

Arkansas Division of Child Care and Early Childhood Education



Welcome to

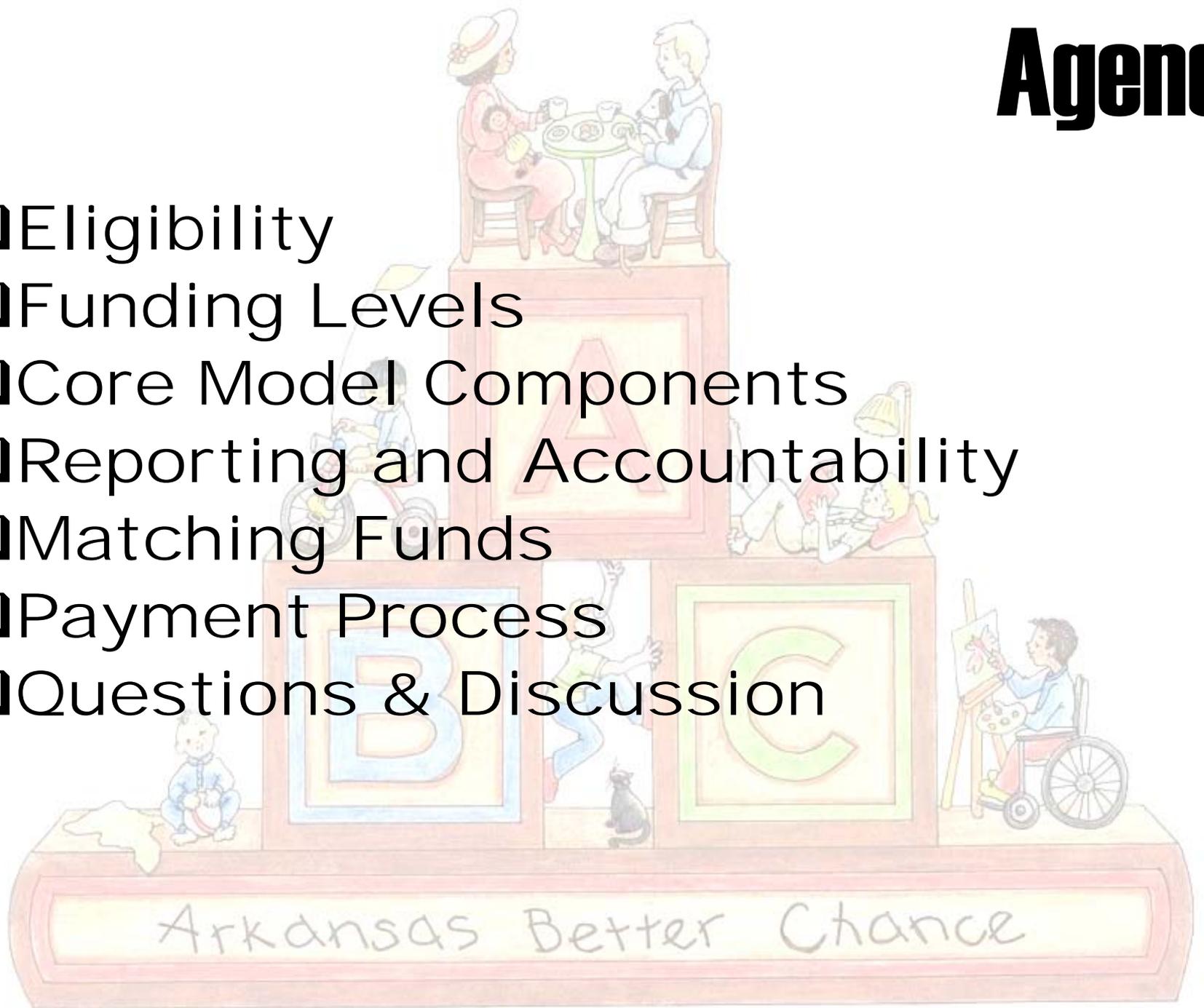
2010-2011

ABC Financial Training

Private/FCCH

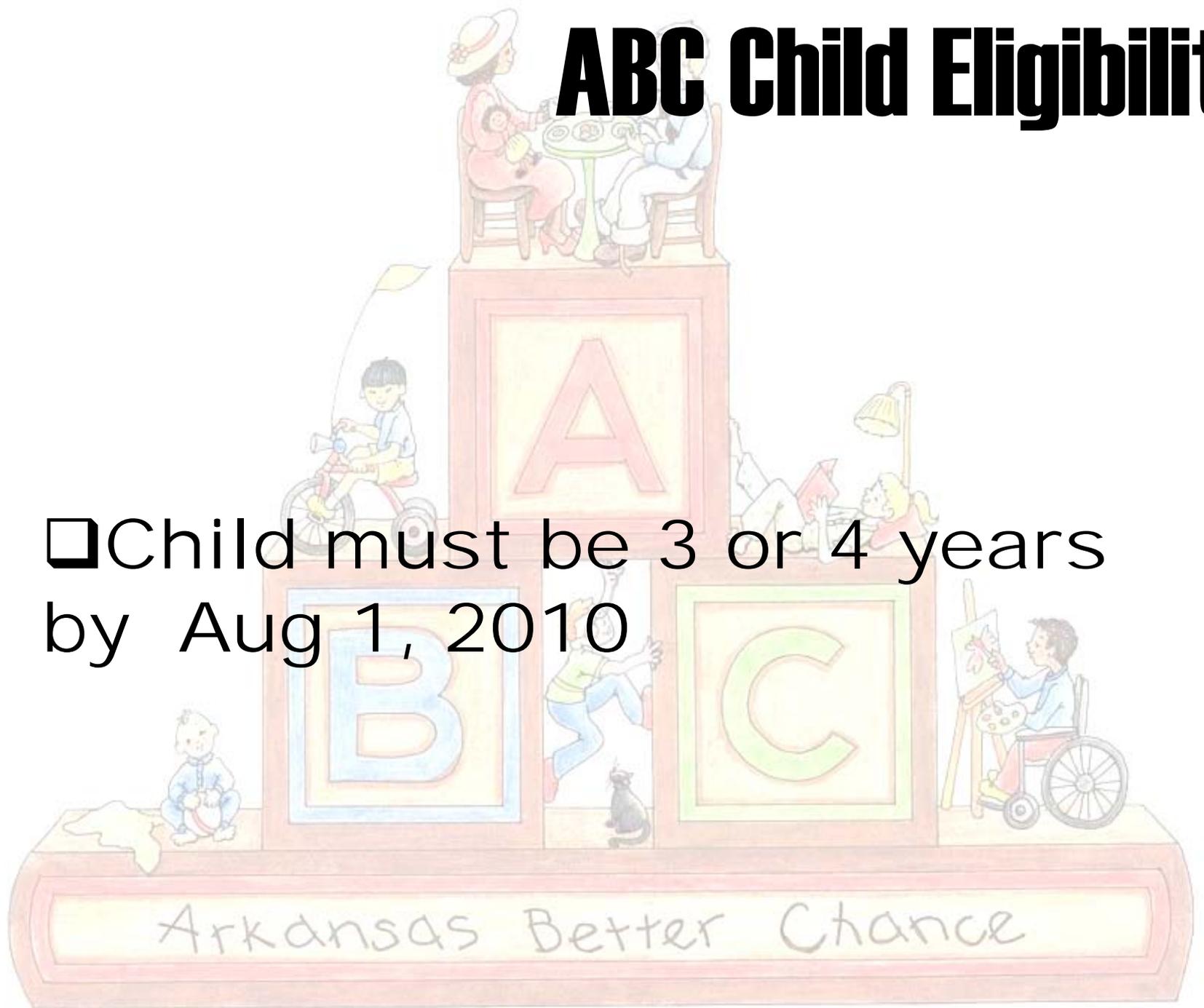
Agenda

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



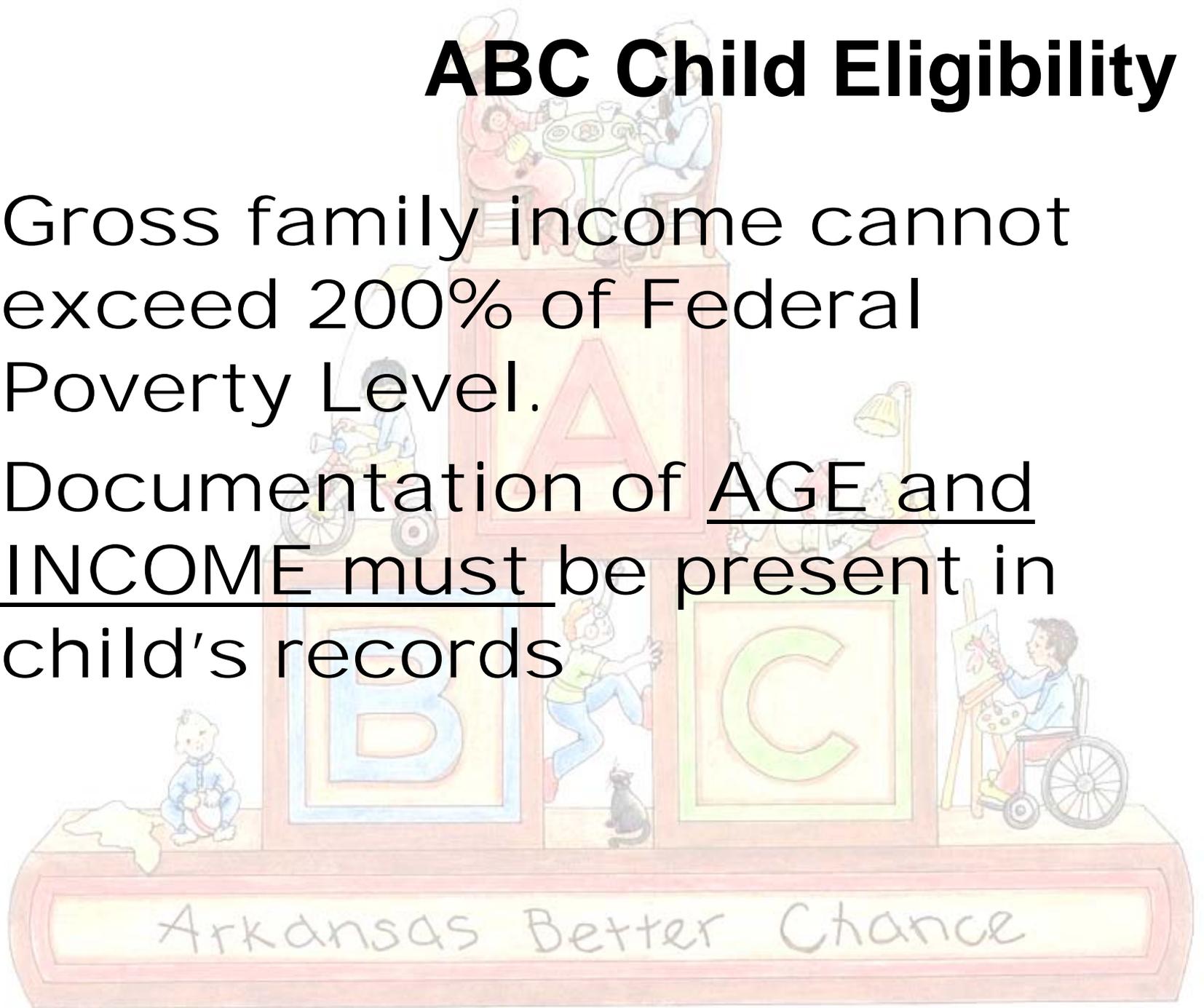
ABC Child Eligibility

□ Child must be 3 or 4 years by Aug 1, 2010



ABC Child Eligibility

- Gross family income cannot exceed 200% of Federal Poverty Level.
- Documentation of AGE and INCOME must be present in child's records



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

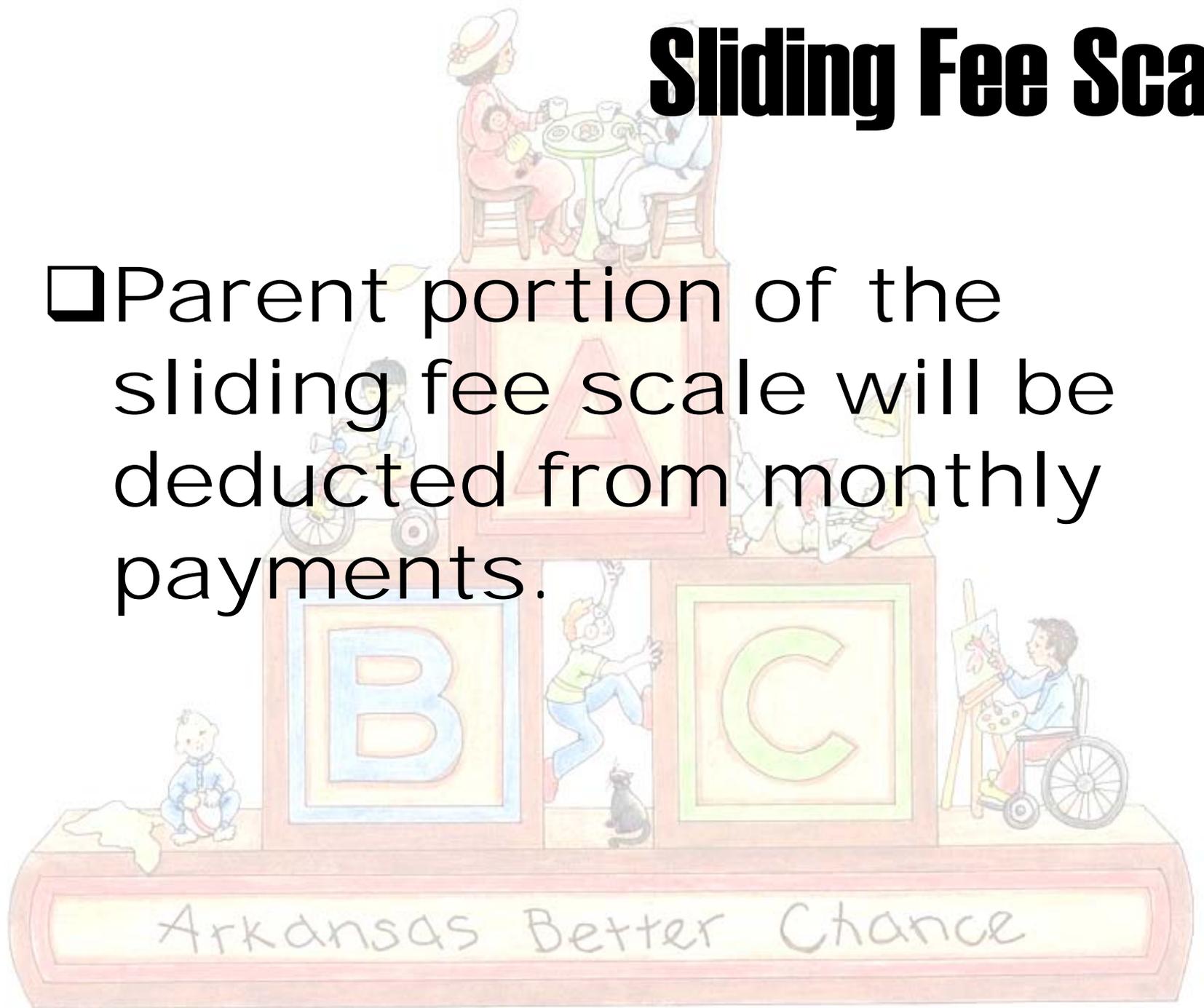
*This may change
Slightly for 2010-2011

Sliding Fee Scale

- ❑ After recruiting eligible families, programs with open slots may recruit families whose income is 200-250% FPL.
- ❑ Families will pay a portion of the ABC fee.
- ❑ The sliding fee scale is available on our website.

