



# FY 2021 Application for Funding Question and Answers

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

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## Due Date

- 1. The application indicates that the due date is Friday, April 7th. April 7th is a Tuesday. Friday is April 10th. Please clarify which day the application due?**

The application deadline is Tuesday, April 7, 2020. Corrected information has been posted to Reviewr and the PHLpreK website.

Developments related to COVID-19 and impact to this deadline will continue to be monitored. If there is a change to the deadline the new deadline will be posted to the PHLpreK website.

## Reviewr

- 2. Does it matter which browser is used? For instance, Internet Explorer or Google Chrome?**

The browser that is used does matter. You should *only* use Firefox or Google Chrome browsers when accessing the application on Reviewr. Do not use Internet Explorer.
- 3. How do I access the PHLpreK application in Reviewr?**

To access the online application you should use this link:  
[https://app.reviewr.com/s1/site//PHLpreK\\_LOI](https://app.reviewr.com/s1/site//PHLpreK_LOI). The application can also be accessed from the PHLpreK website at [www.phlprek.org](http://www.phlprek.org), SELECT “Provider Application Process” from the tab and scroll to the link that says “Apply here by April 7<sup>th</sup>.”
- 4. When I pull up the application, do I start from where the LOI application starts? I see the downloads and the questions, but not sure if it should be a new application or if I am editing and beginning where the LOI is?**

When you log into the application you will see information from your LOI. You will select the EDIT button. This will allow you to edit information that was carried over from your LOI if necessary (for example, you may wish to change the number of slots you requested, etc.), and allow you to answer the additional application questions.
- 5. Can we gather all our documents to upload before we get to the end?**

Yes. It is recommended that you gather all documents that you will need to upload, such as your DHS license and download all the required forms at the start of the application process. However, forms cannot be uploaded until the end.

6. **The staff person who had the login access no longer works for my program. How do I change the login access to a different user?**  
Request a new login from Reviewr via email at [support@reviewr.com](mailto:support@reviewr.com). Be sure to include the name of your location and legal entity, the name and email of the person you are removing from Reviewr, and the name and email of the person you are requesting a new login for.
7. **If I have multiple locations will one application suffice?**  
No. You must complete an application for each site.
8. **When completing an application for multiple sites, how do you upload the budget?**  
Organizations with multiple locations will be required to apply for each location and a will need to upload a budget for each application.
9. **What if the Reviewr website times out?**  
The length of time before timing out depends on the browser used. The recommended practice is not to leave your computer and the application open with no activity for more than 30 minutes.
10. **In Reviewr, what does the red "X" mean on the navigation column?**  
The red "X" means there is a blank field in that section of the application that is not required. You can use the section listing column to navigate to a specific section of the if you have completed all required questions in that section.
11. **Is all the data in the Reviewr system for returning Providers from the previous procurement cycle and will it carry over to this year's application?**  
Providers can view and print data for their submissions from prior years. However, the information will not carryover to the application.

## Attachments

### Fiscal Documents

12. **Will you accept filed taxes from 2018 if 2019 taxes were not filed yet?**  
Yes. The 2018 tax return is acceptable. We recognize that the due date for the application is prior to the deadline for 2019 taxes.
13. **Is the required current operating budget for the family childcare center as a whole or the PHLpreK program only?**  
The current operating budget should represent the entire program, not only PHLpreK. Unless the program is 100% PHLpreK funded and does not receive revenue from any other sources.
14. **What exactly is the current fee schedule?**  
A fee schedule is the list of fees charged for services. While PHLpreK is free for the 5.5 hours for the 180 days of service, there may be fees for services outside of these hours. Such as wrap around care for before- and or after-care, summer, and other private pay options. etc. 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.

15. **For the *income statements*, what is considered recent per the application requirements?**  
The application specifically requests the following regarding the submission of Income Statements: a) Income statement (Profit Loss) – FY19 (For entire organization) and b) Income statement (Profit Loss) – FY20 (For entire organization through the most recent month. The income statements can be submitted on the template provided or using an income statement report from your accounting system. This can be based on a calendar year or fiscal year depending on the program’s budget year.
16. **Do we have to use the *cash flow statement* template provided in Reviewr or can we use our own generated by our own accounting software?**  
You are encouraged to use your own cash flow statement generated by your own accounting system. The timeframe covered in the cash flow statement is up to you but must cover 12 months. The template provided as an optional tool.
17. **Our organization is not required to file a tax return, and in previous years PHLpreK has accepted a financial review. Our auditors are telling us our financial review will not be done until June or July 2020. Can we upload our financial review from 2019?**  
Yes, upload the most recent report you have.

