

**Questions and Answers
for the**



**FY20 Request for Qualifications and Continuing Application
(Quality Pre-Kindergarten Services)**

Issued by:



PHMC

Public Health Management Corporation (PHMC)
in behalf of the
City of Philadelphia Mayor's Office of Education



**MAYOR'S OFFICE
OF EDUCATION**

PHMC received many similar and duplicate questions.
The questions have been consolidated below.

Contents

Questions are organized into the following topics:

Eligibility	3
Age	3
Facility	3
Services and Performance Expectations	4
Curriculum and Assessment.....	4
Family Conferences.....	6
Developmental Screening	6
Staff Qualifications.....	6
Business Institute	9
Budget	10
Minimum Wage and Benefits	11
Attachments.....	11
MUM Move Up Plan	11
Minority, Women, Disabled Business Enterprise (MWDBE).....	12
Tax clearance	12
Staff Grid	12
Balance Sheet.....	13
Program Assessment (ERS and CLASS).....	13
Organizational Chart	13
Diversity Report	13
Waiver	14
Fiscal documents.....	15
Narrative	15
Reviewr	16
Meals and Snacks.....	17
CCIS	17
HUB	17
SLOTS.....	18
Miscellaneous	18
PHLpreK RFQ and CAP Questions and Answers (3.22.19)	

Eligibility

Age

Q. Will existing 2 year olds that meet age and residency requirements that receive CCIS be able to transition into PHLpreK program?

A. Yes, existing 2 year olds that meet the age and residency requirements for PHLpreK will be able to enroll in PHLpreK for the FY20 program year. The Provider will be responsible for notifying the CCW subsidy office of the child's change in funding source and families should be encouraged to use existing subsidy status to meet full day full year needs.

Q. Can there be any exceptions given to the 3 by September 1st deadline?

A. All PHLpreK enrolled children must be 3 or 4 by September 1st 2019 with no exceptions.

Q. Can our current students apply for these slots?

A. Two of the key goals of PHLpreK are to expand the use of quality Pre-K among Philadelphia families and to expand the availability of quality programs for Philadelphia's 3- and 4-year olds. No Providers will be permitted to provide a City-funded PHLpreK seat to a preschool aged child (a child that turned 3 or 4 prior to September 1, 2018) already enrolled in their Pre-K program. Providers must recruit new preschool aged children to enroll in PHLpreK seats.

Current 2 year olds that meet the age and residency requirements for PHLpreK will be able to enroll in PHLpreK for the FY20 program year.

Q. I have students that just turned 3 last week do they qualify?

A. Yes, children that turned 3 after September 1st 2018 and before September 1st 2019 are eligible to enroll in PHLpreK in FY20.

Facility

Q. If my facility is filled to capacity at the time PHLpreK issues chairs/seats for the 2019-2020 to the facility, will I still be offered any chairs/slots?

A. The number of vacancies a program has will be considered when making a determination about slot awards.

Q. How can I add my center to PHLpreK? Will I have to wait until the next fiscal year?

A. Only Provider locations that submitted an LOI and received a status of conditional or eligible, may apply in the RFQ. New locations that were not included in the LOI submission must wait until the next PHLpreK procurement cycle to apply for funding.

Q. A STAR 4 program is opening a new site. Can that new site apply without a designation?

A. A new site location of a STAR 3 or 4 Provider with a provisional license due to being a new facility (new site, construction, renovation) may apply without a Keystone STARS Designation, but only if a LOI was submitted for the new location and the location received a status of

conditional or eligible. Those sites with a new Provisional license will be expected to reach full licensure and STAR 3 within a timeframe recommended by PHMC and approved by MOE.

A new site location of a STAR 3 or 4 Provider, that is awaiting provisional license because of renovation or construction may apply without a Keystone STARS Designation, but only if a LOI was submitted for the new location and the location received a status of conditional or eligible. A new site location of a STAR 3 or 4 Provider, that is awaiting a provisional license may be awarded slots but will not receive a contract and cannot proceed with enrolling children if the provisional license is not obtained within the timeframe recommended by PHMC and approved by MOE.

Q. If a Provider has two locations and wants PHLpreK for the Family Childcare can they apply?

A. Only if the Provider applied for both locations in the LOI and received a conditional or eligible status. If the Provider did not apply for both locations in the LOI the Provider will have to wait until the next PHLpreK procurement cycle to apply for funding.

Q. Will a STAR 2 site participating in the move up cohort (MUM) qualify to receive PHLpreK funding?

Yes, STAR 2 Providers that participate in the move up cohort (MUM) may apply for PHLpreK funding. They must submit their MUM action Plan and the MUM attestation form with their RFQ application demonstrating their commitment and plan to achieve STAR 3.

Q. If you are a STAR 1 will you have to be a STAR 3 by a certain timeframe?

A. Only STAR 1 Providers in Priority Areas may apply for FY20 PHLpreK services and must demonstrate commitment to moving up in STARS. These providers will be expected to achieve a minimum of a STAR 3 with in a timeframe recommended by PHMC and approved by MOE.

Services and Performance Expectations

Curriculum and Assessment

Q. We use Teaching Strategies Creative Curriculum and Work Sampling as the assessment. Will we be able to continue to use Work Sampling as our assessment or will we have to switch to Teaching Strategies Gold?

