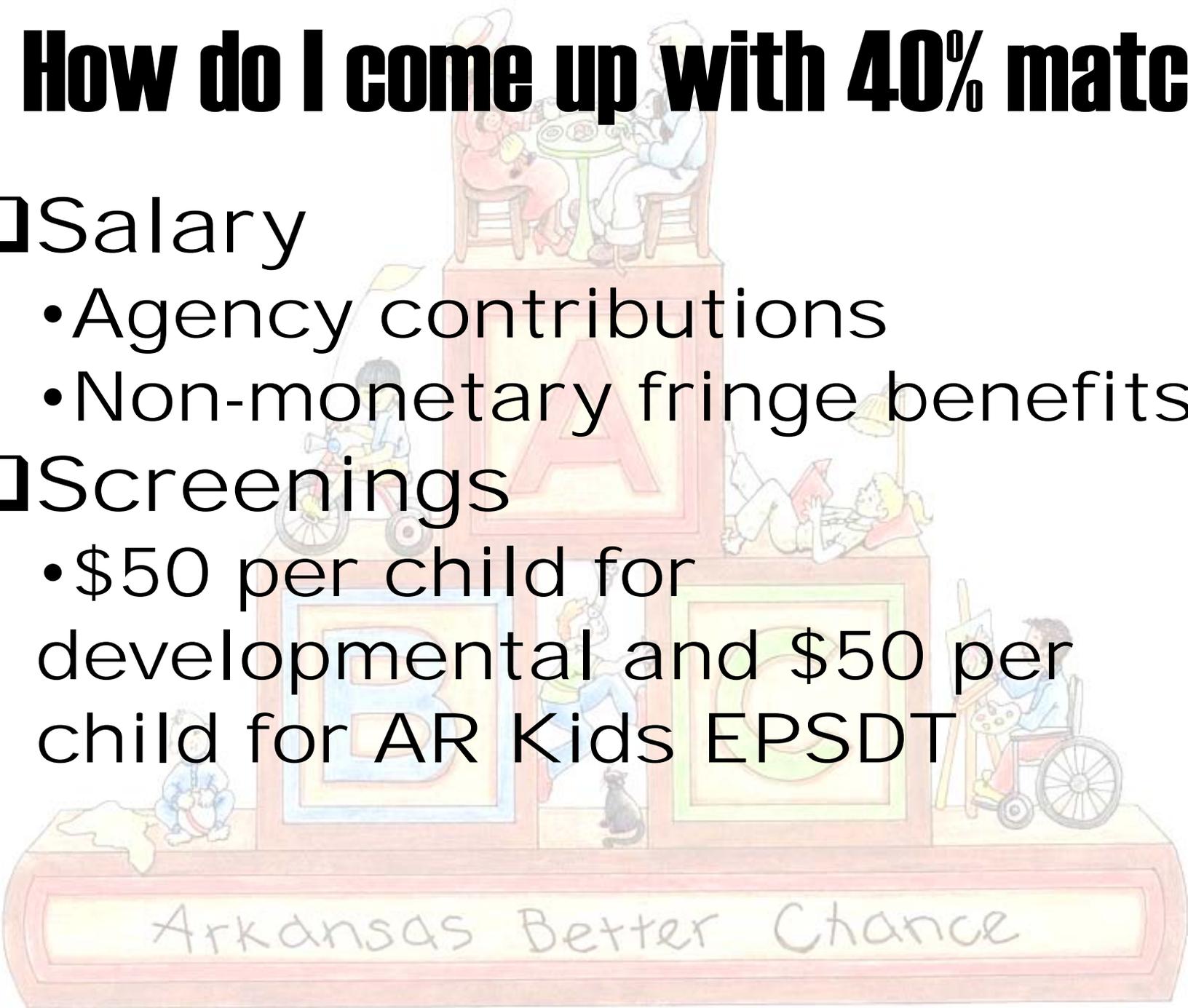
☐ Salary

- Agency contributions
- Non-monetary fringe benefits

☐ Screenings

- \$50 per child for developmental and \$50 per child for AR Kids EPSDT

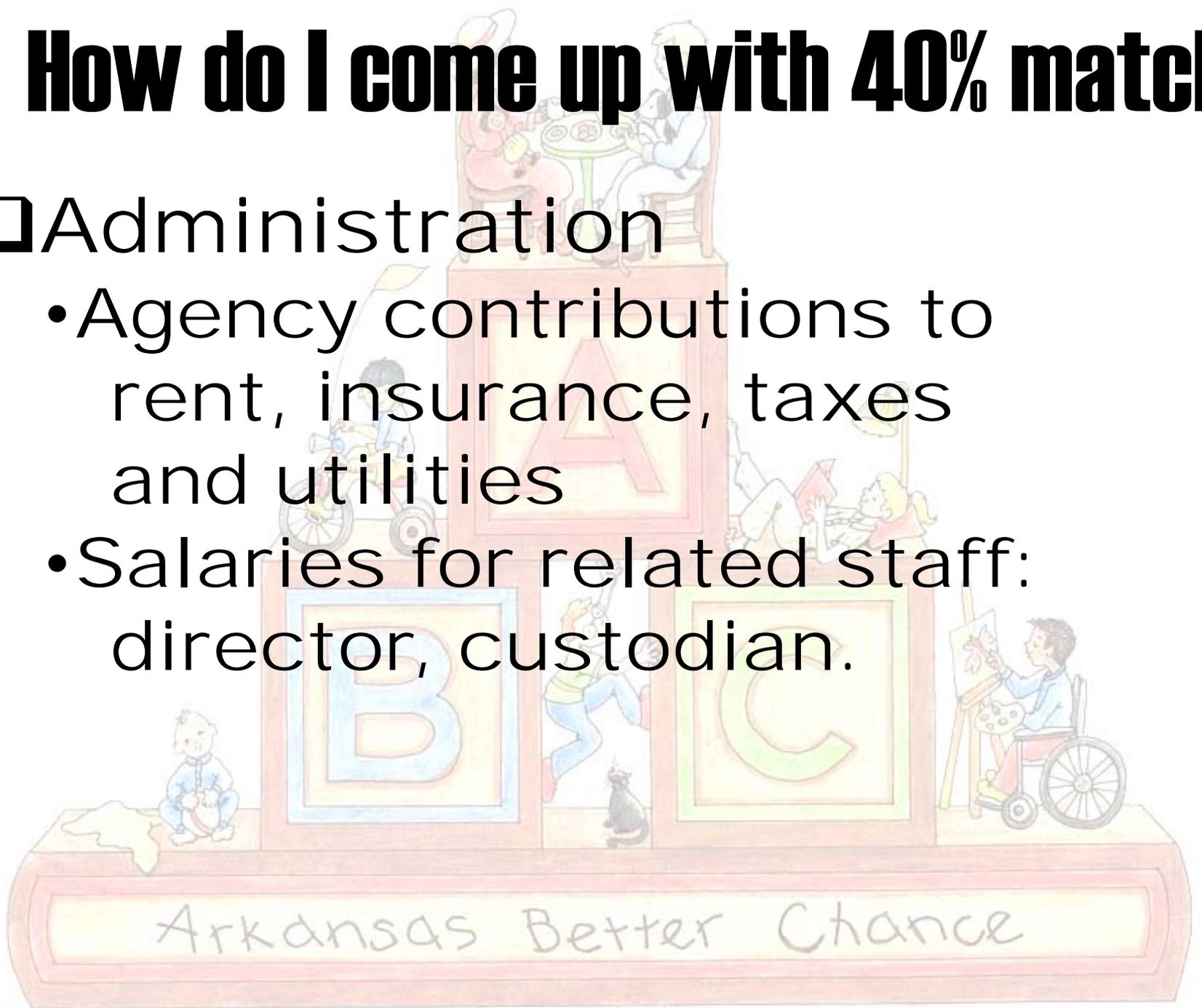
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How do I come up with 40% match?