### Organizational Chart

18. **Should the organizational chart include prospective employees?**  
An organizational chart is a graphic representation of an organization showing the relationships of the positions or jobs within it. If a position is part of the current structure and it is vacant, it can be identified on the chart as vacant. The organizational chart can be updated if the location is awarded PHLpreK funding with any additional staff hired.

### Staff Qualifications Grid

19. **The staff qualification grid must be submitted in the Excel format, I see. Do we have to hand write on these forms?**  
The Staff Qualifications Excel form should be filled out in the Excel document and not submitted with handwritten entries. If you are having trouble entering your Program Name and Address in the Staff Qualifications Grid, there was an issue which has been corrected. An updated version is available in Reviewr. Please make sure you use the updated version.
20. **For the Staff Grid, should this be completed with only current staff?**  
Yes. Only complete the Staff Qualifications Grid with current staff.
21. **For the Staff Qualifications Grid, do you want all staff in the entire building or just staff serving PHLpreK?**  
Only complete it for teaching/assistant teaching staff serving PHLpreK and any site leadership (Director/Administrator). Be sure to include any substitutes that are in the classroom during the 5.5 hours of PHLpreK time weekly for over a 30-day period.
22. **If staff are currently attending CDA courses and have not attained their CDA, should that be explained in the “Comments” section? There’s not an option for CDA attendees.**  
Yes. Indicate in the comments section that the individual is in enrolled in a CDA and the expected completion date for the CDA student.

23. **If Administrative staff covers from time to time, and have the credentials of being a Lead Teacher, could they be listed as a Lead Teacher on the Staff Grid?**

If the Administrator is the Director, they should be listed as the Director on the Staff Grid and a note can be added in the Comments column. If the Administrative staff is other than the Director and only covers occasionally, they should be listed on the Staff Grid as a Substitute Lead Teacher.

### STAR 3 Waiver and Action Plan

24. **My program is currently a STAR 2 and part of EQIP to help with STAR move up. Over 75% of the sources of evidence have been submitted and reviewed for STAR 3/4 movement. How should I complete the action plan? I'm diligently working on the program being designated before October (which is the first column on the action plan for STAR 3)? I plan to request designation in June.**

For this scenario, the best way to complete the STAR 3 Waiver and Action Plan is to enter the total number of points you currently have in the March column for each category and indicate the number of points you anticipate acquiring in April, May and June. You should also add the year 2020 after the month for each column for clarification. Because you plan to request STAR 3 designation by June, in the June column indicate the STAR level you are requesting designation for and check "Yes."

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

The PHLpreK STAR 3 Waiver and Action Plan should be completed by any site that has not requested a 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, programs needing to meet STAR 2 standards will check when they intend to meet the standard. On Page 3, the applicant will document in the grid for each category of the Keystone STARS 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 total 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

|  |
|--|
| <b>April</b>   |
| _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  |
| <b>Total Target Pts earned in April: 15_/71</b>  |
| <b>Request Designation:</b> <i>(Only check Yes in the month when 71 Pts towards STAR 3 have been earned)</i><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |

## Most recent program assessment

26. **The application asks to upload the Providers most recent Environment Rating Scale (ERS) scores, if a provider is in the three-year window process for renewing, what should they upload?**  
You should upload the most recent report. If in the process of renewing, then make a note of it in the application. We are aware that the time between program assessments is often years.
27. **If I can't locate my most recent ERS assessment, what would I need to do to obtain a copy?**  
If you are unable to locate a copy of your assessment, please make a note in the application and PHMC will work with the ELRC to acquire a copy.
28. **Can the ERS assessment that is uploaded be a self-assessment?**  
No. The assessment must have been completed by a PA reliable assessor. This is likely the assessment that was completed for your last STAR designation.