A. All new Providers and new site locations coming into PHLpreK in FY20 must use Teaching Strategies Gold for the outcomes assessment tool in the PHLpreK classroom. Programs that have been contracted to deliver PHLpreK for a period of one year or more may submit a waiver for use of another OCDEL approved assessment tool if programs demonstrate that they meet PHLpreK child outcomes benchmarks. The waiver must be approved by MOE. Programs with an approved waiver will still be responsible for ongoing observation, twice per year assessment (October and May) and data entry of assessment into Childware. Providers must also provide child outcomes assessment data for PHLpreK enrolled children in electronic format to PHMC and MOE as requested. Programs with an approved assessment waiver are still responsible for achievement of PHLpreK child outcomes benchmarks and agree that they will be responsible for

covering the cost of staff professional development, technical assistance and coaching necessary to maintain ongoing assessment practices in their program.

Q. My center has Creative Curriculum, but not Teaching Strategies. If we are funded through PHLpreK, will Teaching Strategies be provided or does it have to be purchased?

- A. PHLpreK will provide both curriculum and assessment materials for FY20 contracted PHLpreK programs.

Q. We have a Montessori program, but we are not AMS or AMI certified. If we receive PHLpreK funding, do we still have to implement the Creative Curriculum?

- A. All FY20 PHLpreK programs are responsible for implementing the Creative Curriculum in the PHLpreK classroom during the 5.5 hrs. and 180 days of PHLpreK service.

Q. When do you transition from the curriculum you are currently using to the Creative Curriculum?

- A. All FY20 PHLpreK programs are responsible for implementing the Creative Curriculum. PHLpreK will provide curriculum and assessment materials along with training to programs awarded FY20 PHLpreK seats. Programs should be prepared to implement the Creative Curriculum in the PHLpreK classroom on the first day of the PHLpreK program year (on or after September 3' 2019). Programs are not obligated to transition the entire program to Creative Curriculum. However, the Creative Curriculum must be implemented in the PHLpreK classroom during the 5.5 hrs. and 180 days of PHLpreK operation.

Q. Do sites need to use the whole framework of Creative Curriculum or just the thematic units?

- A. The entire Creative Curriculum and the Teaching Strategies Gold assessment must be utilized with fidelity.

Q. Can sites opt out of using Creative Curriculum?

- A. All new Providers and new site locations coming into PHLpreK in FY20 must use the Creative Curriculum in the PHLpreK classroom. Programs that have been contracted to deliver PHLpreK for a period of one year or more may submit a curriculum waiver for use of another OCDEL approved curriculum if programs demonstrate that they meet PHLpreK child outcomes benchmarks. The alternate curriculum must be approved by the Office of Child Development and Early Learning (OCDEL) and aligned with the PA Early Learning Standards established by the Pennsylvania Department of Education. The curriculum waiver must be approved by MOE. Programs with an approved waiver will still be responsible for fidelity of curriculum implementation and achievement of PHLpreK child outcomes benchmarks and agree that they will be responsible for covering the cost of staff professional development, technical assistance and coaching necessary to maintain curriculum fidelity in their program.

Q. Is PHLpreK going to provide supports for Creative Curriculum?

- A. PHLpreK will provide both curriculum and assessment materials for FY20 contracted PHLpreK program. All PHLpreK teaching staff and program leadership will also participate in required

professional development and coaching as provided by PHMC and MOE to support fidelity of implementation for the required curriculum and assessment tools.

Q. Is there an expectation for Providers to transition to Teaching Strategies Gold and Creative Curriculum?

- A. Yes, the expectation is that new PHLpreK Providers in FY20 will implement Creative Curriculum and Teaching Strategies Gold in the PHLpreK classroom.

Q. Will family childcare homes be allowed to use Creative Curriculum for Family Childcare Homes?

- A. Yes, Family Child Care Providers will use Creative Curriculum for Family Childcare.

Family Conferences

Q. Can family conferences be home visits?

- A. Family conferences can be done as home visits as long as the purpose is to discuss child progress information with the child's family and to set educational goals.

Developmental Screening

Q. If the child is 2 and coming into PHLpreK do you have to redo Ages and Stages?

- A. Yes every PHLpreK child must have an Ages and Stages completed with 45 days of the child's program start date using the Ages and Stages, 3rd Edition (ASQ-3) and the Ages and Stages Social Emotional (ASQ-SE) and programs must share information with families.

Staff Qualifications

Q. Though we have invested 3 years and paid release hours supporting our staff's education, moving the entire staff up takes more time. Currently everyone but 3 have at least CDAS (a feat accomplished over 3 years) and each classroom has at least one teacher *enrolled in an AA, BA, or MEd/MA in ECE*. Can there be exceptions made for programs that demonstrate extensive commitment to staff education? We do have staff in our toddler rooms with AAs and BAs, but do not wish to disrupt our teaching teams.

- A. PHLpreK recognizes that supporting the existing ECE workforce to obtain credentials takes time, effort and commitment. At the time of contracting PHLpreK programs must demonstrate that they meet the minimum staff qualification requirements of the contract for all PHLpreK funded positions. Programs that are currently supporting teachers to obtain credentials and that will be unable to meet staff qualifications requirements of PHLpreK for FY20 contracting are encouraged to pursue PHLpreK funding in future procurement cycles

Q. What are the Staff Qualifications requirements for a Family Childcare home converting the license type to Group Childcare with a STAR 1 designation, and a plan to move to STAR 2 soon?