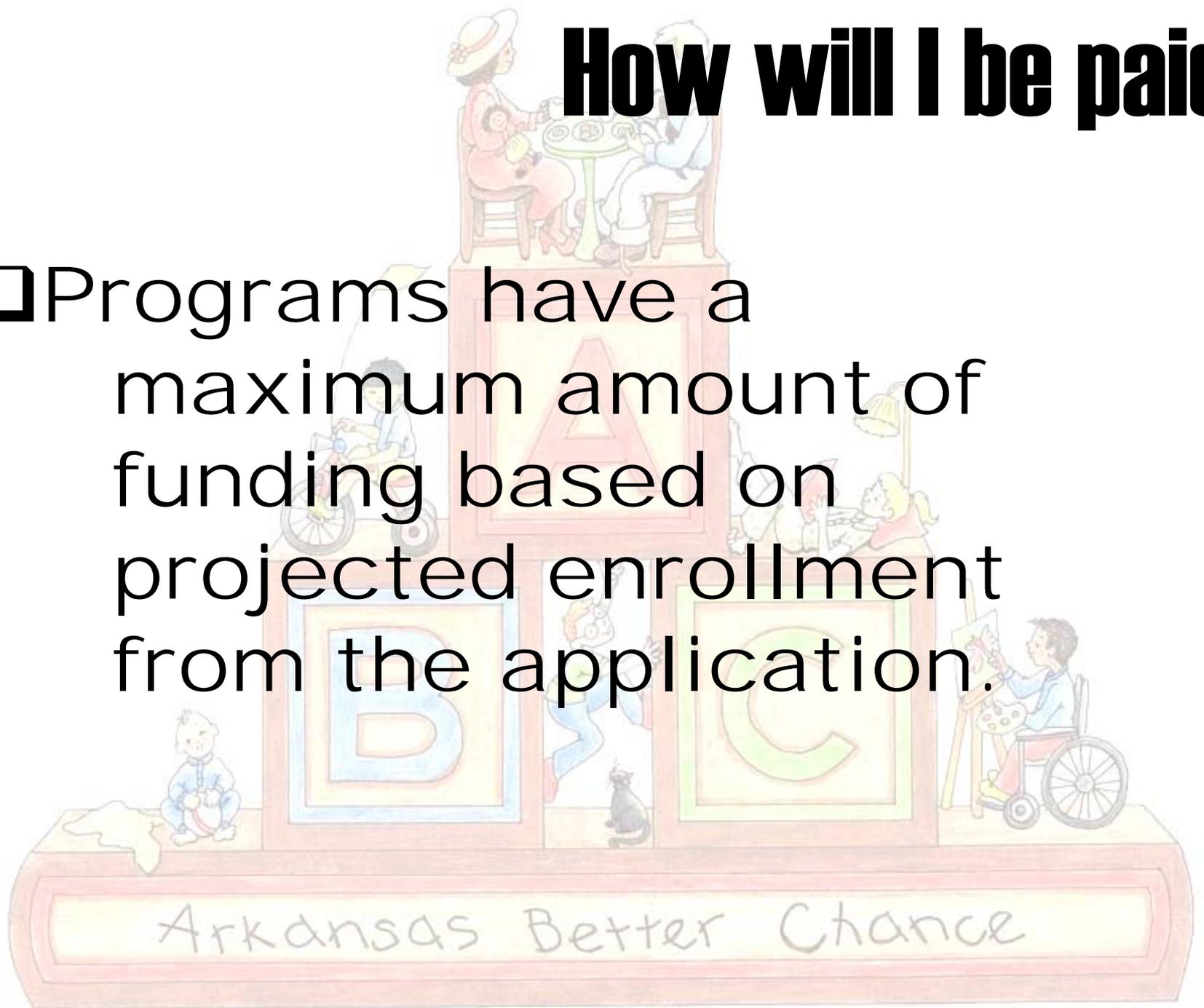
□ Administration

- Agency contributions to rent, insurance, taxes and utilities
- Salaries for related staff: director, custodian.



How will I be paid?