## Eligibility

### Children

29. **What are the eligibility requirements for a child to enroll in PHLpreK?**  
The child must be 3- or 4-years-old on or before September 1, 2020 and be a resident of Philadelphia.
30. **Are there any income guidelines for PHLpreK or is it first come, first served?**  
No, there are no income guidelines for PHLpreK. A child must reside in Philadelphia and be 3- or 4-years-old on or before September 1, 2020. Children are eligible for PHLpreK on a first come, first served basis.
31. **Are children able to leave one PHLpreK program and go to another?**  
Yes. Families may move from one PHLpreK location to another.
32. **Do children that are currently enrolled in your program qualify?**  
Currently enrolled children that are 2 years-old will qualify if they turn 3 years-old on or before September 1<sup>st</sup> of the program year and do not receive Pre-K services prior to the start of the PHLpreK program year. Children that are 3- or 4-years old and receiving Pre-K services at the program will not qualify for PHLpreK services at the currently enrolled location.
33. **If a child is a current preschool aged student that receives CCW but is not receiving Pre-K services, would they be eligible for PHLpreK?**  
Yes, if a child is not receiving Pre-K services in that program, they are eligible for PHLpreK.
34. **If a child is receiving pre-k services under another funding stream at the site, are they eligible for PHLpreK?**
- If a child is 3 -or 4-years-old and receiving Pre-K services under another funding stream at the site, they are not eligible for PHLpreK.

- Current 2-year-olds who will be 3 on or before September 1, 2020 are eligible for PHLpreK services provided they do not receive Pre-K services at the site. Programs may create a transition classroom for children turning 3-years-old prior to the start of the PHLpreK program year so that they would be eligible for PHLpreK in the upcoming program year. In this instance the child may have transitioned to the CCW preschool register but is not receiving Pre-K services and therefore eligible.
  - Children who meet the age and residency requirements and enroll in your program for summer camp and have not received Pre-K services at the location in the past are also eligible.
35. **Older toddlers currently in the program, do they qualify?**  
If the child is in a pre-k class prior to the PHLpreK program year, they will not qualify. If the child is not in a pre-k class and will not be before the PHLpreK program year, they will qualify if they are 3- or 4-years on or before September 1<sup>st</sup> of the program year.
36. **If a child attended my program during the summer, do they qualify for PHLpreK?**  
Yes, if the child participated in the summer program and did not receive pre-k services prior to summer at your location they qualify.
37. **If a child is currently 4 years-old at my location, and receiving CCW, will they be age eligible for PHLpreK services for the following year? Is it accurate to tell the parent that they are not eligible for PHLpreK at all PHLpreK locations?**  
No. The child is not eligible for PHLpreK services at your location. They are eligible if they go to another site and apply for PHLpreK. OCF is aware of the challenges presented by this policy.
38. **If my center has a child approved for CCW before they are taken off the waitlist, are they eligible for PHLpreK?**  
A child receiving CCW funding is eligible for PHLpreK if they have not received any pre-k services at the center previously. Additionally, they could be receiving PHLpreK for 5.5 hours and then use CCW for any potential before and/or after care needs.
39. **If a child leaves your program for a period and then returns, are they still eligible for PHLpreK?**  
A child that previously received Pre-K services at your site would not be eligible for PHLpreK
40. **If a preschool aged child is currently receiving services, and are either private pay or receiving a scholarship through the center, are they eligible for PHLpreK?**  
Regardless of source of current funding/tuition payment (e.g. private pay, internal scholarship, subsidy, Head Start, PreK Counts) if the child is receiving any Pre-K services at the center, then they are not eligible for a PHLpreK seat. If they are a new child coming into the program and are age eligible, or they age into the program, they are eligible.

### Priority Neighborhoods

41. **What criteria are used to determine the Priority Neighborhoods?**  
Priority neighborhoods were identified through a weighted scoring method. The following weighted indicators were used to assess areas in need: (1) Population of children ages 3 &

4<sup>1</sup>, (2) Population of children ages 3 & 4 experiencing 2 or more Early Childhood Risks<sup>2</sup>, (3) Population below 200% of the poverty line<sup>3</sup>, (4) High-quality childcare shortage<sup>4</sup>, (5) Previous PHLpreK investment<sup>5</sup>. Neighborhoods were then selected based on the weighted score.