- A. Group Childcare programs will be responsible for meeting DHS regulations for staffing requirements. The PHLpreK lead teacher present during the 5.5 hrs. of PHLpreK operation will meet the same Lead Teacher requirement for all PHLpreK programs which is a minimum of Associates degree in ECE or a related field for FY20. By 2028, all Lead Teachers must have a Bachelor's Degree in ECE or related field.

Q. Are the staff qualifications different for Group Childcare programs? What is the difference between Family Childcare and Center Based staff qualifications requirements?

- A. Group Childcare programs will be responsible for meeting DHS regulations for staffing requirements.

The PHLpreK Lead Teacher present during the 5.5 hrs. of PHLpreK operation will meet the same Lead Teacher requirement for all PHLpreK programs (Family, Group, and Center) which is a minimum of Associates degree in ECE or a related field for FY20. By 2028, all Lead Teachers must have a Bachelor's Degree in ECE or related field.

Q. Are there specific staff requirements for Family Childcare Centers?

- A. Every Family Child Care Owner/Operator has a minimum of an Associate's degree in ECE or related field. PHLpreK Family Child Care Providers who became PHLpreK Providers in 2017 and in 2019, with a CDA credential must have an action plan outlining the timeline to achieve an Associate's Degree by the end of program year 2022.

By 2028, Family Child Care Providers who serve as a Lead Teacher must have a minimum of a Bachelor's Degree in ECE or a related field.

When a Family Child Care Owner/Operator does not serve as the full time Lead Teacher and is not present for the full 5.5 hr. PHLpreK day during the 180 days of PHLpreK service, a teacher must be in place that has an Associate's degree in ECE or a related field.

Q. If your program is accredited do you still have to have an Associate's degree?

- A. The PHLpreK lead teacher present during the 5.5 hrs. of PHLpreK operation will meet the same Lead Teacher requirement for all PHLpreK programs which is a minimum of Associates degree in ECE or a related field for FY20. By 2028, all Lead Teachers must have a Bachelor's Degree in ECE or related field.

Q. If I'm the owner and director at my center am I allowed to be the teacher and director?

- A. For any Provider that meets DHS requirements for the Director to also serve as lead teacher (Licensed Capacity of 45 or less), that chooses to have the Director serve as PHLpreK lead teacher it is expected that the Director will meet all PHLpreK director requirements and lead teacher requirements. In addition, it is expected that the Director serving as PHLpreK lead teacher will be present in the PHLpreK classroom and leading instruction for the 5.5 hrs. of PHLpreK operation each day.

Q. For the purpose of the application, if we are going to be using early learning teachers for new PHLpreK classrooms, do we need to hire them in advance or can we acknowledge in the application that our site is going to use qualified staff?

- A. In the application you will identify that you need to hire teachers and give a detailed response as to your plan for hiring new teachers to accommodate the slots requested.

Q. Do we already hire a lead teacher at the time of submission of our application?

Programs that need to hire teachers to meet PHLpreK staff qualifications expectations should do so only **after** they receive an official Notice of Award for PHLpreK funding. If a Program already employs teachers that meet the PHLpreK requirements and the Program intends to use them to staff PHLpreK classrooms they can be included in the Staff Qualifications Grid submitted with the RFQ application. Programs that plan to hire teachers to meet PHLpreK staff qualifications expectations should indicate that in the RFQ and along with the plan for hiring new teachers based on the amount of PHLpreK slots requested.

Q. How does it work if a site has two Co- Directors?

- A. At least one of the Co- Directors must meet the requirements of PHLpreK. That Director would be the Director documented on the Staff Qualification Grid for PHLpreK.

Q. What are the ECE related fields defined by the career pathway?

- A. Related fields are defined by the [2014 PA Career Pathway](#) and include Human Development, Psychology, Sociology, Social Work, Education, Nursing, Home Economics/Family and Consumer Science, Recreation, Child and Family Studies, Liberal Studies, Liberal Arts, Special Education, Human Services, and Business.

Q. In regards to the assistant teacher, do they get an action plan if they don't meet minimum requirements?

- A. Any PHLpreK staff must meet the minimum requirements for the position they are filling at the onset of the contract.

Q. Do commercial owners need a degree in ECE eventually?

- A. Every Family Child Care Owner/Operator has a minimum of an Associate's degree in ECE or related field. PHLpreK Family Child Care Providers who became PHLpreK Providers in 2017 and in 2019, with a CDA credential must have an action plan outlining the timeline to achieve an Associate's Degree by the end of program year 2022.

By 2028, Family Child Care Providers who serve as a Lead Teacher must have a minimum of a Bachelor's Degree in ECE or a related. Refer to [Appendix A](#) of the 2018 Keystone STARS Indicators for information about the 2028 degree requirements.

Q. If the teacher is enrolled in Associate's degree or Masters at time of contracting does that count?

- A. The PHLpreK Lead Teacher must have a minimum of an Associate's degree in ECE or a related field at the time of contracting. If the Lead teacher is enrolled in a program to earn a Master's degree they must still meet the minimum requirement of at least an Associate's degree in ECE or a related field.

Q. We had trouble finding qualified teachers are there any provision for teachers who are in a 4 year program and have completed the number of credits equal to an Associate's degree and their major is ECE?

A. PHLpreK does not count credits towards a degree. At the time of contracting PHLpreK programs must demonstrate that they meet the minimum staff qualification requirements of the contract for all PHLpreK funded positions. The lead teacher must have a minimum of an Associate's degree in an ECE or a related field.