Sliding Fee Scale

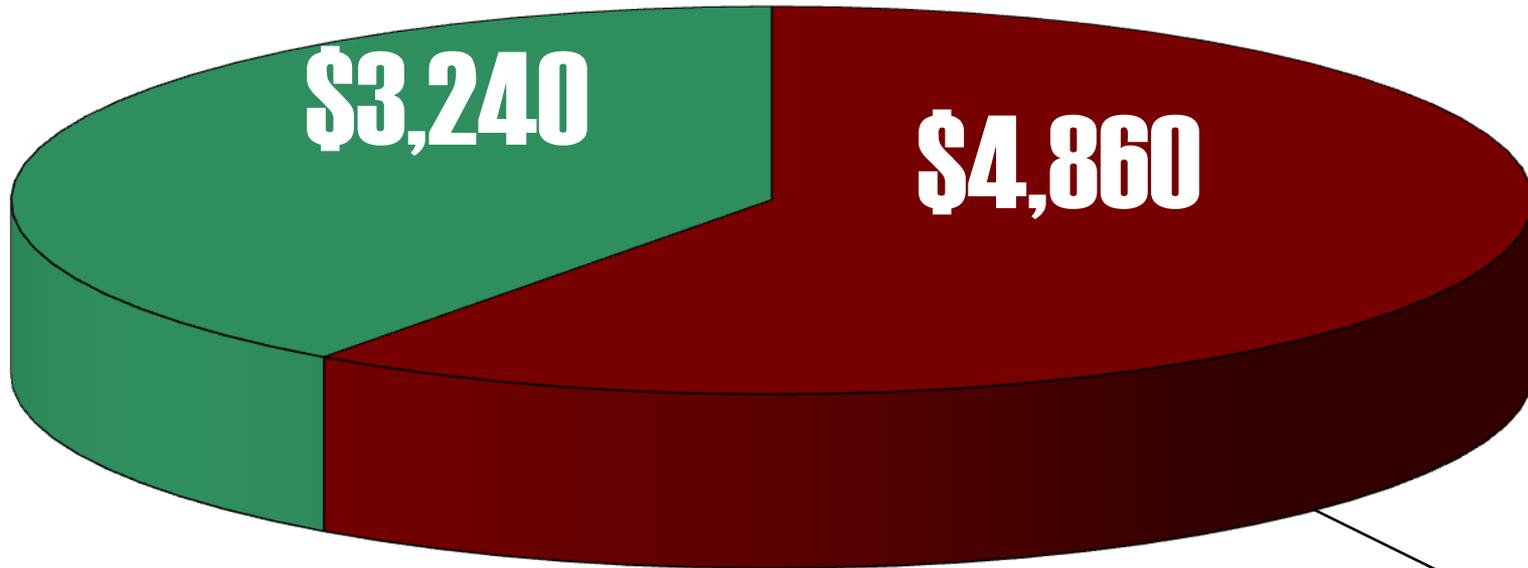
- Parent portion of the sliding fee scale will be deducted from monthly payments.



Center/FCCH Funding

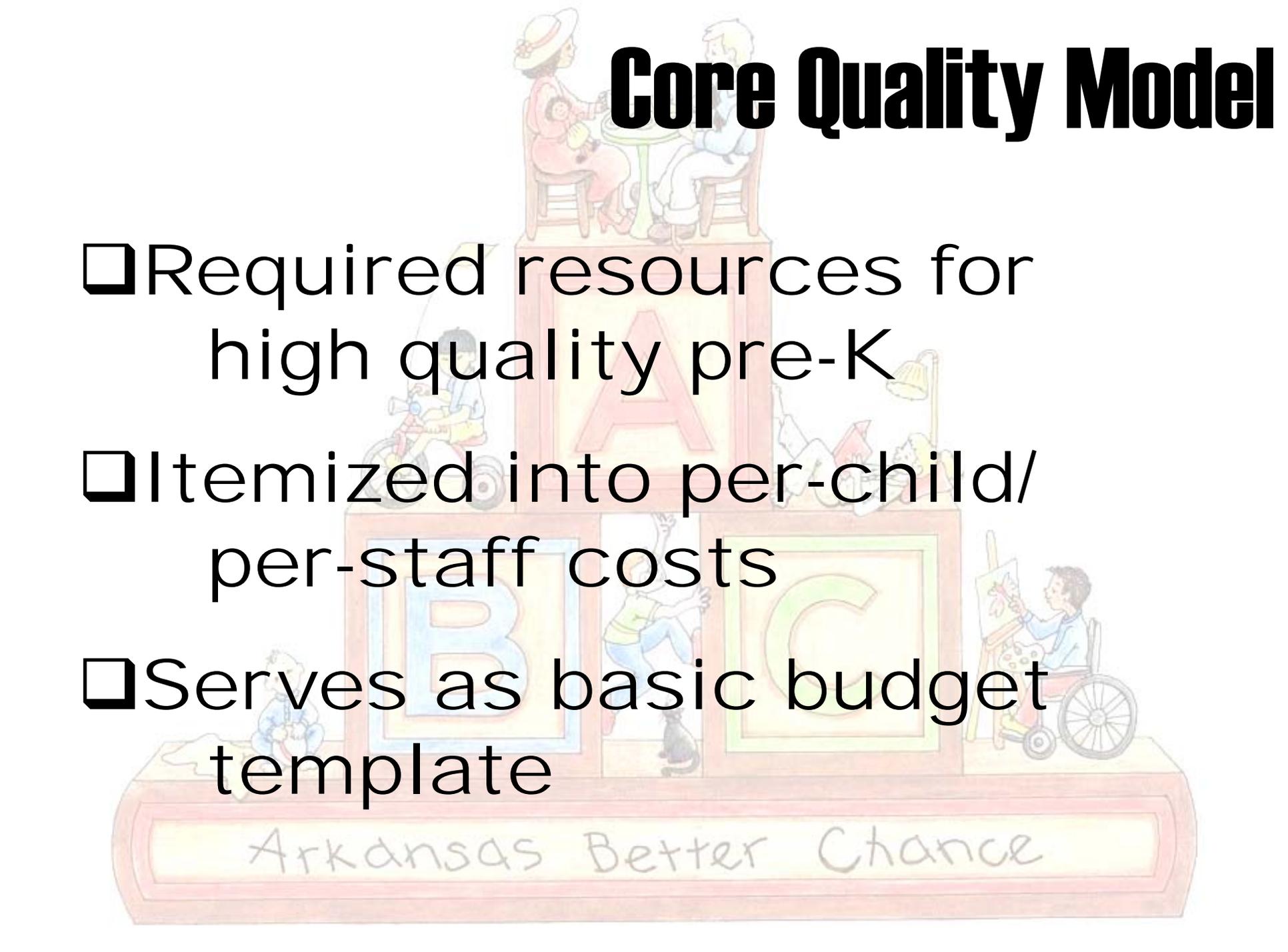
\$8,100.00 per child

**40%
Match**



60% ABC

Core Quality Model



- ❑ Required resources for high quality pre-K
- ❑ Itemized into per-child/per-staff costs
- ❑ Serves as basic budget template

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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 Center-Based

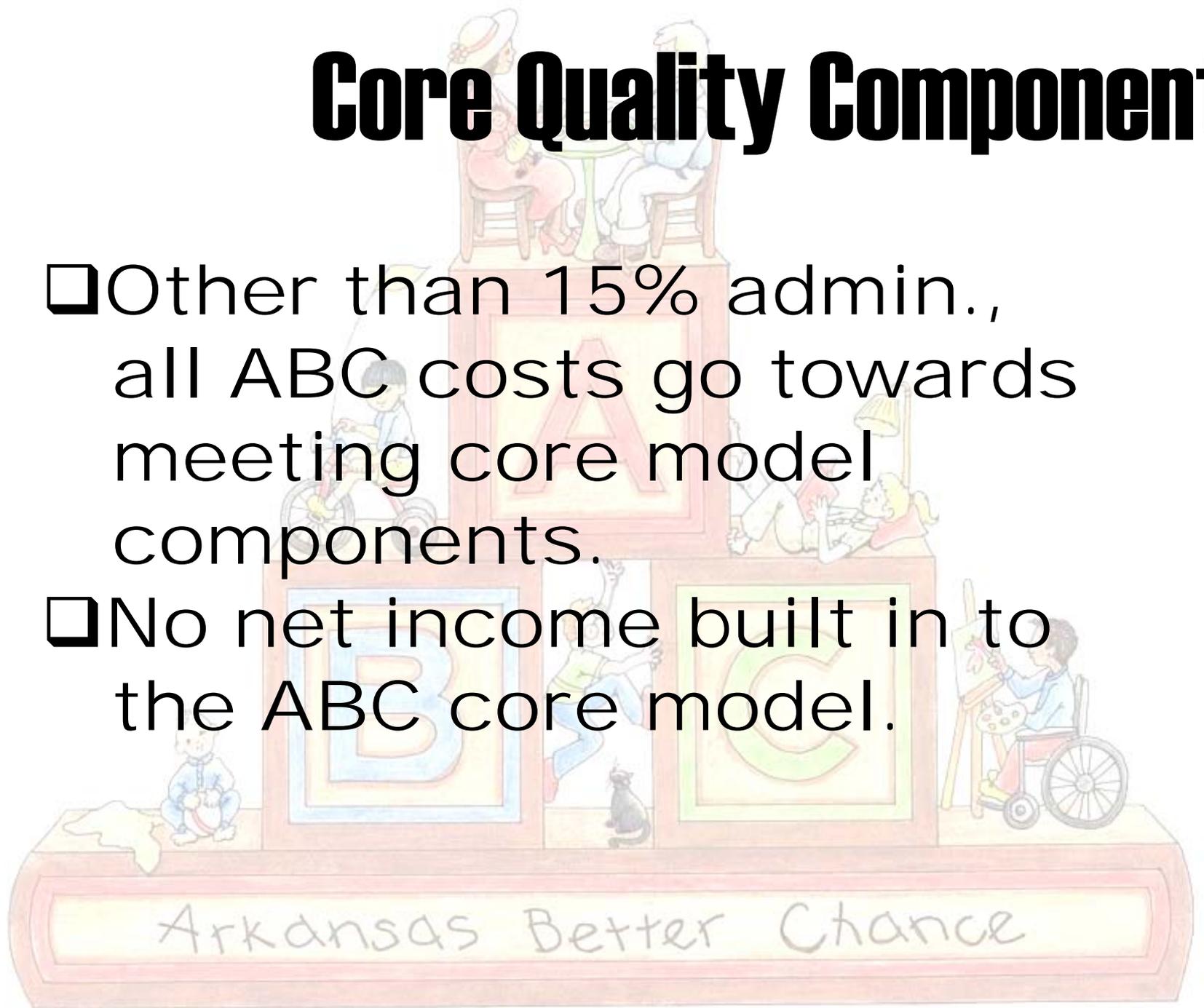
2010-2011 ABC CORE MODEL for CENTERS			
Well-Qualified and Compensated Staff	Classroom Teacher	Salary	\$ 30,000.00
		Range	\$ 44,160.00
		Fringe Range	\$ 7,500 to \$ 11,040.00
	Paraprofessional	Salary	\$ 18,000.00
		Fringe	\$ 4,500.00
	Administrative Costs	\$ 220.00	per child
Curriculum and Equipment	\$ 275.00	per child	\$ 5,500.00
Parent Involvement	\$ 100.00	per child	\$ 2,000.00
Transportation	\$ 110.00	per child	\$ 2,200.00
Professional Development	\$ 1,650.00	per staff	\$ 3,300.00
Screenings	\$ 50.00	per child	\$ 1,000.00
Technology	\$ 55.00	per child	\$ 1,100.00
Total ABC Funding for 20 children			\$ 97,200.00
40% Match			\$ 64,800.00
TOTAL PROGRAM COST			\$ 162,000.00
State Cost per child			\$ 4,860.00
40% Match			\$ 3,240.00
Total Cost per child			\$ 8,100.00

2010-2011 ABC CORE MODEL for LICENSED FAMILY HOMES

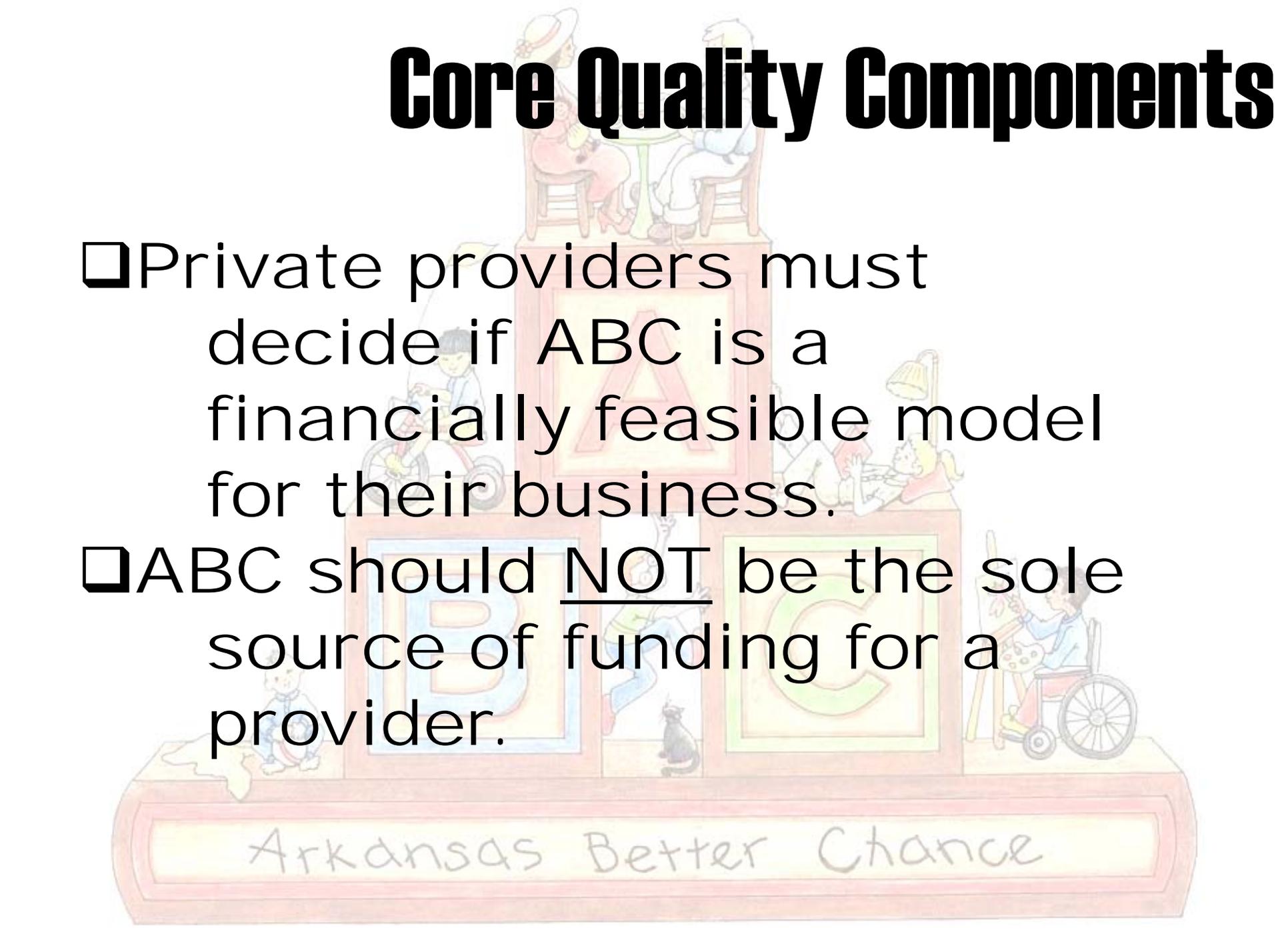
Well-Qualified and Compensated Staff	Family Home Teacher	Salary	\$ 30,640.00
		Fringe	\$ 7,660.00
Administrative Costs	\$ 220.00	per child	\$ 2,200.00
Curriculum and Equipment	\$ 275.00	per child	\$ 2,750.00
Parent Involvement	\$ 100.00	per child	\$ 1,000.00
Transportation	\$ 110.00	per child	\$ 1,100.00
Professional Development	\$ 2,200.00	per staff	\$ 2,200.00
Screenings	\$ 50.00	per child	\$ 500.00
Technology	\$ 55.00	per child	\$ 550.00
Total ABC Funding for 10 children			\$ 48,600.00
40% Match			\$ 32,400.00
TOTAL PROGRAM COST			\$ 81,000.00
State Cost per child			\$ 4,860.00
40% Match			\$ 3,240.00
Total Cost per child			\$ 8,100.00

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.