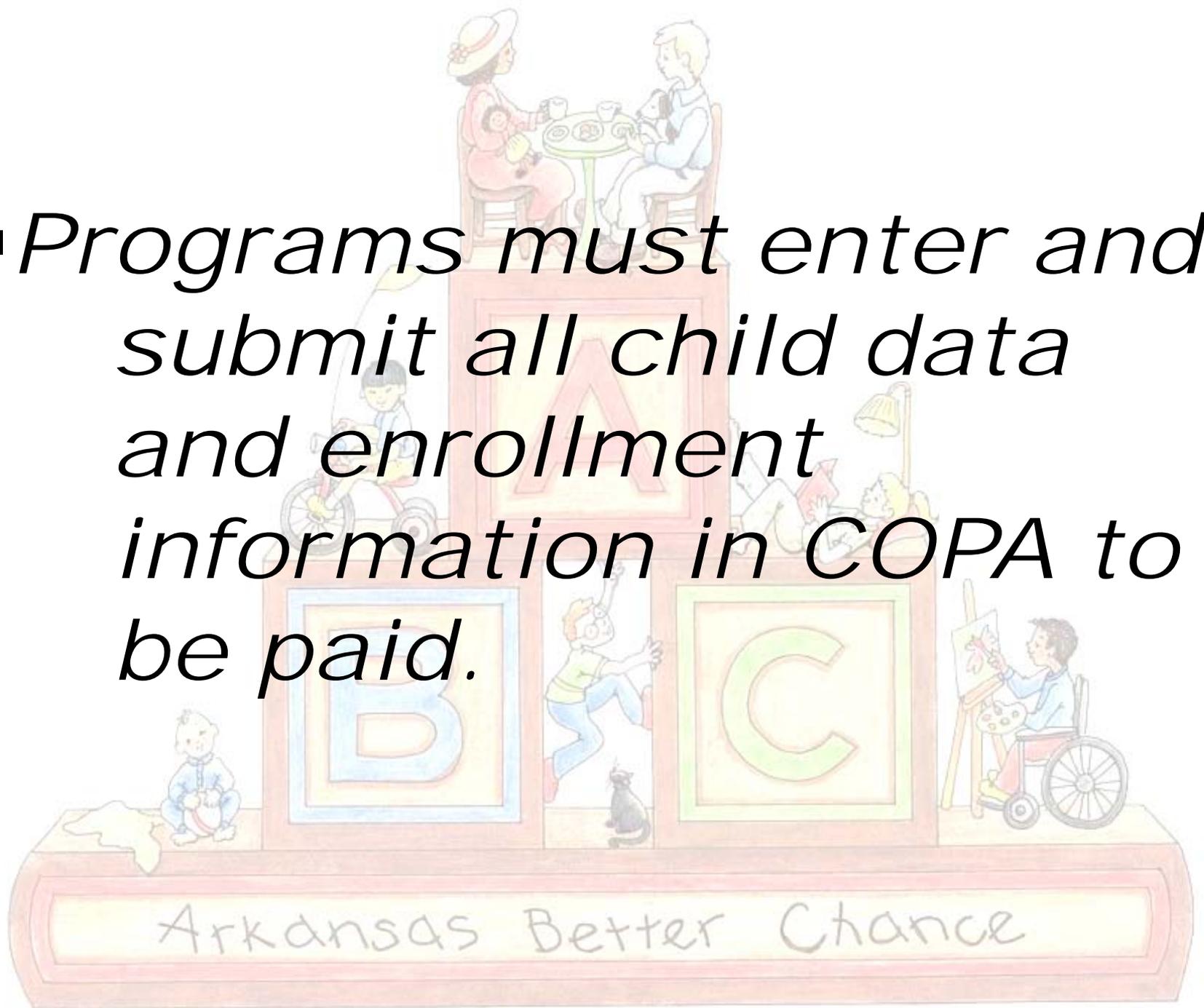
- Programs have a maximum amount of funding based on projected enrollment from the application.



How will I be paid?

- ❑ Programs paid MONTHLY.
- ❑ After approval, 10% paid to agency for August 1, September 1, and October 1.
- ❑ Balance paid in seven monthly payments based on child enrollment.

- *Programs must enter and submit all child data and enrollment information in COPA to be paid.*