42. **For the newly identified Priority Neighborhoods areas, is there a map that clearly shows the areas?**

To identify neighborhood boundaries, go to [Childcare Map](#). From the “Boundaries” tab in the upper right corner Select “Neighborhoods” and the boundaries of all city neighborhoods will be overlaid on the map. Type your site address in the “Location” bar if you want to know in which neighborhood your site is located.

43. **How can a Provider determine if they are in a designated Priority Neighborhood?**

The Office of Children and Families (OCF) runs an analysis of every LOI location and identifies if they are in a priority area. To identify neighborhood boundaries, go to [Childcare Map](#). From the “Boundaries” tab in the upper right corner Select “Neighborhoods” and the boundaries of all city neighborhoods will be overlaid on the map. Type your site address in the “Location” bar if you want to know in which neighborhood your site is located.

44. **If children at my program live in Priority Neighborhoods and my daycare is not will I still qualify as a Priority Neighborhood site?**

Priority Neighborhoods only refer to the location of the Provider’s facility. It does not refer to where children live.

45. **In order to apply for FY21 programming does your center have to be in one of the Priority Neighborhoods?**

No, programs from all over Philadelphia are encouraged to apply. Special consideration will be given to those locations in a Priority Neighborhood.

## Facility

46. **If I completed an LOI for my family childcare facility, but I now have a center that is awaiting licensing, can I apply for the center also?**

You will only be able to apply for the center if an LOI was previously submitted for the center.

47. **Currently I have a preschool at one location and am building a new one which is expected to be complete by June. Can I apply for the new location?**

You will only be able to apply for the new location if an LOI was previously submitted to this location.

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<sup>1</sup> Reinvestment Fund, [Childcare Map](#): 2010 Decennial Census, 2013

<sup>2</sup> City of Philadelphia's CARES Data Warehouse, 2018 Early Childhood Risk Map Tool, 2018

<sup>3</sup> Census Bureau, 2013-2017 American Community Survey 5-year estimates

<sup>4</sup> Reinvestment Fund, [Childcare Map](#), 2018

<sup>5</sup> PHMC, Enrollment Report November 1st, 2019: Approved Enrollment, 2019

48. **Can a Provider who is applying to expand DHS slots apply for a classroom that is not licensed currently but will be at the time of contracting?**

If the program is expanding the number of classrooms at a location that is currently licensed and is awaiting a change to the license due to the expansion this classroom may be included in the application. However, you will need provide a clear explanation of your progress and timeline for obtaining licensing that includes this classroom.

Successful respondents to the FY21 Application will only receive slots based on the site's licensed capacity at the time of contracting. Only space licensed by PDE or DHS can be utilized for PHLpreK slots.

49. **If my center received an expansion grant and are looking to move to a new location this year that will be open in September, can I apply for that center also?**

You will only be able to apply for the new location if an LOI was previously submitted to this location.

50. **If a Provider currently has a center and is opening another one in the summer, should they apply in this procurement cycle or should they wait until the center is open?**

If an LOI was submitted for the new location, then you may submit an application for the new location. Your decision to submit an application should take into consideration where you are in the licensing process. Sites that are awaiting provisional licensure as a result of renovation or construction, will not receive a contract and cannot proceed with enrolling children if the Provisional license is not obtained prior to contracting.

### Change in Legal Entity Structure

51. **After completing the LOI, my organization changed its legal structure (Sole Proprietorship to LLC) which in turn gave us a new EIN number. DHS has now assigned the site a new MPI number, will this in any way effect my application process or make my LOI invalid?**

Changes in legal structure will not make your LOI invalid. Indicate in the application the connection between your current and previous FEIN and MPI. In your application where appropriate, include your current information with the old information noted in parentheses. For instance, in the MPI field enter the new MPI# followed by (former MPI#)

52. **Since the submission of the LOI the name of our Legal Entity has changed. How do I indicate this in my application?**

In the appropriate fields enter the new name followed by the previous name in parenthesis. For example: ABC Child Care (formerly 123 Child Care).