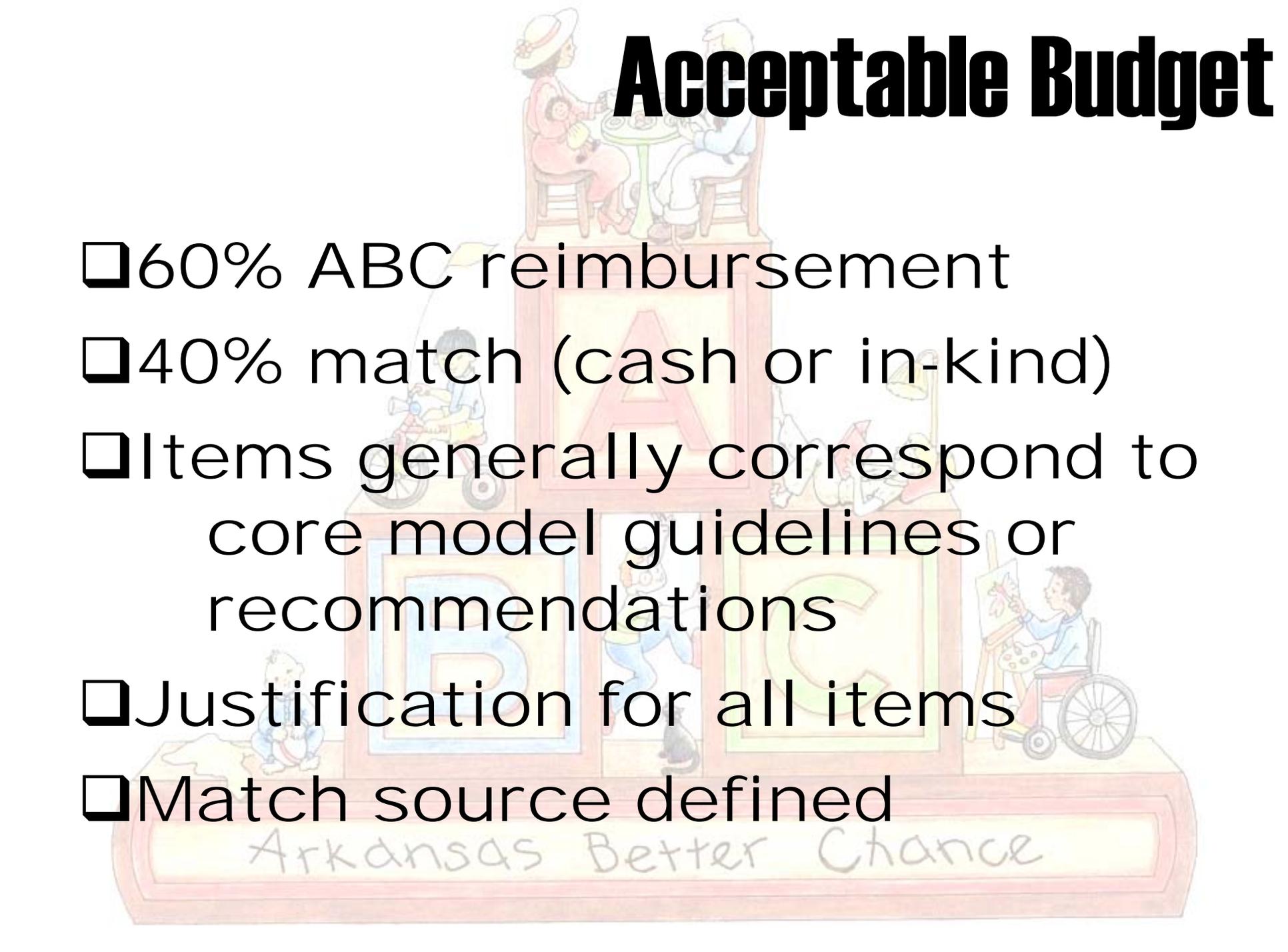
Core Quality Components



- ❑ Private providers must decide if ABC is a financially feasible model for their business.
- ❑ ABC should NOT be the sole source of funding for a provider.

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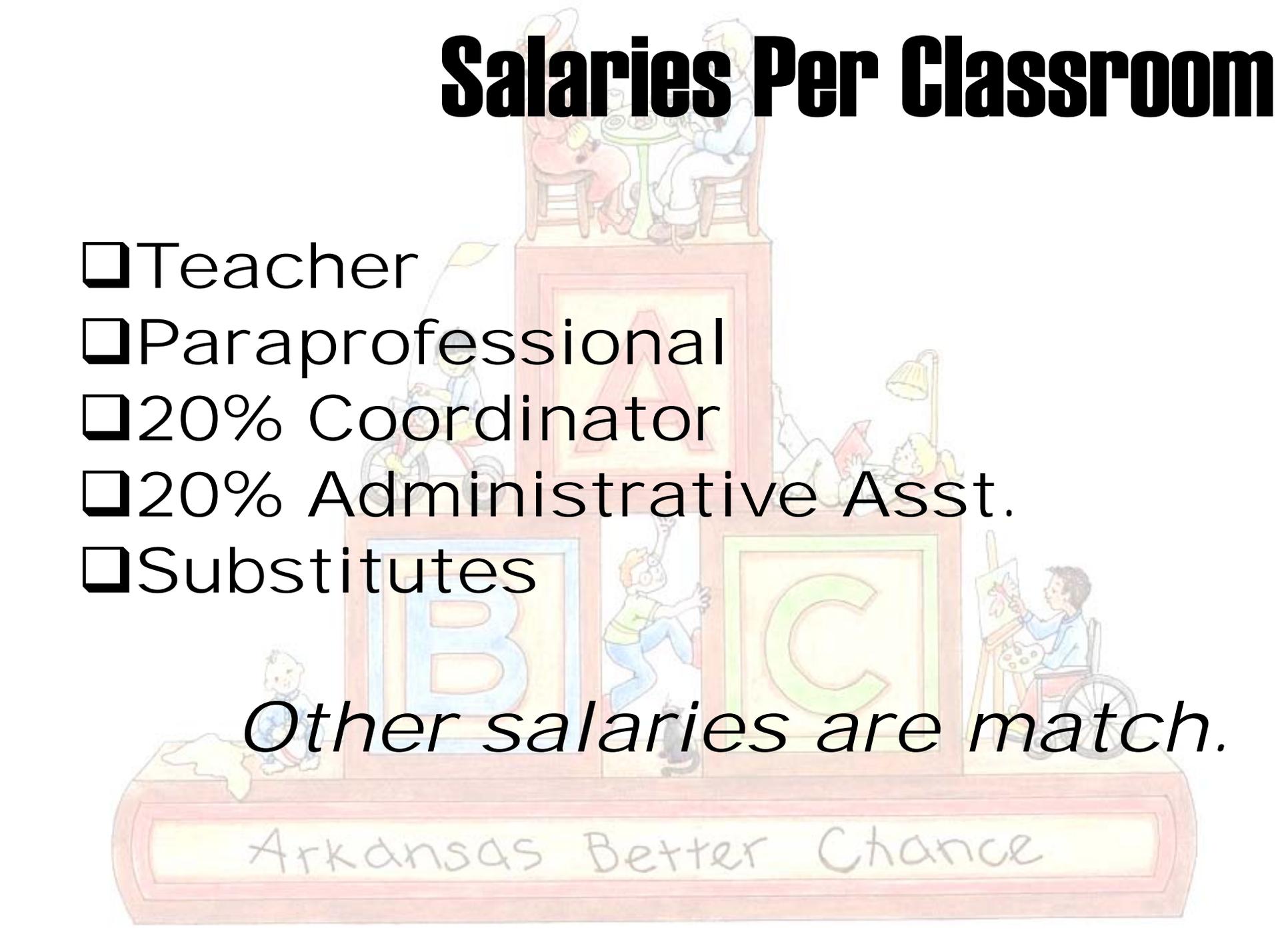
Acceptable Budget



- ❑ 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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Salaries Per Classroom

The background features a colorful illustration of a classroom. At the top, two children are seated at a small round table. Below them, large, colorful letters 'A', 'B', and 'C' are arranged in a row. The letter 'A' is yellow with a red outline, 'B' is blue with a yellow outline, and 'C' is green with a yellow outline. A child is climbing on the letter 'B', and another child is sitting on the letter 'C' painting. At the bottom, a banner reads 'Arkansas Better Chance'.

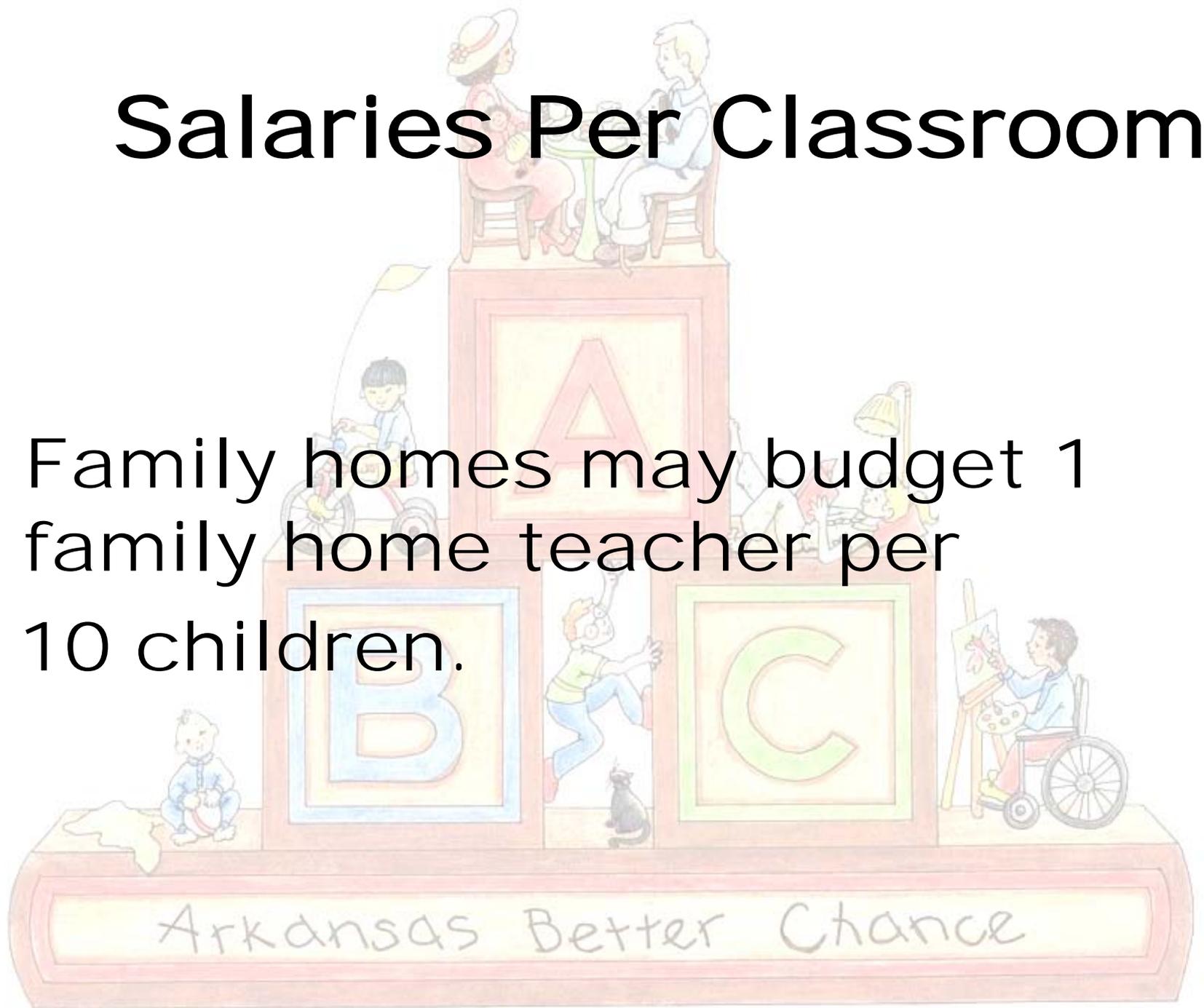
- ❑ Teacher
- ❑ Paraprofessional
- ❑ 20% Coordinator
- ❑ 20% Administrative Asst.
- ❑ Substitutes

Other salaries are match.

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Salaries Per Classroom

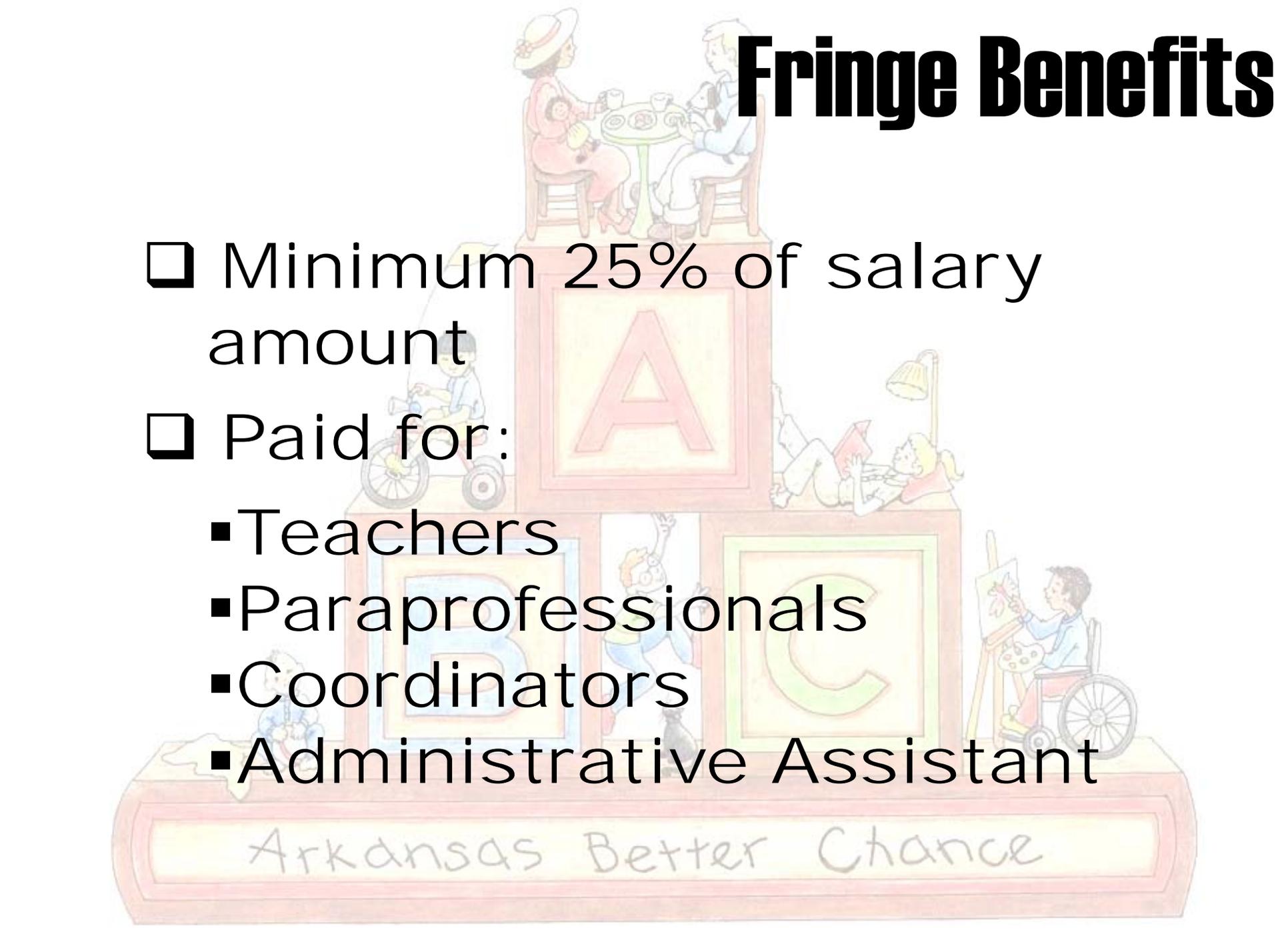
- Family homes may budget 1 family home teacher per 10 children.