Q. If you have a teacher with a Bachelor's degree not in ECE but they have a minor does that count?

A. PHLpreK Lead Teachers must have a Bachelor's Degree in ECE or a Related Field. The degree would count towards PHLpreK qualifications only if the major of study was in a related field.

Q. You can be a STAR 4 and not meet all of the Staff Qualifications Requirements for PHLpreK. Do you think that in the next procurement cycle the Staff Qualifications for PHLpreK will change?

A. The PHLpreK Staff Qualifications are aligned with the Keystone STARS requirements for STAR 4. Keystone STARS [Appendix A STARS Education Qualifications Phase in for STAR 3 and STAR 4](#) outlines that by 2020 all Lead Teachers in a STAR 4 site must have an Associate's Degree and by 2028 all Lead Teachers in a STAR 4 site must have a Bachelor's Degree.

Similarly, the PHLpreK Lead Teacher requirements for all PHLpreK programs (Family, Group, and Center) are a minimum of Associates degree in ECE or a related field for FY20. By 2028, all Lead Teachers must have a Bachelor's Degree in ECE or related field.

However, PHLpreK Staff Qualifications expectations do differ from current requirements of the Keystone STARS system because at the time of contracting PHLpreK programs must demonstrate that they have teachers that have received the required credentials prior to classroom open. PHLpreK does not count credits or degrees in progress.

These credential expectations are in place for the FY20 PHLpreK program year and are expected to remain in place moving forward.

Business Institute

Q. Is the Business Institute for approved programs?

A. Yes, the Business Institute is offered for PHLpreK Providers that are selected to contract in FY20.

Q. Is the business institute required regardless of if you have a director's credential?

A. Yes, Director's with a Director's Credential will be responsible for completing the PHLpreK Business Institute. The PHLpreK Business Institute is a professional learning opportunity for PHLpreK program administrators designed to build leader knowledge of best business practices for early childhood programs and related competencies necessary to meet the fiscal requirements of the PHLpreK program.

Budget

Q. Earlier we were asked if we could handle more slots. We stated we could handle 20 more without any remodeling or expanding our facility. Now I'm working on the 2019-2020 PHLpreK season application. In the current year (2018-2019) we have 80 PHLpreK children. When I produce the 2019-2020 application, especially the budgets, should I use figures for 80 or 100 children?

A. The PHLpreK Line Item Budget should reflect the number of slots you will be requesting in the FY20 application. Any other fiscal documents submitted with the RFQ should reflect the PHLpreK slot allocation at the time of the report.

Q. For budgetary purposes what are items or services we will need to purchase to meet contract deliverables? Do we need to add that into the budget?

A. The required curriculum, assessment, screening tools, and ChildWare will be provided for PHLpreK FY20 program. These things should not be included in the budget submitted with application. The PHLpreK Line item Budget template provides acceptable expense categories. Applicants should review the FY20 PHLpreK Provider deliverables in detail to appropriately develop the line item budget submitted with the RFQ application.

Q. Could the center utilize current staff to work with the children in the PHLpreK program for the 5.5 hours each day and work the remainder of the day with children that are not currently enrolled in the program? If so, should the Line Item Budget reflect the difference between the required minimum salary and the current salary?

A. Yes, employees that meet the PHLpreK staff qualifications requirements can work 5.5 hours in the PHLpreK classroom and work the remainder of the day in another part of the program. The Line Item Budget would reflect the salary amount for the PHLpreK portion of the day. Any staff funded by PHLpreK must earn at minimum, the city minimum wage.

Q. On the Checklist, two most recently completed Fiscal Year Budgets, are they Program budgets or Organizational budgets? Can we submit both?

A. The two most recently completed budgets should be the entire organization's budget.

Q. Question about allowable ranges - need clarification about justification for teacher. If you have to hire teachers, we may be over allowable range.

A. Provide a justification as to why you are outside of the allowable range. In other areas of the budget you may be below so you can provide justification in those areas as well. Your budget should equal 100% of the slots that you are requesting

Q. Should the PHLpreK Line Item Budget be prorated if you have other age children in the center? If they budget for rent do they prorate it?

A. Yes, the PHLpreK Line Item budget should only include expenses related to PHLpreK. If Programs have other age groups in the center than expenses should be prorated.

Q. How do we add financial and staffing information if your center is not currently open?

- A. The financial information should be submitted for the organization, even if the site location is not yet open. The PHLpreK Line Item Budget should be created based upon the number of slots requested and expected expenses. Programs that plan to hire teachers to meet PHLpreK staff qualifications expectations should indicate that in the application along with the plan for hiring new teachers based on the amount of PHLpreK slots requested.

Minimum Wage and Benefits

Q. Please elaborate on benefits. And if there aren't any offered are we required to begin offering benefits?

- A. PHLpreK does not specify benefits requirements for PHLpreK contracted programs but programs must meet all relevant City, State and Federal Labor Laws.

Providers must meet the minimum wage requirement and The City of Philadelphia paid sick leave policy – “employees who work at least 40 hours a year within the City of Philadelphia limits will be eligible to earn paid/unpaid sick leave. Employees are eligible to earn 1 hour of sick time for every 40 hours they work. Employers with 10 or more employees are required to provide paid sick leave. Employers with 9 or fewer employees are required to provide unpaid leave.” This reflects the minimum and employers are free to provide more generous sick leave benefits.

PHLpreK programs may use their PHLpreK budget to also provide other benefits to PHLpreK employees, but the provision of those benefits is at the discretion of the program.