### Service and Performance Expectations

#### Group Size

53. **Does the classroom have to be closed in with walls all around or can it be an open floor plan? Meaning our daycare has individual classrooms with doors, however the daycare classrooms walls are short where you can see the entire center.**

You can have a room that is divided by short walls. Providers will assure that class sizes will not exceed twenty (20) children and that staff to child ratios of no more than ten to one will

be maintained at all times. There must be clear delineation of classrooms in large open facility designs. Class sizes and ratios may need to be reduced further to ensure the needs of the children in the program are met.

### STAR Level

54. **Currently my center is a STAR 3 working towards STAR 4. We were not awarded seats last year will we get funding this year?**

Distribution of PHLpreK funding will be prioritized to STAR 3 and STAR 4 programs that submit a complete and competitive application. STAR 1 programs in priority areas and STAR 2 programs that submit a complete and competitive application will also be considered.

### Hours of Operation

55. **Are there any suggested hours for PHLpreK?**

Providers must identify their PHLpreK hours of operation in the application. 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 to the Administrative Intermediary for approval by OCF.

56. **If the 5.5 hours of PHLpreK start at 6:30 am or end at 8:00pm do you need a waiver?**

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 to the Administrative Intermediary for approval by OCF.

57. **PHLpreK requires 5.5 hours of teaching, does that include naptime?**

No. PHLpreK programming includes 5.5 hrs. of Instructional Time. Arrival/Dismissal time and nap time are not considered as part of the 5.5 hours of instructional time.

58. **In previous years PHLpreK could be 5.5. hours or half day program.**

PHLpreK is for 5.5. hours, there is no half day option.

59. **If my center is doing parent teacher conferences, can we make a half day and close at noon for two to three days? Do half days meet the 180-day requirement?**

Providers need to meet 5.5 hours a day for 180 days per the contract. Half days do not count.

60. **When the application asks for hours of operation, what hours are you asking about?**

Please note your PHLpreK hours as well as your location hours. Your program may offer additional services hours beyond the 5.5 required hours for PHLpreK. Please let us know what those are.

### Curriculum

61. **How does utilizing the curriculum fidelity tool look for returning programs who request and are granted a curriculum waiver?**

As a part of the request for a curriculum waiver, Providers must submit a Fidelity Plan that aligns with the alternate curriculum. The Fidelity Plan must outline strategies to ensure teachers are trained in the use of the curriculum, measures for ensuring fidelity of implementation, and monitoring and coaching of teachers on the alternate curriculum. Providers will also be required to submit child outcomes data for the PHLpreK classroom

demonstrating that children are proficient or meeting age level benchmarks. Programs must submit an electronic report from the Assessment Vendor as documentation.

62. **Will the Hubs continue the fidelity tool?**

The instructional coaches at First Up and the academic coaches at School District of Philadelphia are responsible for conducting instructional coaching activities including the implementation of the Creative Curriculum Fidelity Tool. Hubs are not responsible for implementing the Creative Curriculum Fidelity Tool. The Fidelity Tool will continue to be used in FY21.

63. **Will PHLpreK provide the curriculum?**

Yes, PHLpreK will provide the Creative Curriculum for all PHLpreK classrooms that do not already have the curriculum.

64. **If a Provider has been using Creative Curriculum and a part of the kit is missing or the kit is “well used” can the kit be replaced?**

To ensure programs have a full kit and correct edition, PHLpreK will purchase Creative Curriculum kits for all new programs and each new classroom. Current Providers who need to replace a kit or a portion of a kit for a currently funded classroom are responsible for replacing the kit once PHLpreK purchased the original kit.

65. **Will PHLpreK be providing Mighty Minutes for Creative Curriculum?**

Mighty Minutes are included in the kit. Therefore, all new classrooms will receive Mighty Minutes in their kits. If current programs need Mighty Minutes because they are worn or misplaced, they must purchase the Might Minutes themselves.

### Developmental Screening

66. **If a center uses another screening tool besides Ages and Stages Questionnaire, 3<sup>rd</sup> Edition (ASQ-3) and Ages and Stages Social Emotional (ASQ-SE), would they need a waiver?**

Programs using a screening tool other than ASQ-3 or ASQ-SE to screen preschool children may qualify for a waiver to use another research-based developmental screening tool reflecting all domains of development if they have been contracted to deliver PHLpreK for a period of one year or more and if they demonstrate child outcomes and 100% compliance on timely screening and referral. The selected developmental screening tool must be on the [OCDEL Summary Table of Examined Screening Tools](#). **The Waiver must be approved by OCF. All teaching staff are required to attend training on the screening tool.**

If the program is using another screening tool for infant toddler classrooms a waiver is not necessary for that age group.