2009-10 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

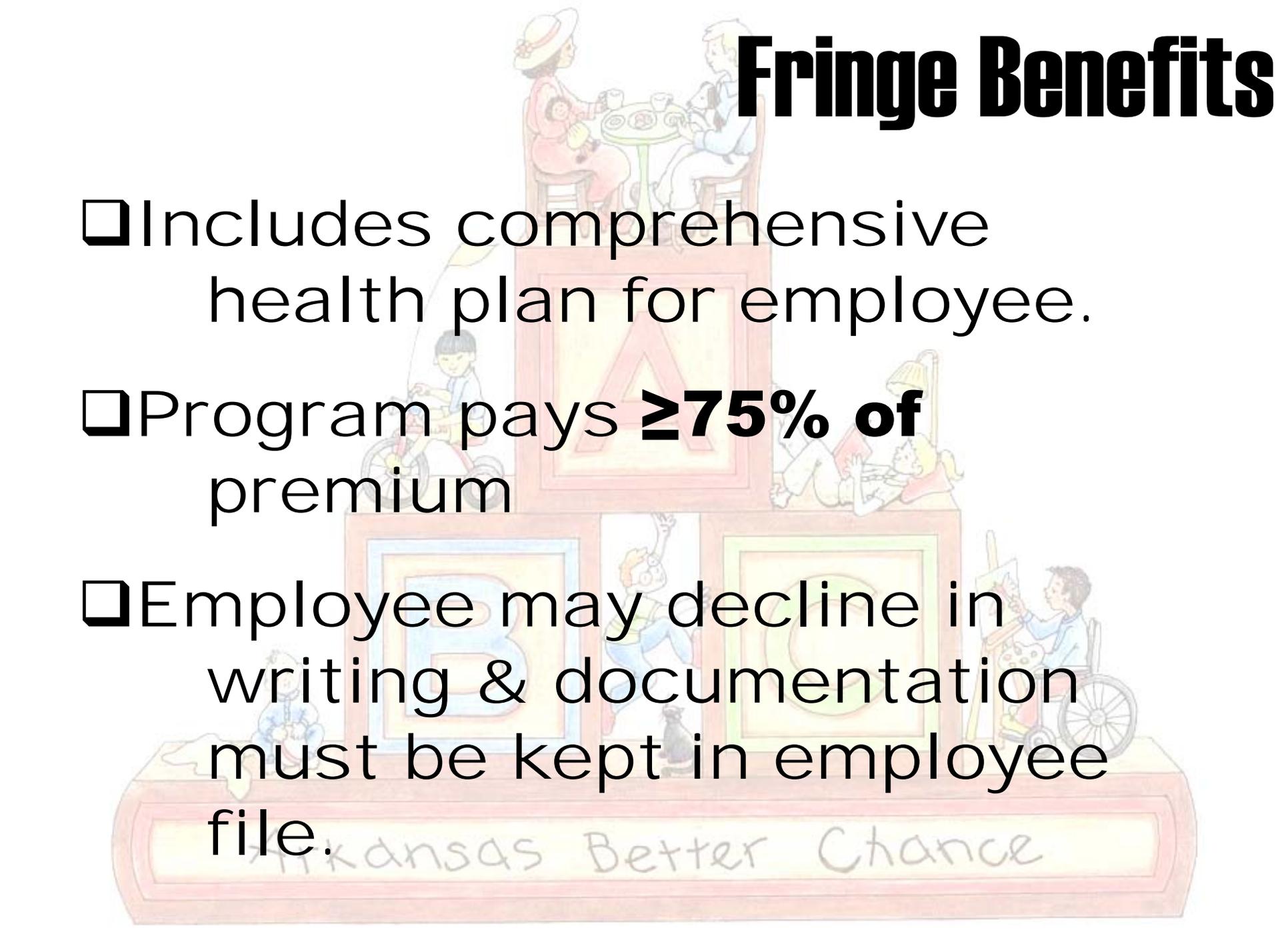
Fringe Benefits



- ❑ Minimum 25% of salary amount
- ❑ Paid for:
 - Teachers
 - Paraprofessionals
 - Coordinators
 - Administrative Assistant

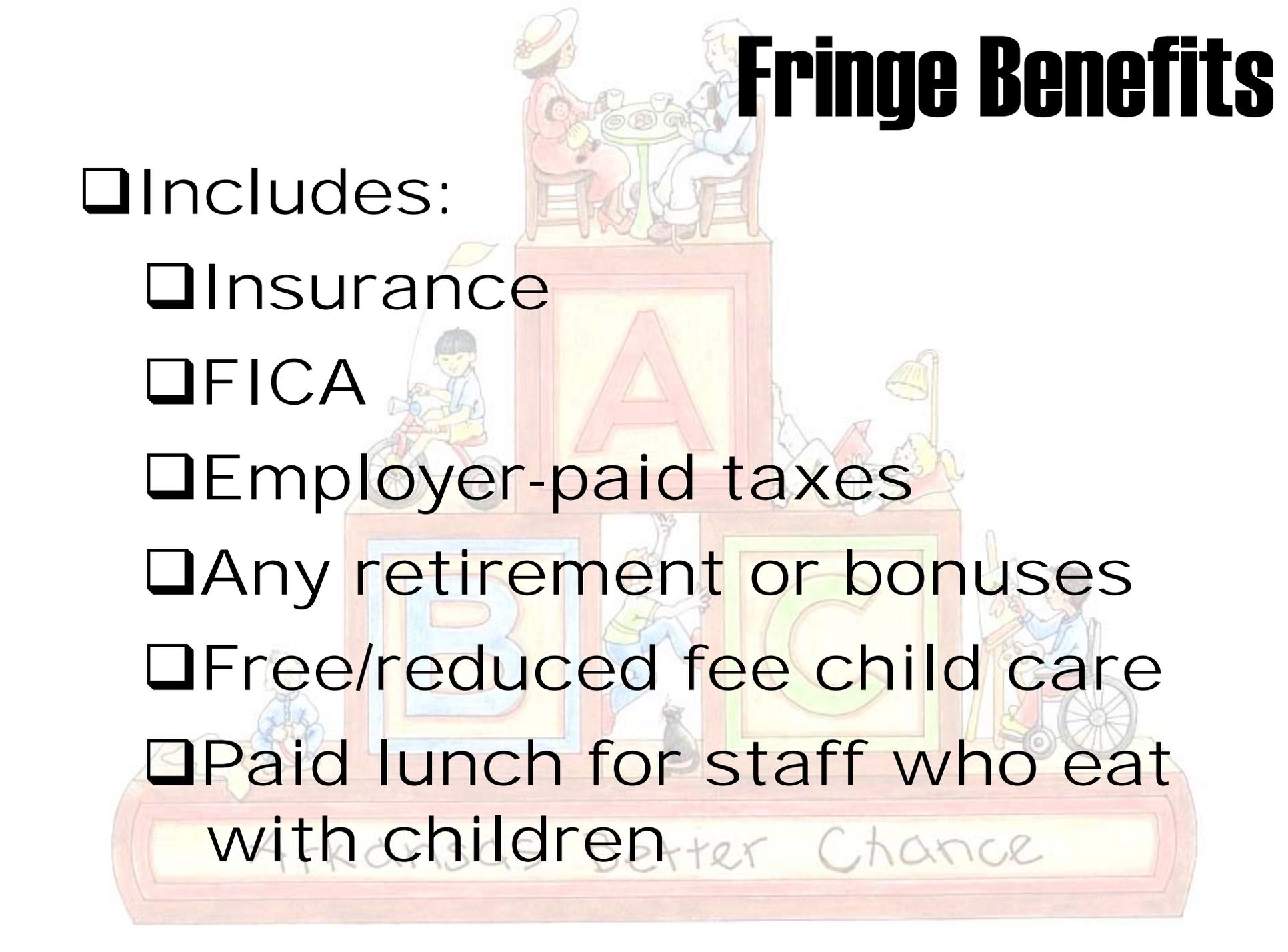
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Fringe Benefits

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 man in a white shirt. Below them, a child in a wheelchair is shown. The central focus is a large stack of colorful blocks with the letters 'A', 'B', and 'C' on them. A child is sitting on the 'A' block, another child is on the 'B' block, and a child in a wheelchair is on the 'C' block. At the bottom, a banner reads 'Kansas Better Chance'.

- ❑ Includes comprehensive health plan for employee.
- ❑ Program pays **≥75% of** premium
- ❑ Employee may decline in writing & documentation must be kept in employee file.

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 man in a white suit, both holding a child. Below them are large, colorful alphabet blocks: 'A' (red), 'B' (blue), and 'C' (green). A child is riding a bicycle on the left, and another child is in a wheelchair on the right. A cat is visible near the bottom. The entire scene is set against a light, textured background.

❑ Includes:

❑ Insurance

❑ FICA

❑ Employer-paid taxes

❑ Any retirement or bonuses

❑ Free/reduced fee child care

❑ Paid lunch for staff who eat
with children

Not Included in Fringe

- Sick days
- Holidays
- Vacation days
- Training days
- Uniforms
- Lunches (for staff *not* eating with children)

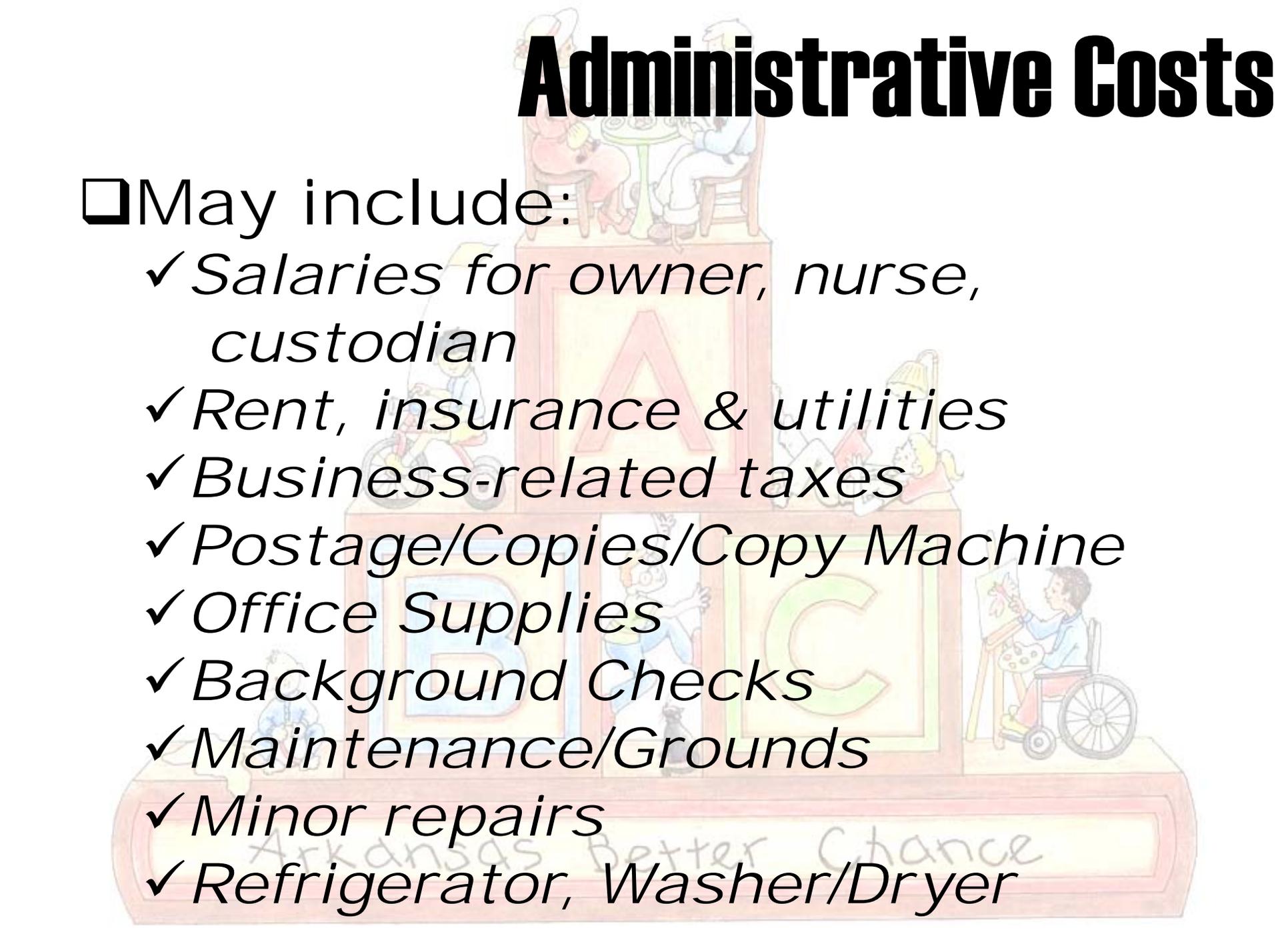
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Administrative Costs

- ❑ 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 owner, nurse, custodian*
- ✓ *Rent, insurance & utilities*
- ✓ *Business-related taxes*
- ✓ *Postage/Copies/Copy Machine*
- ✓ *Office Supplies*
- ✓ *Background Checks*
- ✓ *Maintenance/Grounds*
- ✓ *Minor repairs*
- ✓ *Refrigerator, Washer/Dryer*

For a classroom of 20 children:

ABC: \$97,200.00

Match: \$64,800.00

TOTAL: \$162,000.00

x 15% = \$ 24,300.00

**Total administration costs can
be a maximum of \$24,300.**

Unallowable Admin. Items

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

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Nutrition

- ❑ Must provide breakfast, lunch and snack.
- ❑ May count 100% of reimbursement from SNP or School Lunch Program for breakfast and lunch on ABC children as match up to \$4.88 per child per day.
- ❑ Documentation must be kept.

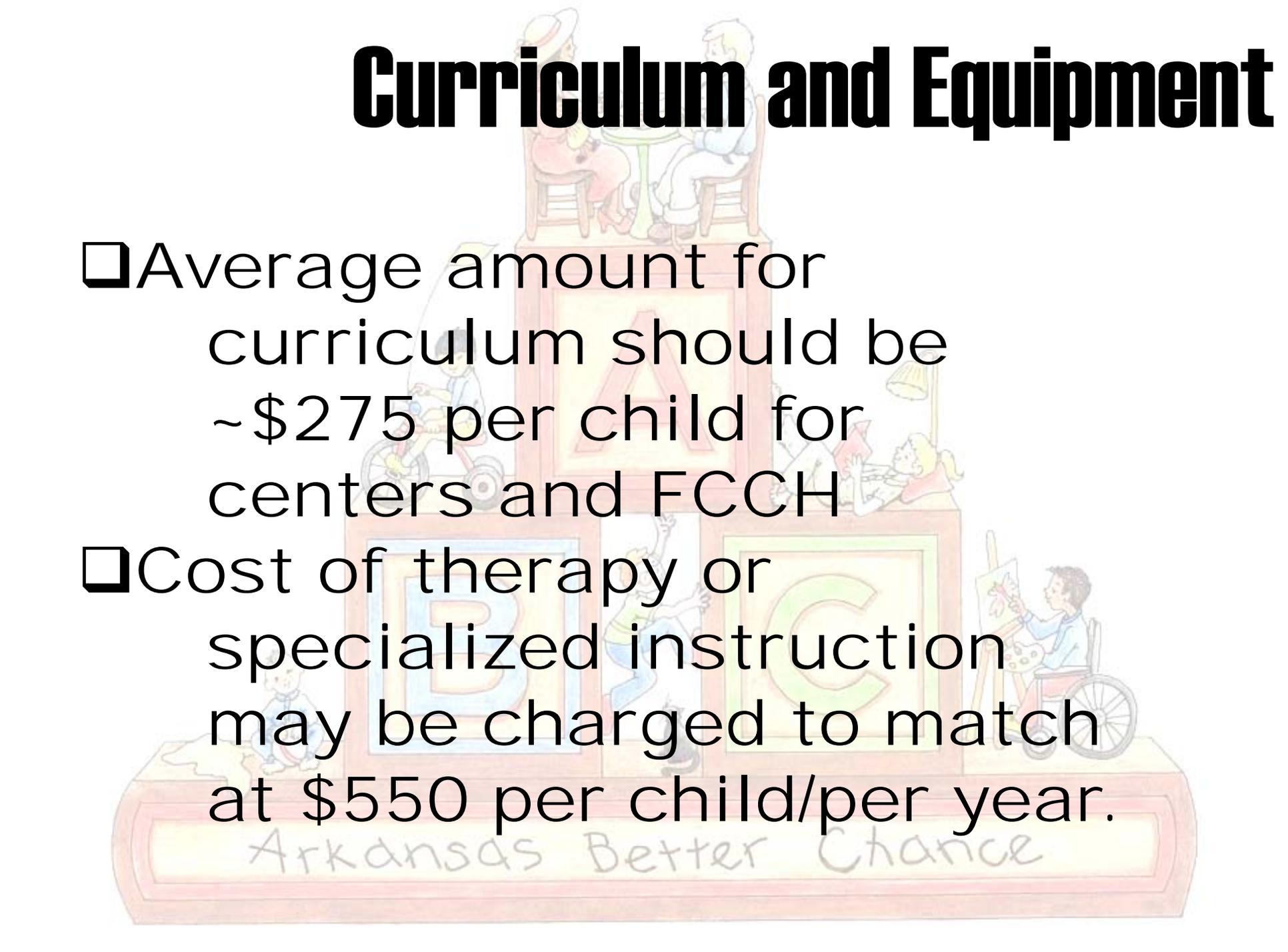
Nutrition

- ❑ May use ABC funds to cover costs of snack
- OR
- ❑ Participate in DHS Snack Program and count as match. Contact Special Nutrition at 501-682-8869 for more info.