Q. What is the minimum wage requirement?

- A. The minimum wage requirement effective July 1, 2019 will be \$13.25.

Attachments

Q. If someone has a problem with uploads in Reviewr who do they contact?

- A. For any issues with Reviewr contact Reviewr directly either by sending an email at support@reviewr.com or by clicking the “Request Support” link on the bottom of the Reviewr homepage. Be as specific as possible when describing the issue and submit a screen shot if possible.

MUM Move Up Plan

Q. Where can Providers obtain the MUM waiver? Is it a part of the application?

- A. STAR 2 Providers that participate in the move up cohort (MUM) must submit their MUM Move Up Plan and the MUM attestation form with their RFQ application demonstrating their commitment and plan to achieve STAR 3. The MUM attestation can be downloaded from Reviewr. The MUM attestation can also be downloaded from www.PHLpreK.org, in the top right corner click on *Resources* → *FY20 RFQ*. The MUM attestation should be reviewed, and then signed, scanned and uploaded to the RFQ application in Reviewr. The MUM Move Up Plan is developed as part of the STAR 2 Provider’s participation in the move up cohort. Cohort

participants have a copy of the Move Up Plan that should be scanned and uploaded to the RFQ application in Reviewr. The MUM Move Up Plan should be uploaded in the platform with the MUM Move Up Plan prompt.

Minority, Women, Disabled Business Enterprise (MWDBE)

Q. If you are a MWDBE owned business or nonprofit, that completed the School District's designation process what documentation can you submit?

- A. If you are a business that received a MWDBE designation through the School District, you should submit any documentation provided identifying your organization as a MWDBE.

Tax clearance

Q. On the City's website there are 2 tax clearance forms. Which form do you want?

- A. The tax and regulatory clearance form that is included as an attachment to the application is the form that should be completed and submitted. It can be found on the www.PHLpreK.org website and on the Reviewr platform.

Staff Grid

Q. On the Staff Grid_FY20, I do not know what to fill out under "Verified" "date of verification"

- A. That column is for program use only. You do not need to fill anything out for that column.

Q. For Staff not currently hired for the PHLpreK, can I enter TBD?

- A. Programs that plan to hire teachers to meet PHLpreK staff qualifications expectations should indicate that in the application along with the plan for hiring new teachers based on the amount of PHLpreK slots requested.

Q. Can the Staff Grid be revised at a later date after application submission and receiving a Notice of Award for FY20 PHLpreK funding?

- A. All programs that are awarded PHLpreK slots for FY20 will schedule an onsite visit with their Hub Agency to review and verify Staff Qualifications prior to PHLpreK Classroom open. The Staff Grid will be updated by the assigned Hub Agency if staffing or staff credentials have changed between the time of the application and the point of credential verification.

Q. Should the Staff Grid consist of current staff, or staff anticipated to be hired for the PHLpreK program or both?

- R. The Staff Grid should only be completed for current staff at the location that will work with PHLpreK children if funded. Staff not employed at the program should not be included on the Staff Grid.

Q. If you have everything ready to go in the classroom; but do not yet have a qualified lead teacher what is the process to continue?

- A. New providers may not have the staff they need to open the PHLpreK classroom at the time of application. Programs that plan to hire teachers to meet PHLpreK staff qualifications expectations should indicate that in the application along with the plan for hiring new teachers based on the amount of PHLpreK slots requested.

Balance Sheet

- Q. Can we use our own Balance sheet generated by QuickBooks and not use the template form provided?**
- A. Yes. Programs may submit balance sheets generated by their accounting software. The template provided is optional.

Program Assessment (ERS and CLASS)

- Q. Do CAP providers have to submit the most recent program quality assessment (CLASS or ERS)?**
- A. No, CAP providers do not have to submit the program assessment.

Data Responsibility Form

- Q. Am I required to complete the ChildWare row on the Data and Responsibility Form if I don't currently have ChildWare? If not, should I indicate N/A?**
- A. All FY20 PHLpreK programs, (except for School District of Philadelphia contracted sites) will be expected to enter PHLpreK information into ChildWare. Programs should complete the [Data Responsibility Form](#) and enter the names of the persons at the site who would be entering information into ChildWare if awarded a PHLpreK contract. FY20 PHLpreK programs will be provided Childware licenses.

Organizational Chart

- Q. Should the Organizational Chart be created for current staff or staff anticipated to be hired for the PHLpreK program or a combination of both?**
- A. The Organizational Chart should reflect the current program staff at the site location. The Organizational Chart can be updated if the location is awarded PHLpreK funding with any additional staff that is hired.

Diversity Report

- Q. On the Workforce Diversity Form, how should a new site location answer the question regarding the Total # of employees who work with PHLpreK children?**
- A. New Sites should complete the PHLpreK Workforce Diversity Form only by including the numbers of current staff at the site location that can be identified in each category. The row that asks for the "Total Number of Employees who work with PHLpreK children" should be left blank for new site locations that do not currently have PHLpreK funding.
- Q. Can you explain how For-Profit Programs fill out the Diversity form?**
- A. The PHLpreK Workforce Diversity form can be completed by all applicants for PHLpreK. The form includes three sections: *Demographic Breakdown of the Workforce*, *Demographic Breakdown of Board Composition* and *Supplier Diversity*.

In the Workforce section programs will indicate the number of staff currently employed at the site location and the percentage of total staff employed at that location that can be identified in each category (Male, Female, African American, Asian/Pacific Islander, Caucasian, Disabled, Hispanic, Native American or Other). See below an example of how to complete the table for number and percentage of staff broken down by gender.