Payment

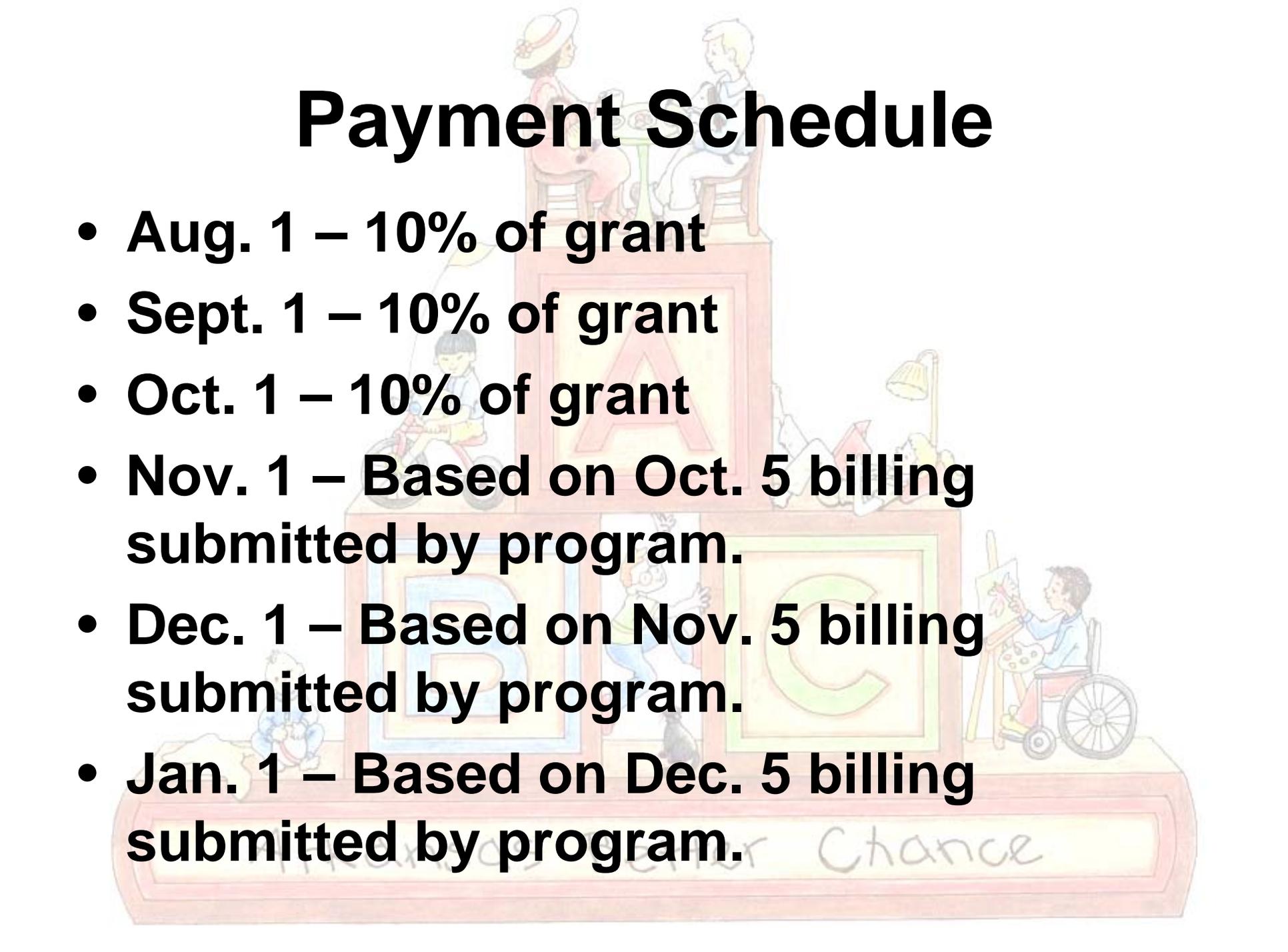
□ On the 5th of each month October through April, Program will submit enrollment through COPA and be paid as follows:

□ *HIPPY/PAT:*

□ *\$175.00 per child per month*

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Payment Schedule

The background features a colorful illustration of children engaged in various educational activities. At the top, a girl in a pink dress and hat sits at a table with a boy in a white shirt. Below them, a girl on a bicycle is on the left, and a boy in a wheelchair is painting on an easel on the right. The scene is framed by large, stylized letters 'A', 'B', and 'C' on a wooden structure. At the bottom, a banner reads 'Providing Every Child a Chance'.

- **Aug. 1 – 10% of grant**
- **Sept. 1 – 10% of grant**
- **Oct. 1 – 10% of grant**
- **Nov. 1 – Based on Oct. 5 billing submitted by program.**
- **Dec. 1 – Based on Nov. 5 billing submitted by program.**
- **Jan. 1 – Based on Dec. 5 billing submitted by program.**

Payment Schedule cont'd

- Feb. 1 – Based on Jan. 5 billing submitted by program.
- Mar. 1 – Based on Feb. 5 billing submitted by program.
- Apr. 1 – Based on Mar. 5 billing submitted by program.
- May 1 – Based on Apr. 5 billing submitted by program.
- No payments will be released without signed Grant Agreement and approved budget on file.

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Financial Specialist

Program Names L-Z

Nancy Pearlstein

nancy.pearlstein@arkansas.gov

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Financial Specialist

Program Names A-K

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