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*
 - ❑ *Materials for centers, tables chairs, etc.*
 - ❑ *Outdoor play*
 - ❑ *Classroom consumables*
 - ❑ *Cots/mats*

Curriculum and Equipment

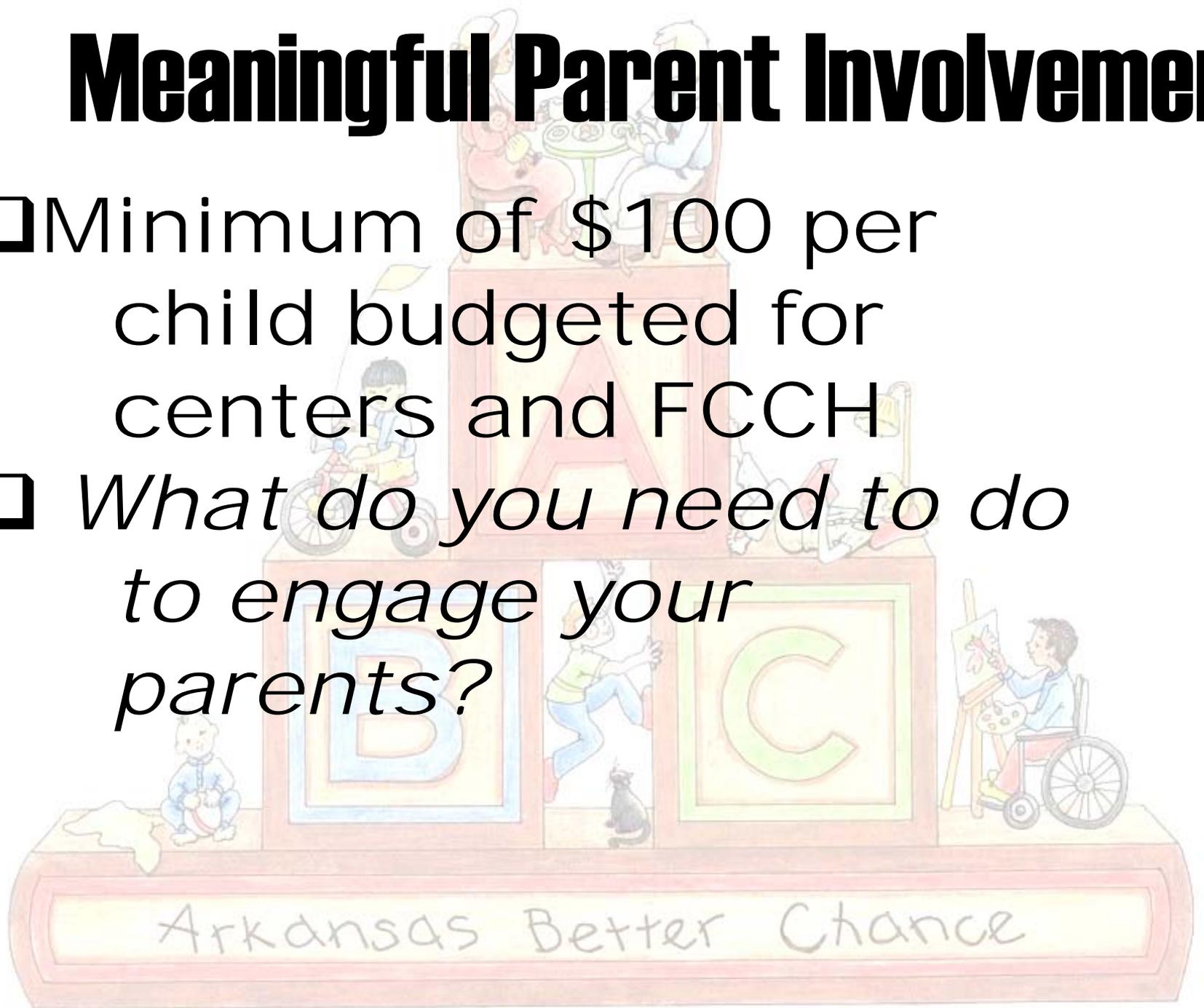


- ❑ Average amount for curriculum should be ~\$275 per child for centers and FCCH
- ❑ Cost of therapy or specialized instruction may be charged to match at \$550 per child/per year.

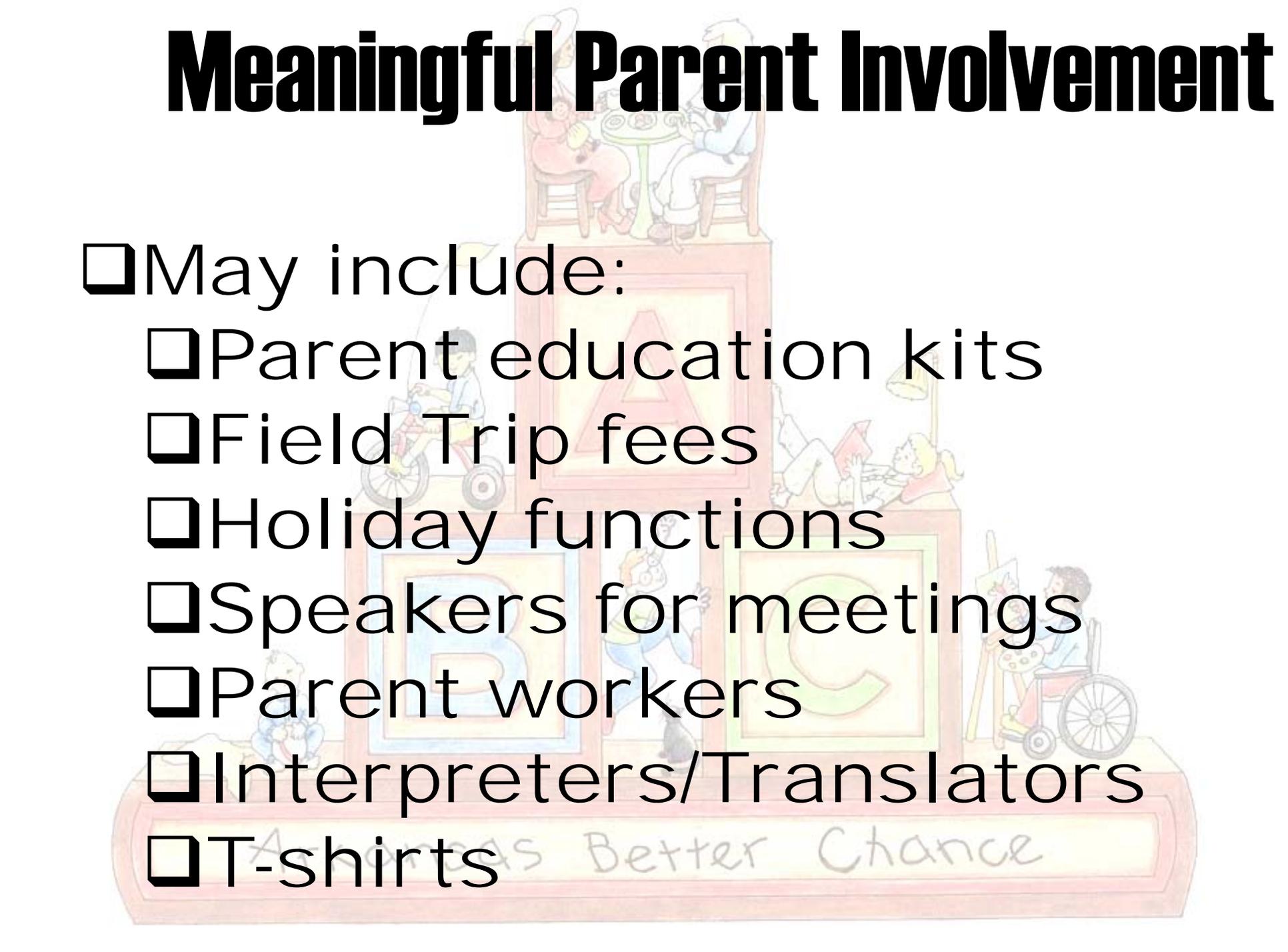
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Meaningful Parent Involvement

- ❑ Minimum of \$100 per child budgeted for centers and FCCH
- ❑ *What do you need to do to engage your parents?*

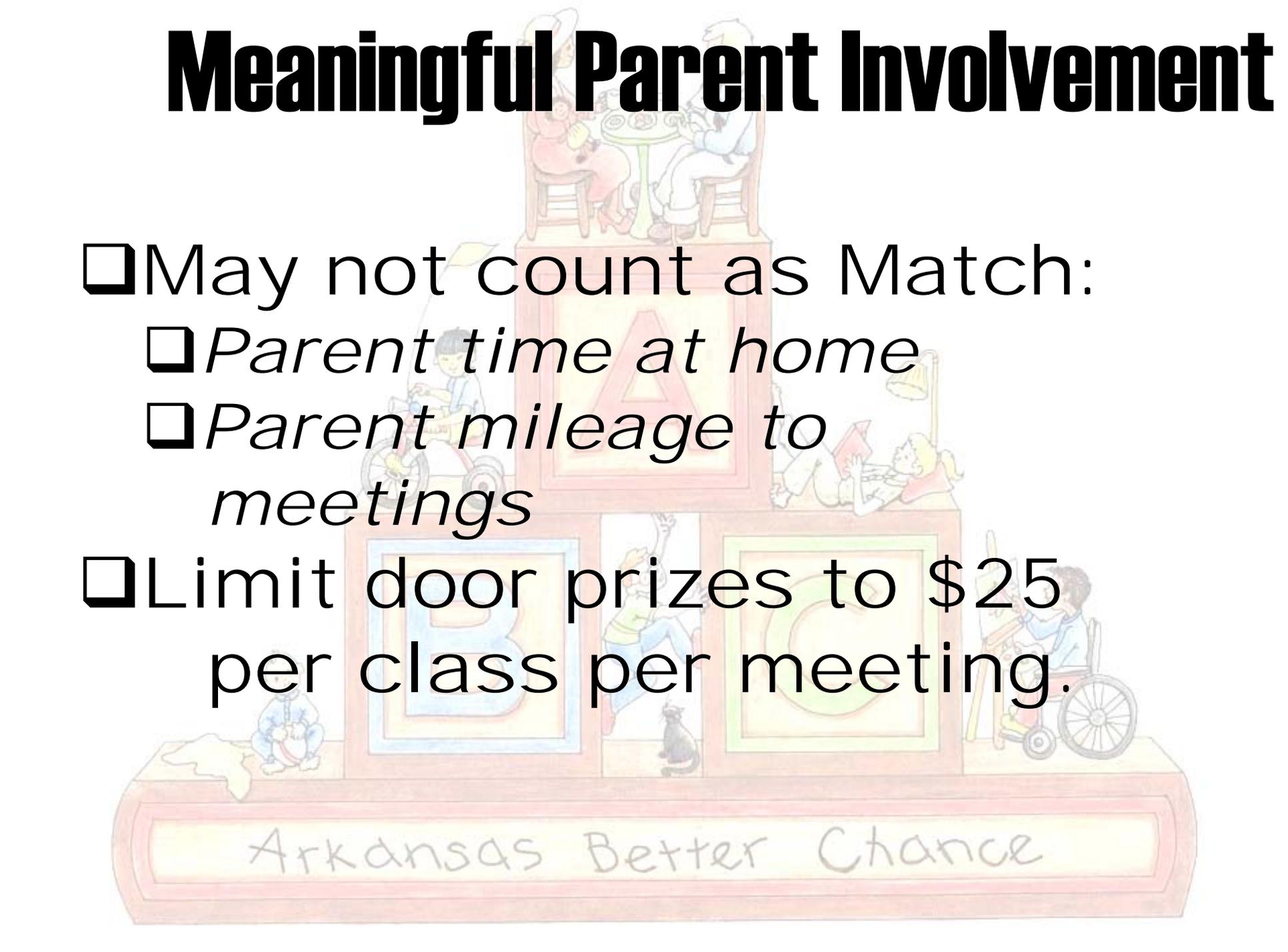


Meaningful Parent Involvement

A colorful illustration of a block tower. The blocks are labeled with letters: 'A' (top), 'B' (middle), and 'C' (bottom). The 'A' block shows a family sitting at a table. The 'B' block shows a child on a tricycle. The 'C' block shows a child reading a book. Below the 'C' block, a child in a wheelchair is painting. At the base of the tower, the text 'Aspirations Better Chance' is written in a cursive font.

- ❑ 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*
 - ❑ *Parent mileage to meetings*
- ❑ Limit door prizes to \$25 per class per meeting.

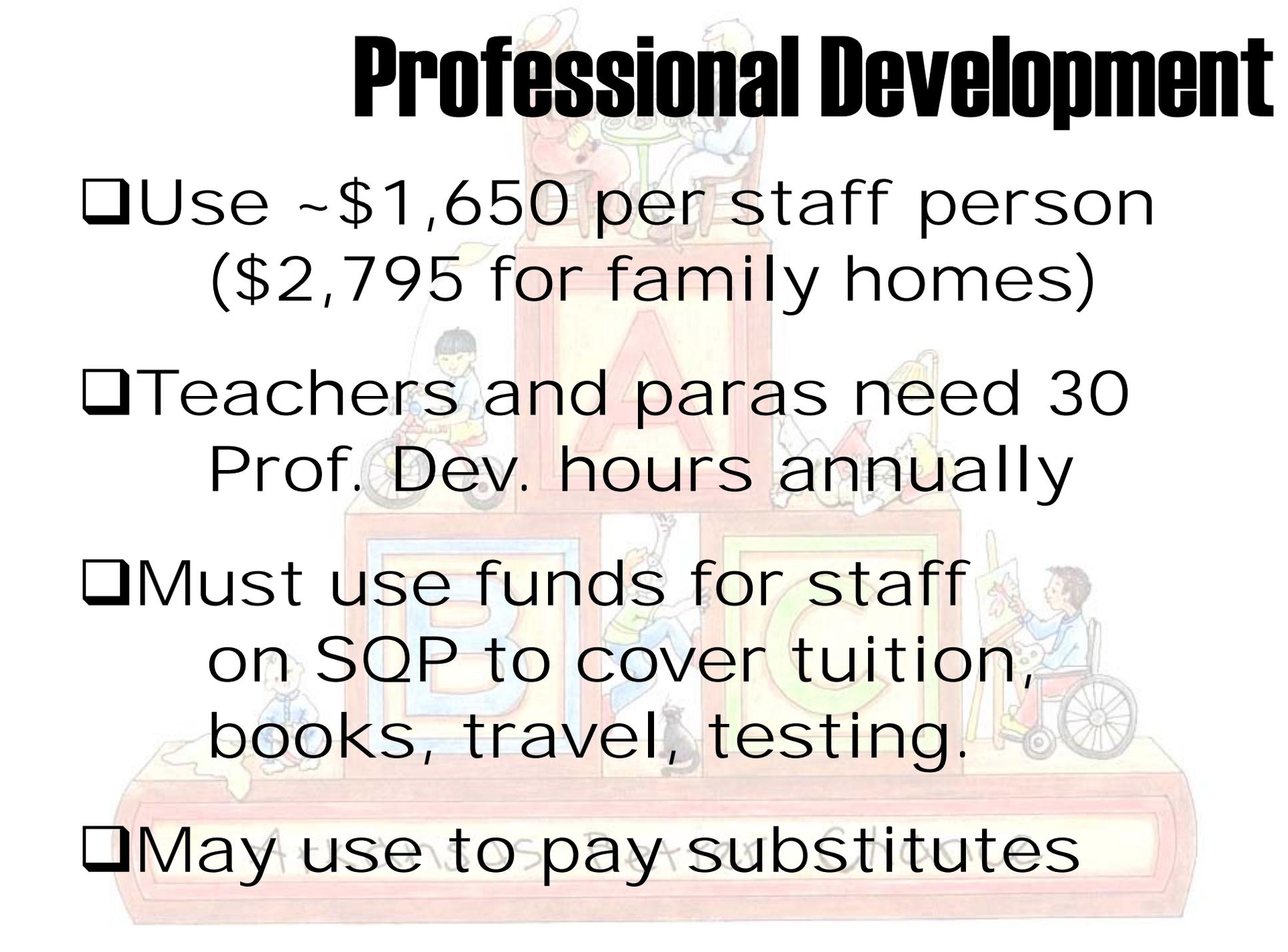
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Transportation