Ex: A site location with 10 Staff

	#	%
Males	2	20%
Females	8	80%

The Board Composition section should only be completed by Non Profit Programs and programs that have a Board. Programs with a Board would complete this section by including the number and percentage of Board members that can be identified in each category (Male, Female, African American, Asian/Pacific Islander, Caucasian, Disabled, Hispanic, Native American or Other). For-Profit programs without a Board do not need to complete this section.

The Supplier Diversity section should be completed by any Program that intends to use subcontracts in the provision of PHLpreK service. In this section, applicants should indicate whether or not they have a policy about contracting with diverse suppliers, and provide copy of that policy if one is present. Programs will also in this section identify the subcontractors that are owned by or have highest employment rates of minority, woman, and/or disabled persons.

Q. Is the Current Fee Schedule that we're to submit the same or similar to a Provider's published Fee Rates (in CCIS's terminology)?

- A. Yes. Programs may submit the Published Fee Rates also submitted to the subsidy office when completing the application. All rates should be the current rates for care at the location and include rates for each age group, both full day and part day.

Q. Please let us know how best to document our current fee schedule.

- A. Programs can submit whatever is currently in use documenting their fee schedule. The Published Fee Rates, the rates from the Family Agreement or Family Handbook are all acceptable forms of documentation. All rates should be the current rates for care at the location and include rates for each age group, both full day and part day.

Waiver

Q. How do you fill out the PHLpreK STAR 3 Waiver and Action Plan?

- A. The PHLpreK STAR 3 Waiver and Action Plan should be completed by any STAR 2 site (not participating in the Move Up Cohort/MUM) that has not requested a STAR 3 designation at the point of application. The form should be completed by filling out the demographic information for the location on Page 1. On Page 2, the applicant will document in the grid for each category

of the Keystone STAR 3 requirements the number of points that will be earned. The points for each month will be documented in one column. In the final row of the column, the total points earned that month towards the points needed for STAR 3 (71 pts) should be calculated. Programs will also identify the month when they plan to request STAR 3 designation and indicate yes in the final row of that column.

Ex: STAR 3 Waiver and Action Plan

April
4 pts for Staff Qualifications and Professional Development
8 pts for Early Care and Education Program
2 pts for Partnerships for Families and Communities
1 pts for Leadership and Management
Total Target Pts earned in April : <u>15</u> /71
Request Designation: <i>(Only check Yes in the month when 71 Pts towards STAR 3 have been earned)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Fiscal documents

- Q. I will not have my 2018 Tax return; but if I file an extension what can I submit in place of 2018 tax return?**
- A. The most recent filed tax return should be submitted. If you have not completed your 2018 tax return than you should submit your 2017 tax return, which would be your most recently completed tax return. Providers may submit either the most recent audited financial report or most recent filed tax form.
- Q. For the RFQ we're applying for one center are we required to narrow down the financials?**
- A. The financial records submitted with the application should be submitted for the entire organization.

Narrative

- Q. Do you have to answer each question with the number of characters listed under that particular question?**
- A. No, you can use as many characters as you need to adequately answer the question up to the total character limit.
- Q. What is the purpose of the narrative questions? Are there right or wrong answers?**
- A. The purpose of the narrative questions is to help the PHLpreK team understand the Program that is applying and its current interest and ability to deliver PHLpreK service. There are no right or wrong answers. Responses to the narrative questions will be used to identify Providers whose

organizational mission and vision align with PHLpreK, to inform program planning, decision making and to mobilize supports to FY20 contracted Providers.

Q. Does each narrative question require 1500 characters or could the answers be combined? For example... Organizational Background has 1-4 questions...should there be a response that total 1500 characters for all 4 questions?

A. Each question should be answered individually. The 1500 characters cannot be exceeded however you can answer the question in less than 1500 characters if you can effectively answer the question.

Reviewr

Q. If a Provider is filling out a CAP application and a RFQ application will this be done under one account in Reviewr or do we use two separate accounts

A. Both applications will appear under one account in Reviewr as long as both applications were applied for under the same username. When you login you will see a link for Continuation Application and a link for Request for Qualifications. If you used separate usernames for each application you will have to login to each account separately.

Q. Can the number of slots an applicant puts in Reviewr be different than what submitted for the LOI?

A. Yes that is fine; however, the slots should not be more than 75% of the DHS licensed capacity.

Q. Will Reviewr allow you to add an additional site that is under the legal entity?

A. A site can only submit an RFQ for the location they submitted the LOI for. All site locations that were submitted in the LOI will appear in the Reviewr system.

Q. If you're a current Provider and you're in the process of opening a new site, how do you handle the financial and employment documentation on the RFQ application?

A. For Providers that are opening a new location, it will be necessary to submit all documentation that is available for that location. For any attachment that the location is not able to produce, because it is a new facility, a document can be uploaded that states that the site is not currently open yet.

Q. If there is no license number by the submission date what should we put in?

A. If the location does not have a license number yet, the applicant should select **"No"**. Once **"No"** is selected the applicant will not have to enter a license number and will not be prompted to upload a DHS license for the new facility that is still awaiting license.

Q. If we are a current Provider and opening a new location do we need to fill out RFQ and CAP?

A. Yes. The Continuation Application ("CAP") is for all sites that were contracted in the PHLpreK program in FY19 and have an active PHLpreK contract at the point of application for FY20. New site locations of existing PHLpreK programs, will need to complete the Request for Quality Providers application, not the Continuation Application.