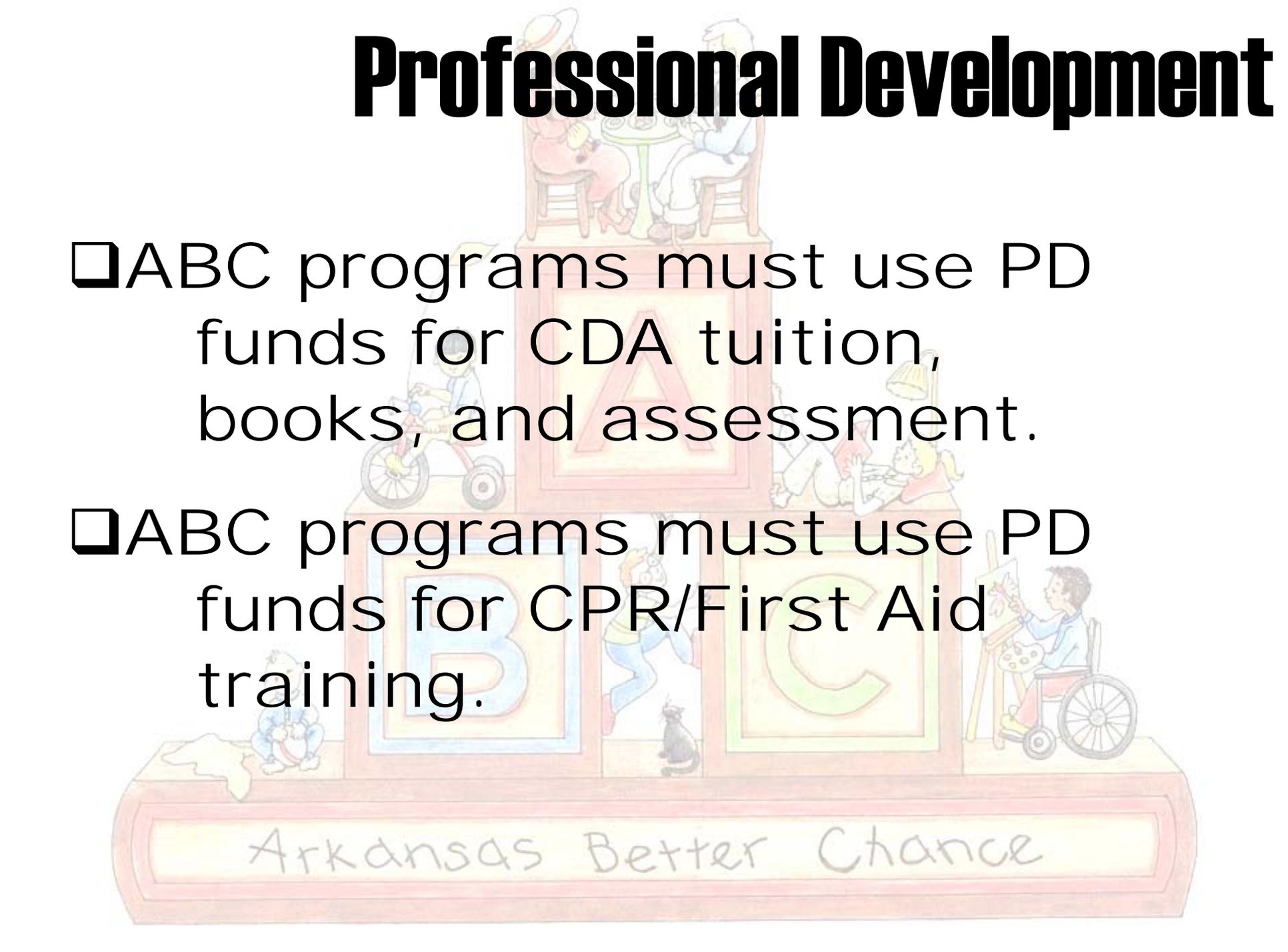
- ❑ Vehicle payments
- ❑ Insurance
- ❑ Drivers/extra staff
- ❑ Background checks
- ❑ Parent transportation as match (\$5.50 per day per child)
- ❑ *If program provides transportation, parent transportation cannot be counted as Match*

Professional Development



- ❑ Use ~\$1,650 per staff person (\$2,795 for family homes)
- ❑ Teachers and paras need 30 Prof. Dev. hours annually
- ❑ Must use funds for staff on SQP to cover tuition, books, travel, testing.
- ❑ May use to pay substitutes

Professional Development



- ABC programs must use PD funds for CDA tuition, books, and assessment.
- ABC programs must use PD funds for CPR/First Aid training.

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Screenings

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

Screenings

- ❑ If child is not covered by ArKids and has no other insurance, program must use ABC funds to pay for health screening.

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Technology

- ❑ Each classroom must have PC/laptop with Internet.
- ❑ One computer per classroom allowed for child use as a center activity.
- ❑ Replace PCs every 3 years.

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Technology

- ❑ Each class may purchase
 - ❑ *Video camera*
 - ❑ *Digital camera*
 - ❑ *Scanner*
 - ❑ *Other*
- ❑ May include cost of toner and ink in this category.

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Budget Changes

- ❑ Amendment approval is required in advance when needing to move \$1,000 or more from one category to another.
- ❑ Amendments must be requested by June 1, 2011.
- ❑ Budget Amendments will not automatically be approved.

Required Reports

Report	Due Date
20010-11 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 payment will be released until there is an approved budget on file.**

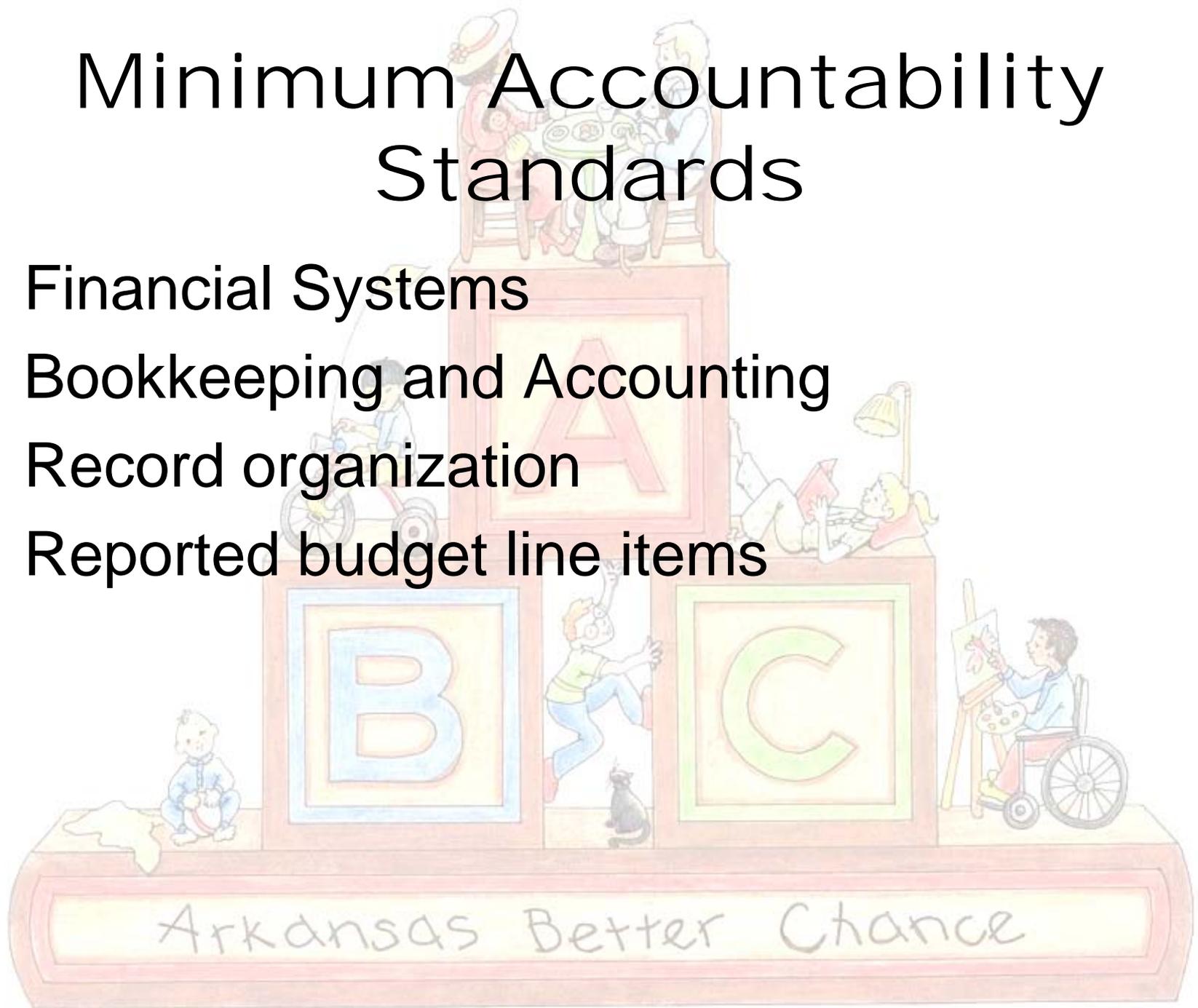
****Agencies will be advised if any report is missing or incomplete.**

Late or incomplete reports will result in withholding of program payments. This includes receipt of certification page submitted.

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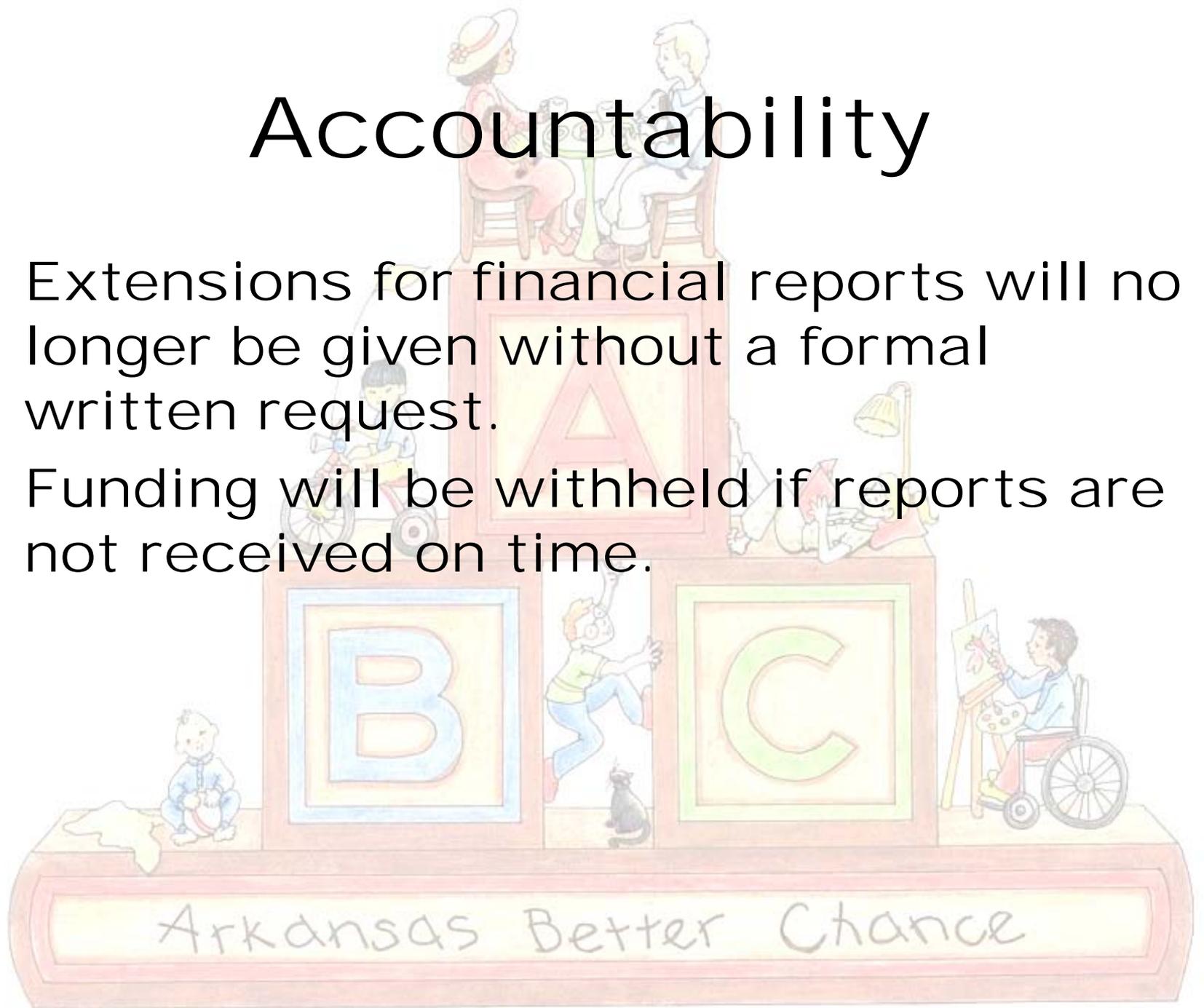
Minimum Accountability Standards

- Financial Systems
- Bookkeeping and Accounting
- Record organization
- Reported budget line items

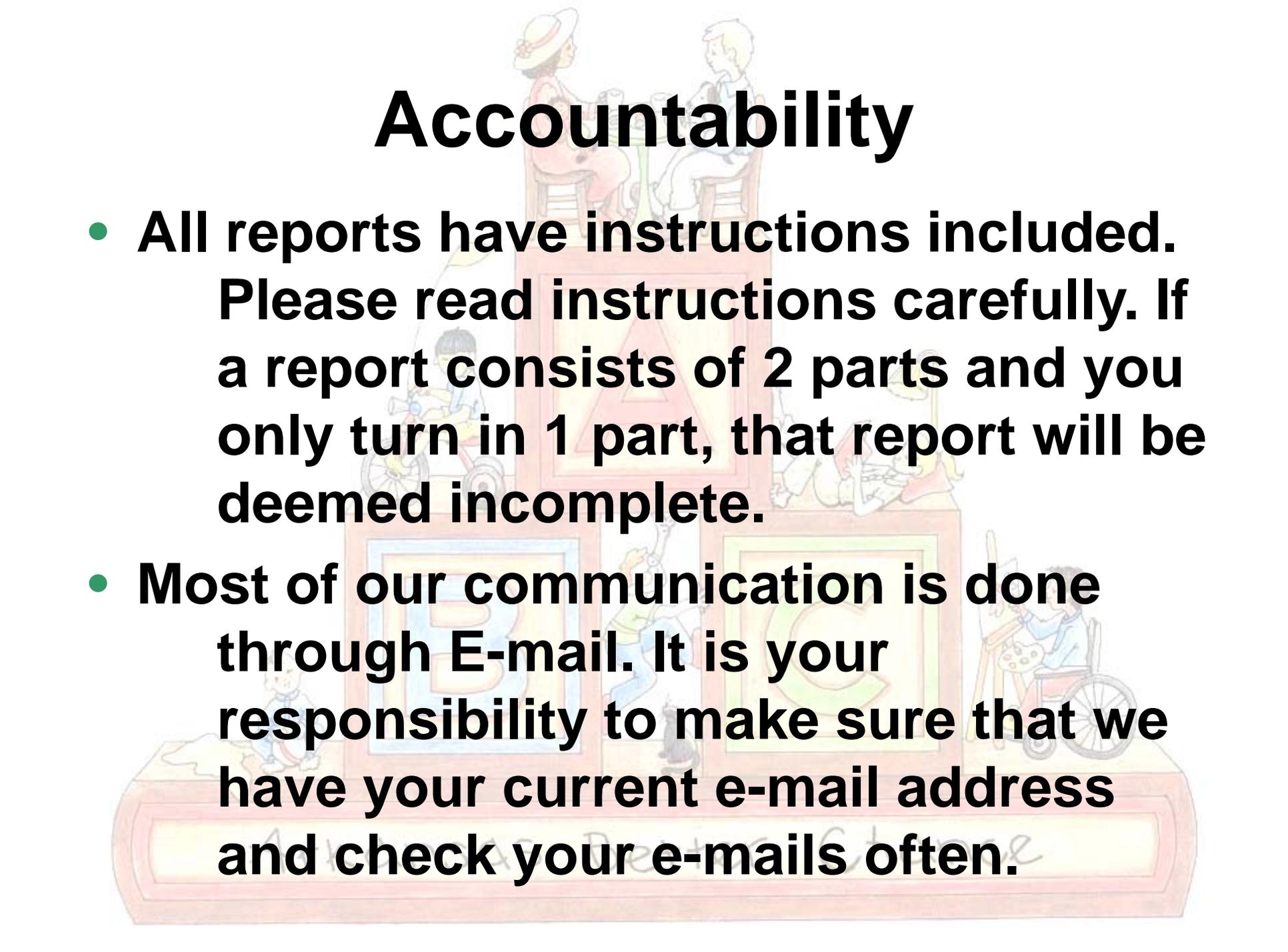


Accountability

- 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

The background features a large, stylized illustration of the letters 'A', 'B', and 'C' in a grid. Each letter is surrounded by small, colorful drawings of children engaged in various activities: a girl in a hat, a boy writing, a girl on a bicycle, a girl painting, and a boy in a wheelchair. The overall theme is educational and inclusive.