Q. Are the documents provided by PHLpreK fillable or do we have to download them and fill them out?

A. The templates provided by PHLpreK have to be downloaded, completed and uploaded back into Reviewr prior to submitting the application.

Q. A guestimate of how long the application process is – as far as uploading and writing?

A. The length of time it takes an applicant to complete the full application can vary. It is recommended that applicants read the application document in full, download all forms and complete them, gather all attachments, and then begin entering responses into Reviewr along with uploading all required documents.

Q. Where should you spend most of your time? What is most crucial to get filled out?

A. All of the information in the RFQ and CAP is important and should be complete before submission.

Meals and Snacks

Q. We do not now and cannot ever in our current space provide lunches to children. Families bring lunches and we provide 2 snacks. We do not have a kitchen space that can allow us to provide meals or that can meet the requirements of storage for food provided by an outside person. Also, as a very diverse school, families value their lunches. Without a new building, this problem cannot be solved. Are there or will there be a chance to request an exception to this requirement?

A. Currently the requirement is that PHLpreK Providers are to serve at minimum 1 meal and 1 snack to all children. Provider may be referred to Get Healthy Philadelphia (a program of the Philadelphia Department of Public Health) so that they can receive technical support to meet this deliverable.

CCIS

Q. Do the CCW/ CCIS slots include hours outside of PHLpreK hours?

A. The CCW/ CCIS slots referred to in the application are the total number of CCW subsidy slots in your program. If you answer "Yes", indicating that your program has subsidy funding, you will then need to identify the number of subsidy enrollments that are part-time and the number of subsidy enrollments that are full-time. The part time seats may include current PHLpreK children that receive CCW outside of the PHLpreK hours.

HUB

Q. Does a percentage of the money we receive get paid to the Hubs?

A. The PHLpreK hub is assigned a subset of Providers to support as they achieve compliance with the PHLpreK contract. The PHLpreK Hub is also responsible for enrollment verification, and invoice payment. Provider compensation for PHLpreK is at a rate of \$8,500 seat. The Hub agency is funded directly by PHLpreK for its administration of PHLpreK contracts and related supports delivered to Providers.

Q. Because there are 3 different Hub managements that are doing the slots for PHLpreK can you do more than one bid?

A. In order to request PHLpreK funding, Providers will only need to submit one application on behalf of each location. For each application, Providers may indicate a preference of Hub however Providers may only indicate one preference at the point of application. All Hub assignments will be made based on each Hub's capacity to manage additional slots and to add new Providers. Where possible, Provider preference will be considered.

Q. What services are offered from each Hub?

A. The PHLpreK Hub is assigned a subset of Providers to support as they achieve compliance with the PHLpreK contract. The PHLpreK hub is also responsible for enrollment verification, and invoice payment. A description of each hub can be found on page 5 of both the CAP and RFQ application document.

SLOTS

Q. If the organization determines I do not have enough room for all slots requested, will the organization allow for renovations?

A. There is a question in the application that asks if the space is currently available. If you select "No," you must outline the plans and the timeline to have the renovations completed.

Q. Does it matter which part of the day children are enrolled for the 5.5 hours per day?

A. Providers must identify their PHLpreK hours of operation in the application. PHLpreK enrollments must attend during the outlined PHLpreK hours. If any part of the PHLpreK day is to begin before 7:30 AM and or occur after 4:30 PM the Provider must submit a written request for approval by MOE. This request must be submitted to PHMC and approved by MOE prior to the classroom being open with alternate hours.

Q. If you are awarded seats and there are renovations going on in the building, can you move seats to the new building?

A. Applicants to the RFQ or CAP that are awarded PHLpreK funding will be awarded funding for the site location noted in the RFQ or CAP application. All children must be served in the approved site location identified in the Provider Notice of Award and PHLpreK contract. PHMC must be notified, and approval granted by MOE prior to making any changes to the site location where PHLpreK children will be served.

Q. Are the slots requested on LOI written in stone?

A. Applicants can change the amount of slots requested when submitting the RFQ or CAP application, even if it differs from what was submitted in the LOI.

Miscellaneous

Q. Are there regulations around discharging children?

A. Throughout the program year PHLpreK Providers are expected to monitor individual child attendance using sign-in/sign-out procedures. If a PHLpreK child is chronically absent it is expected that programs work with families to improve attendance and maintain family

engagement in the program. When the family of a PHLpreK enrolled child makes the decision to leave the program or no longer meets eligibility requirements, the child's discharge needs to be recorded in ChildWare per the PHMC discharge procedure in the FY20 PHLpreK Enrollment Policy and the seat needs to be filled with another child from the waitlist.

Q. Will the slide presentation be made available?

A. The presentation is available on the www.PHLpreK.org website under the Resources tab.

Q. Can you submit the RFQ application as a paper copy?

A. All RFQ and CAP applications must be submitted electronically via the Reviewr platform. No paper applications will be accepted.

Q. What does the appeal process look like?

A. Once you receive documentation about your status you can contact the Mayor's Office of Education or PHMC to discuss the decision and to prepare for the next procurement cycle.

Q. Is there more preference given to larger PHLpreK applicants?

A. The PHLpreK system is comprised of programs of all sizes.

Q. Do you take into consideration previous submissions we did two years ago?

A. No, all submissions for the RFQ are reviewed as new submissions.

Q. The PHLpreK Family Enrollment applications are not yet available for FY20?

A. The FY20 PHLpreK Family Enrollment application will be released on June 3, 2019; after the required FY20 Enrollment Training for PHLpreK locations providing PHLpreK service in FY20.

Q. For mixed age groups if you provide a certain amount of slots can we provide care for other age groups in the same facility?

A. Yes, PHLpreK can be provided in a mixed age group classroom or facility.

Q. Would you be willing to maximize the capacity?

A. FY20 PHLpreK slot awards will not exceed 75% of the location's licensed DHS capacity. Two key goals of PHLpreK are to expand the use of quality pre-K among Philadelphia families and to expand the availability of quality programs for Philadelphia's 3- and 4-year olds. The City also seeks to ensure that federal and state funds are leveraged to expand the overall pool of funds being used for quality programming, and to ensure that providers are not swapping federal or state funding for local funding. Providers are prohibited from converting infant and toddler slots to PHLpreK slots. Providers are prohibited from converting existing Head Start or Pre-K Counts slots for PHLpreK.

Q. Does enrollment begin in September or June?

A. Programs that are awarded FY20 PHLpreK slots will attend enrollment training in May. Open enrollment for new PHLpreK children will begin June 3rd. FY20 PHLpreK programs must have a

plan to achieve 100% enrollment in PHLpreK seats by August 30th. PHLpreK classrooms open on or after September 3rd.

Q. Do we have to purchase Childware?

A. FY20 PHLpreK programs will be provided Childware licenses for the PHLpreK sites. School District of Philadelphia contracted locations will utilize the COPA data system.

Q. How do we find out the priority areas?

A. The priority areas are outlined on page 10 & 11 of the CAP and RFQ. Applicants can also visit Childcare Map to search for the neighborhood boundaries of the priority areas <https://www.reinvestment.com/childcaremap/>.

Q. How do you request the RFQ? How do you access the application?

A. The RFQ is the Full application process. You can access the application either via PHLpreK website at www.PHLpreK.org under *Resources* → *FY20 RFQ* or you can login to the Reviewer website <https://app.reviewr.com> to see the full application.

Q. In the Provider Deliverables under Fiscal Expectations it says that providers will *spend funds according to an approved program budget*. What is the approved program budget?

A. RFQ and CAP applicants will submit a budget based upon the number of slots requested in the application. Programs that receive an FY20 slot award will update this budget based on the approved slot award and submit that budget with the signed FY20 PHLpreK contract. This budget submitted with the PHLpreK contract becomes the approved budget and will be used by the hub agency to complete fiscal monitoring for the location during the program year.

Q. Do PHLpreK classrooms have to be separate?

A. No, PHLpreK classrooms may be blended. PHLpreK children may be assigned to classrooms with children who have other funding sources for their seat. However, any classroom where a PHLpreK child is enrolled must meet all requirements of PHLpreK.

Q. If parents choose not to let their child go to kindergarten are we evaluated based on that? Will PHLpreK continue to fund the child's seat after they are Kindergarten eligible?

A. Families may opt to have their child remain in preschool when they are Kindergarten eligible (Age 5 on or before September 1st), there is no penalty to the provider. However PHLpreK will only fund children who are Age 3 or 4 on or before September 1st and not Kindergarten entry age. Families that choose to have their children continue at the location after their child is Kindergarten entry age, should be supported to identify alternate funding for the enrollment.

Q. For some of the forms, are those a part of the LOI process?

A. Some of the same documents may have been requested as a part of the LOI. These forms should be updated and submitted again as a part of the full application process.

Q. Are there additional requirements for staff for children with special needs? Are there policies around children with special needs?

- A. The staff qualifications for PHLpreK staff are the same for any staff person working with any PHLpreK enrolled children , whether the child has special needs or not. All PHLpreK programs should have an Inclusion policy that is documented in both the Family and Staff Handbook. The policy must address practices for enrollment of children with special needs, direct supports provided by the program and through Elwyn, staff supports, and procedures for referring children for evaluation when appropriate. PHLpreK providers are not permitted to deny enrollment or an opportunity to be placed on the waitlist to any family determined eligible for PHLpreK funding. In addition, all PHLpreK programs should also have a Suspension and Expulsion policy that outlines the procedures for supporting children with challenging behaviors, eliminating the need for suspension or expulsion.

Programs that anticipate a need for additional staff, beyond the required ratios for PHLpreK classrooms, to ensure an inclusive environment should ensure that they have included those costs in their PHLpreK Line item budget.

- Q. In regards to children with special needs, when you're with the school district you are also allotted an aide for those children, will we be given proper assistance or will we have to use that funding to bring in more people to assist the teachers?**
- A. If you are to be a PHLpreK provider you must develop a staff budget based on the anticipated needs of your program. PHLpreK does not deploy One-on-One support for children with special needs. One-on-One support, if required by the child's IFSP or IEP would be provided by the appropriate service provider and arranged by the child's Early Intervention service coordinator.
- Q. Is this a one year contract?**
- A. Yes, the PHLpreK contract is a one year contract from July 1, 2019 to June 30, 2020.
- Q. When you have children you want to refer to Early Intervention will the staff be able to make a request with the parents' permission?**
- A. Yes, Programs can make referrals to early intervention and should make the request within 15 days of receiving parent permission to refer.
- Q. Is there a priority checklist for parents coming in?**
- A. Priority for PHLpreK enrollment is given in order of completed enrollment application for each child that meets the program eligibility requirements.