- **All reports have instructions included. Please read instructions carefully. If a report consists of 2 parts and you only turn in 1 part, that 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.**

Accountability (cont'd)

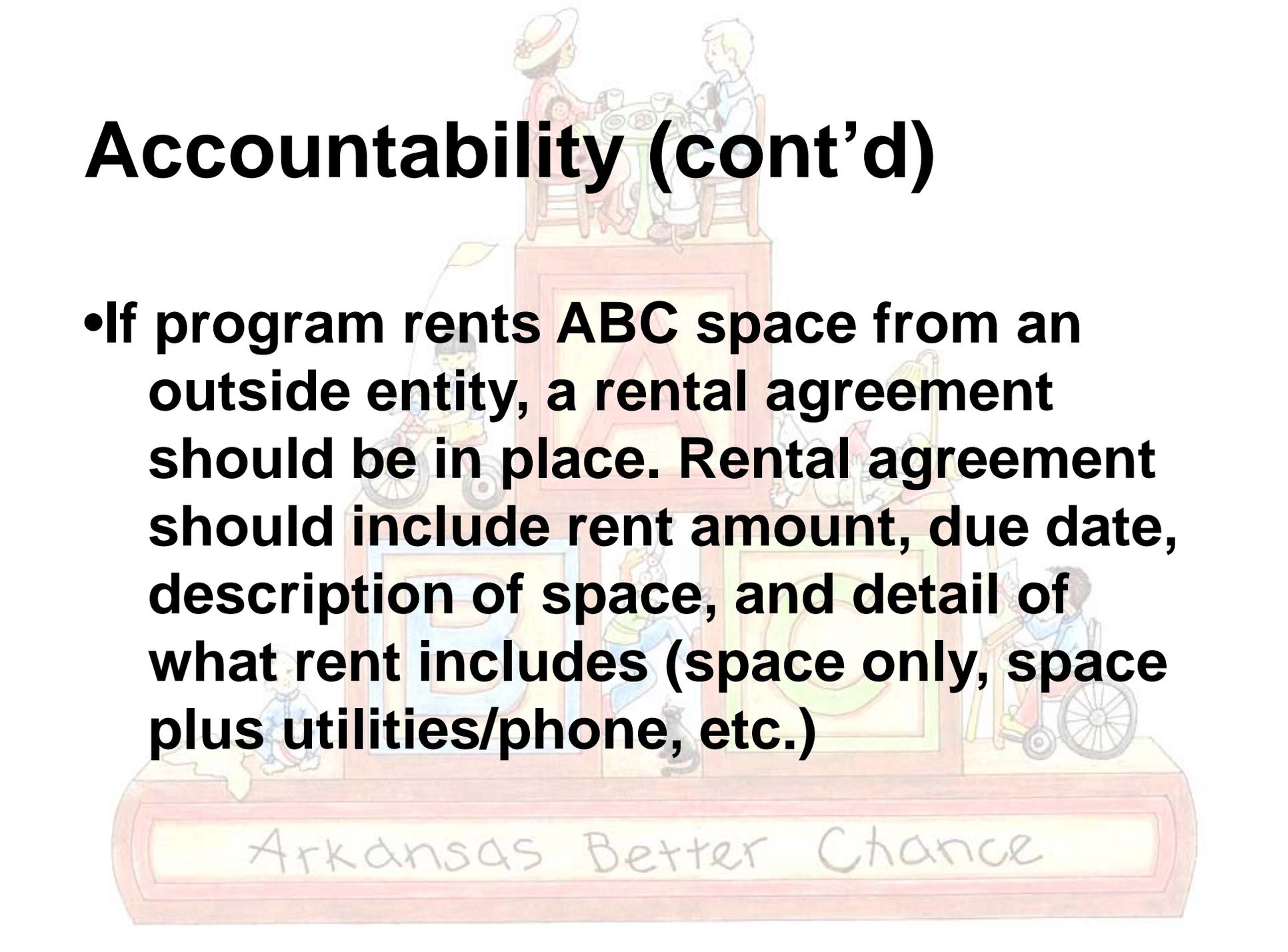
- Normally, documentation is **NOT** required when submitting reports-only report forms should be submitted.
- All expense documentation **MUST** be kept by the program and produced upon request.
- ABC personnel shall review the Expenditure reports on both a scheduled and random basis and documentation 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**
- **ALL reports should be sent electronically. NO handwritten reports will be accepted**
- **Checks should never be made out to cash unless it is to reimburse a small petty cash fund.**

Accountability (cont'd)

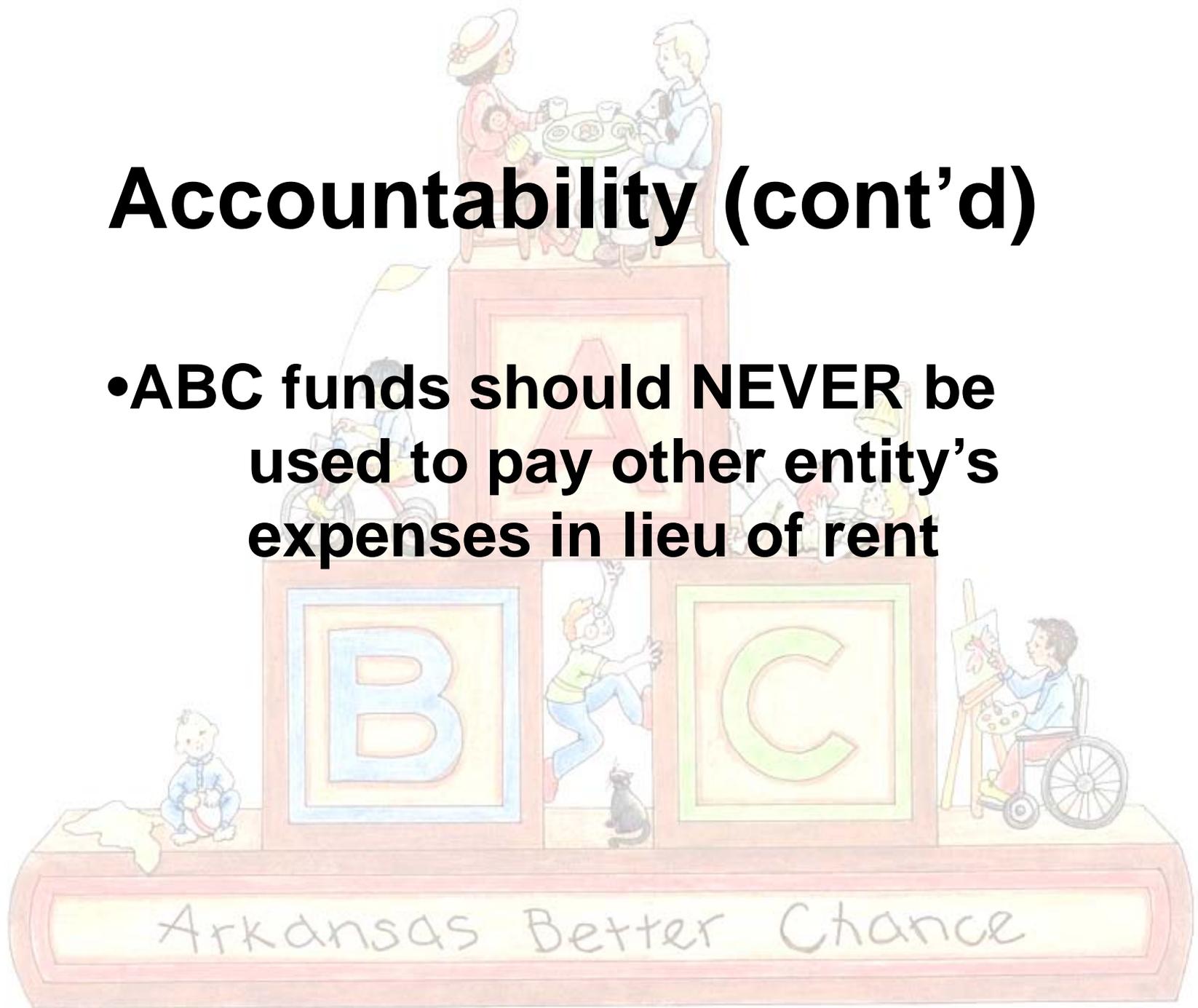
A colorful illustration of a block tower. The top block shows a woman in a hat and a man sitting at a table with a dog. The middle block shows a child on a bicycle. The bottom block shows a child in a wheelchair. The tower is decorated with various scenes of people and animals.

- **If program rents ABC space from an outside entity, a rental agreement should be in place. Rental agreement should include rent amount, due date, description of space, and detail of what rent includes (space only, space plus utilities/phone, etc.)**

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Accountability (cont'd)

- **ABC funds should NEVER be used to pay other entity's expenses in lieu of rent**



□ 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 the program or a collaborative partner on behalf of ABC children.

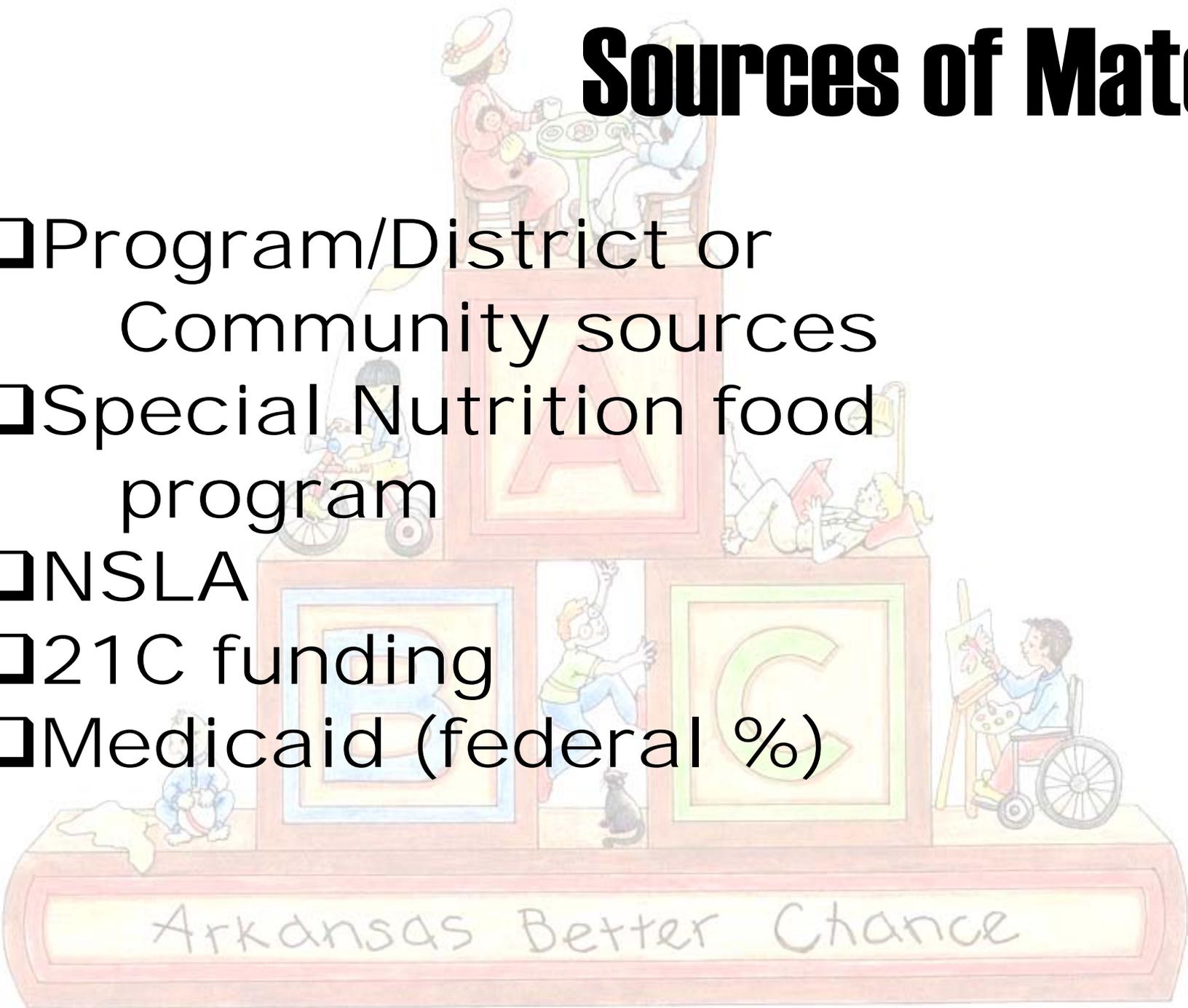
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Match

- ❑ 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
- ❑ Special Nutrition food program
- ❑ NSLA
- ❑ 21C funding
- ❑ Medicaid (federal %)

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Match Valuation For Non-Cash Items

Parent volunteers

- Sign in sheet with signature, date, time in, & time out. Value of time is minimum wage.

Professional Speaker

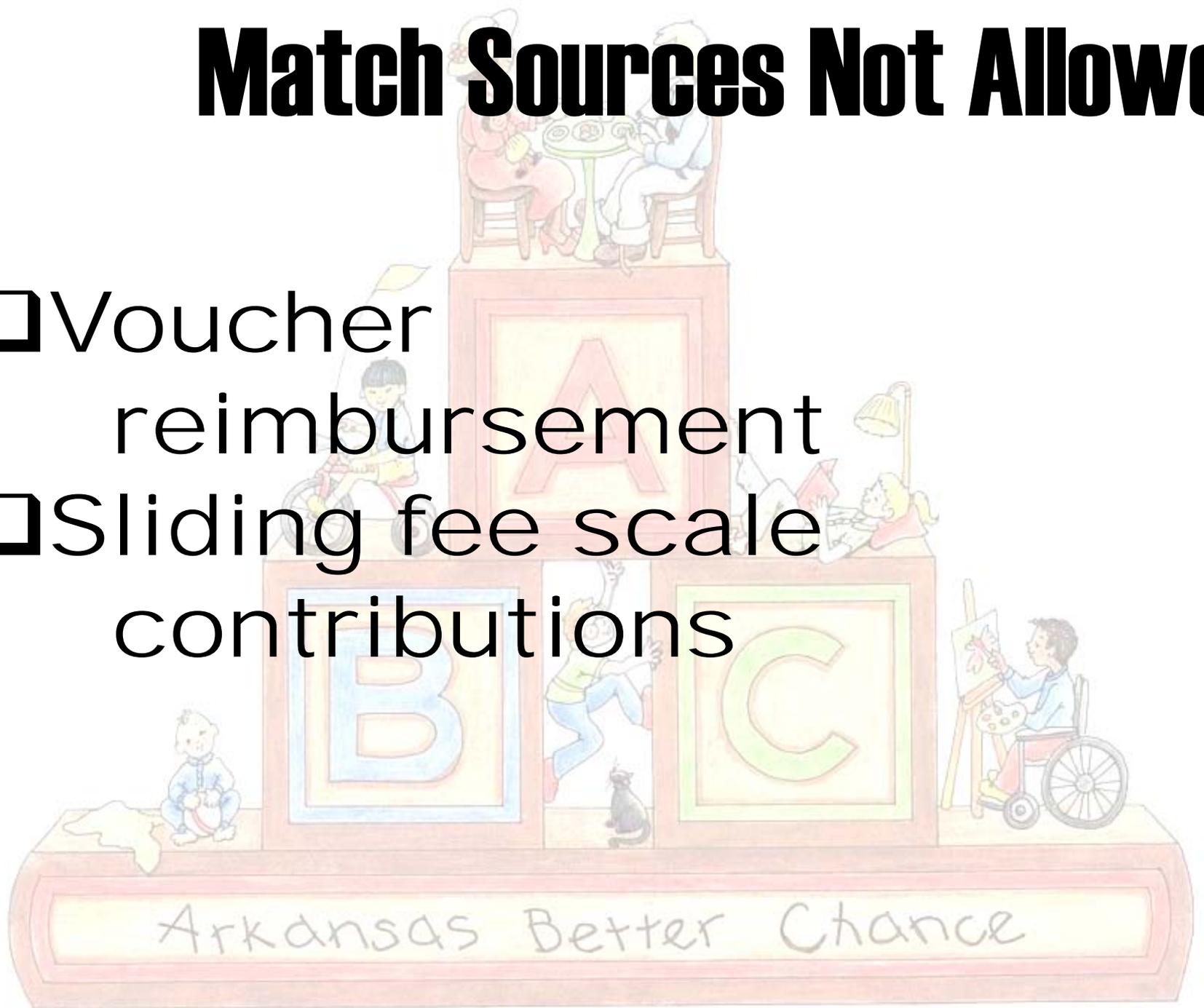
- Sign in sheet with signature, date, subject. Value may be \$150 per event.

Goods/Donated Items

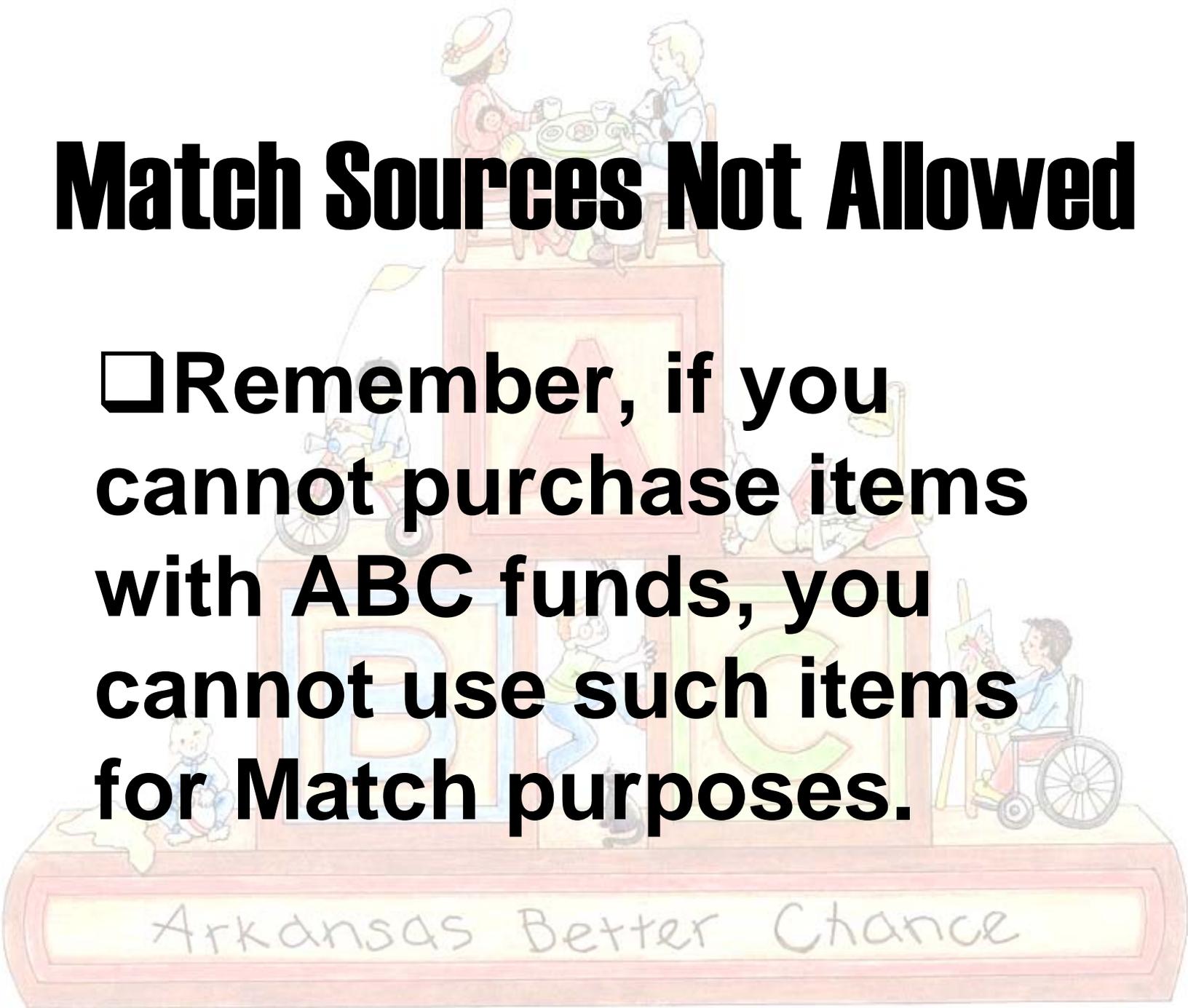
- Signature of person making donation, date, description of donation. Value should be determined based on fair market value.

Match Sources Not Allowed

- Voucher reimbursement
- Sliding fee scale contributions



Match Sources Not Allowed

A colorful illustration of a three-tiered ABC block tower. The top tier has a red block with a white letter 'A' and a scene of a woman in a pink dress and hat sitting at a table with a man and a child. The middle tier has a blue block with a white letter 'B' and a scene of a child on a bicycle, and a green block with a white letter 'C' and a scene of a child in a wheelchair painting. The bottom tier is a wide base with a yellow background and the text 'Arkansas Better Chance' in a cursive font.

Remember, if you cannot purchase items with ABC funds, you cannot use such items for Match purposes.

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How do I come up with 40% match?

□ Salary

- Agency contributions for classroom staff and subs
- Non-monetary fringe benefits (reduced fee care)

□ 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, nurse, counselor, cook, custodian.

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How do I come up with 40% match?

□ Nutrition

- 100% of reimbursement from USDA or Dept. of Education for breakfast and lunch.
- Snack program reimbursement

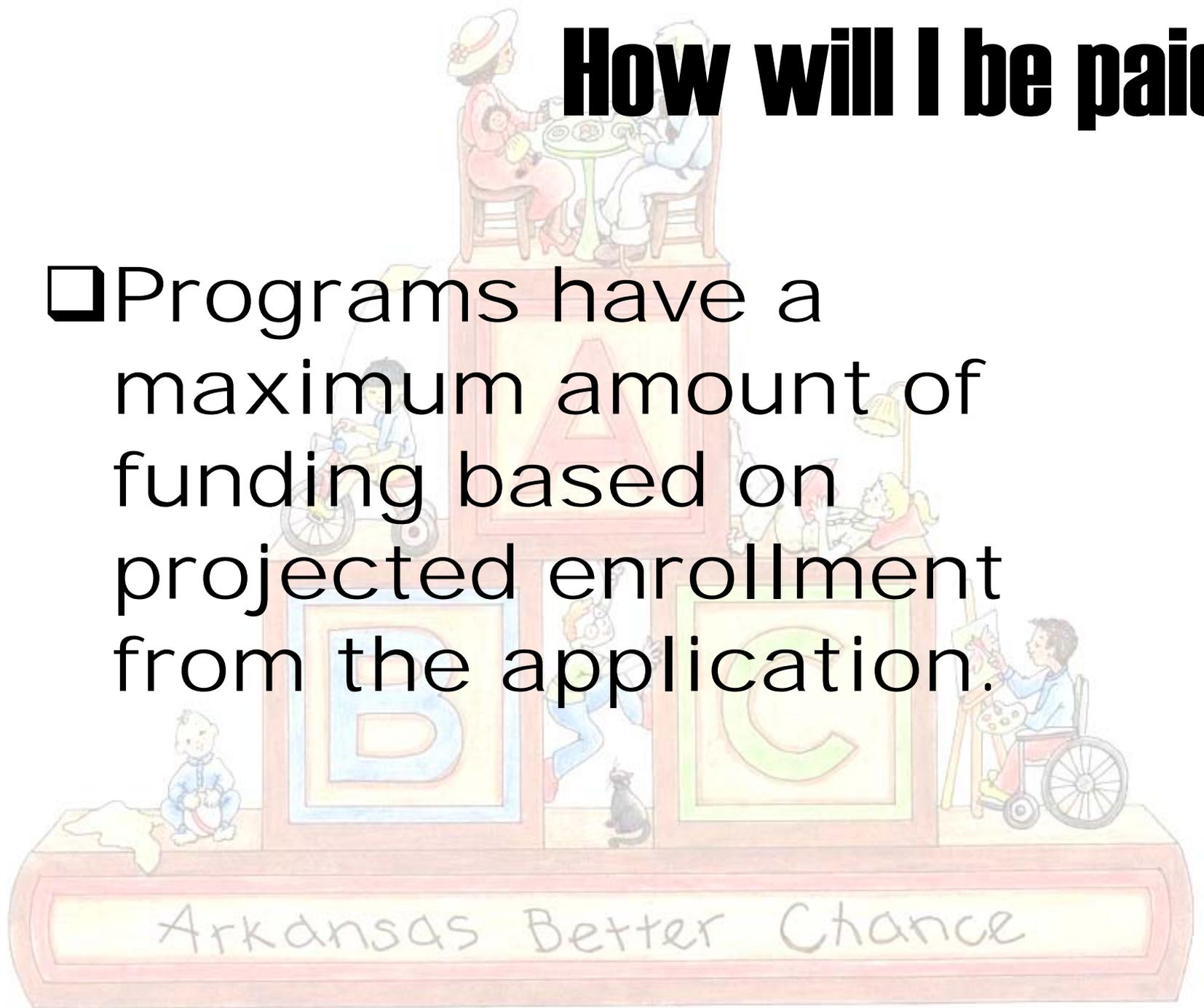
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Reporting

- ❑ Expenditure reports & signed certification due:
 - ➔ 1/31/11 and 7/31/11
- ❑ Show use of ABC funds and match.
- ❑ Documentation kept on file at program.

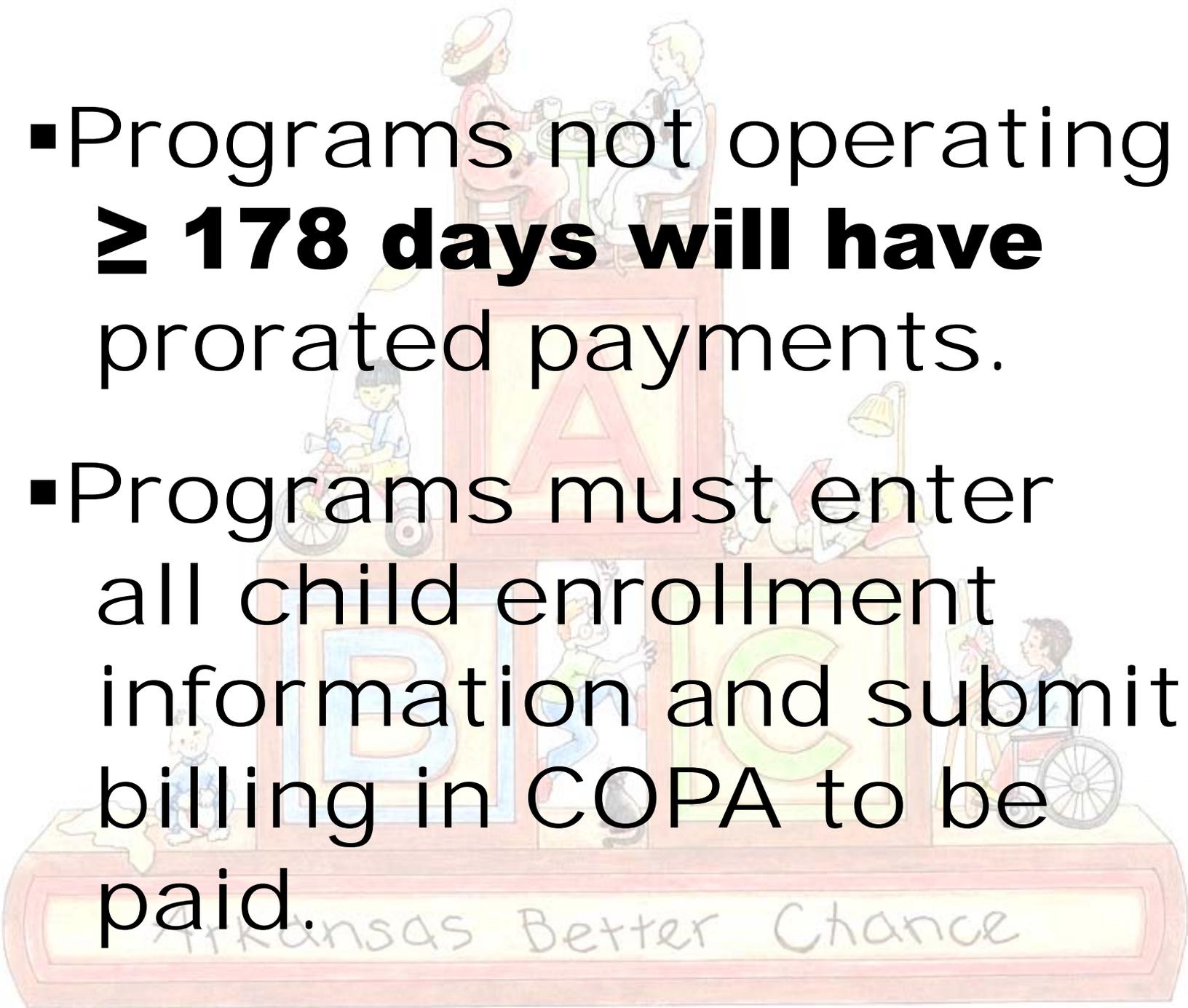
How will I be paid?

- ❑ 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 & October 1.
- ❑ Balance paid in seven monthly payments based on child enrollment.

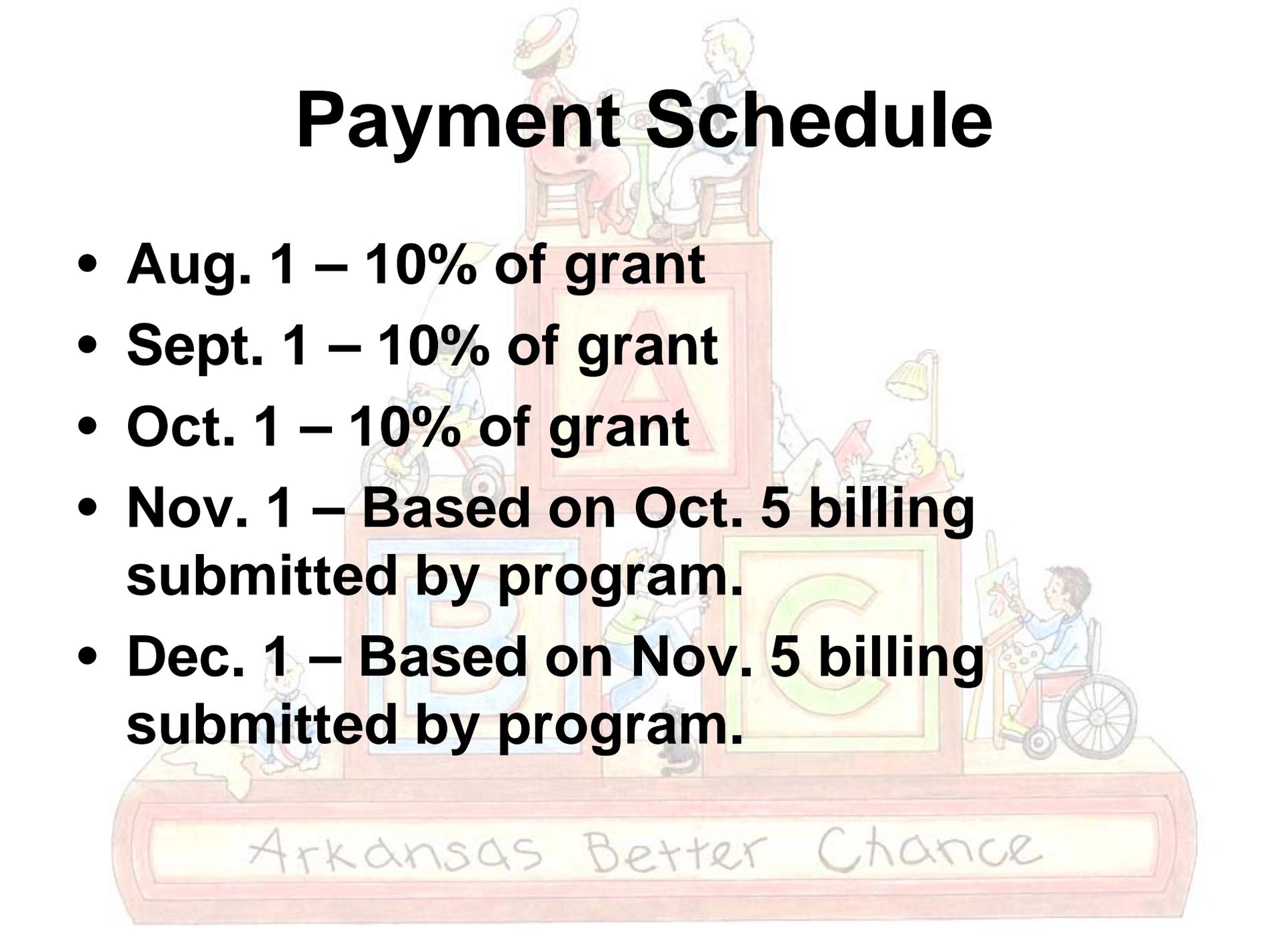
- 
- Programs not operating **≥ 178 days will have** prorated payments.
 - Programs must enter all child enrollment information and submit billing in COPA to be paid.

Attendance and Vacant Slots

- During the year, YOU check enrollment in COPA between the 1st- 5th of each month from October through April and submit billing.

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Payment Schedule



- **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.**

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Payment Schedule cont'd

- **Jan. 1 – Based on Dec. 5 billing submitted by program.**
- **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 a signed Grant Agreement and approved budget on file.**

Vacant Slots

- ❑ Thoughtfully consider need before applying.
- ❑ Accept funding for slots you can fill with eligible children.
- ❑ Do not use ABC for an ineligible child.

Financial Specialist

Program Names L-Z

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Arkansas Better Chance

Financial Specialist

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