67. **Are children with an Individual Education Plan (IEP) exempted from both ASQ-3 and ASQ-SE?**

Children with IEPs are exempt from this requirement if there is a copy of a current IEP in the child’s file. IEP information for children must also be entered into the ChildWare data system.

68. **For STARS, it is required for the Provider to have ASQ-3, but STARS does not ask for the social emotional component. Will PHLpreK help the Provider obtain those assessment tools?**

Historically, when there is a system wide need for a tool, the Intermediary works with the City to determine if there is a budget for the need but cannot guarantee that this can be provided to all Providers. Generally, the Intermediary prioritizes the most expensive resources. Due to this, Providers are encouraged to think about this as an expense in their budget if it is not already a tool they have. Additionally, if a Provider attends a training on this content offered by the PA Key they can receive a copy of the tool for free provided they did not already receive one.

### Required Trainings and Meetings

69. **If you are a current Provider is there a waiver or consideration for Kindergarten Transition training if staff have already attended?**

All training scheduled in the year will be evaluated to determine if it is a required training for all Providers or for some Providers. Previous attendance will be factored into who is required to attend or not. Additionally, training taken outside of the PHLpreK network may be counted towards PHLpreK training requirements if the objectives and description align with the PHLpreK training objectives **and the** Provider demonstrates the related competencies for the training topic; Providers must be compliant with the related PHLpreK deliverables.

70. **How does the Intermediary track Providers' compliance with meeting 75% attendance of meetings and trainings? And can this information be shared with Providers?**

Providers are required to sign in for each all trainings or meetings. The Intermediary tracks this internally. This information can be shared with the Provider upon request. Submit request to [phlprek@phmc.org](mailto:phlprek@phmc.org)

### Data Entry and ChildWare

71. **My center uses Pro-Care. If contracted for PHLpreK, I would only need to use ChildWare?**

ChildWare is a required data system for PHLpreK providers and is used to conduct monitoring of compliance on PHLpreK deliverables and to gather information about all staff and children associated with PHLpreK only. If you are currently using another system you may choose to use this system for non-PHLpreK children.

72. **If the Provider receives a waiver for the curriculum, are they still required to utilize ChildWare?**

Yes, all PHLpreK providers are required to utilize ChildWare for PHLpreK enrolled students regardless of whether they have a waiver for curriculum. ChildWare is used to track enrollment and attendance data and other child, staff and family level data.

### External Evaluation

73. **Is the system requiring an evaluation from the National Institute for Early Education Research (NIEER) next fiscal year?**

The PHLpreK system will continue to identify systemwide goals and will continue to have an evaluation plan to determine the system's progress with meeting those goals. The

evaluation activities and external evaluator for FY21 have not yet been determined but information about the system evaluation plan is forthcoming.

### Staff Qualifications

74. **If a teacher is currently enrolled to be a Lead Teacher through the T.E.A.C.H. program do they qualify to be a Lead Teacher?**  
Being enrolled in the T.E.A.C.H. program does not qualify an individual as a Lead Teacher for PHLpreK. A person must have obtained a minimum of an Associate's Degree in Early Childhood Education or a related field to qualify as a Lead Teacher for PHLpreK.
75. **Can a person serve as both the Director and Lead Teacher?**  
A Director may serve as both the Lead Teacher and Director if they have a minimum of an Associate's Degree in Early Childhood Education or a related field and the program meets other DHS license related to program size -- less than 45 children at your site.
76. **If you have a Master's degree that is not ECE can the person with the Master's obtain ECE credit? And how many would qualify?**  
PHLpreK does not count credits. If the Master's degree is in an acceptable related field, then the person will qualify. The accepted Related Fields are identified in the [2014 PA Career Lattice found here](#). Related fields 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.

### Benefits and 21<sup>st</sup> Century Minimum Wage

77. **Are staff benefits required or is only meeting the 21st century minimum wage required for PHLpreK?**  
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.
78. **What is the current 21st century minimum wage? Is this for Assistant Teachers as well as Lead Teachers?**  
The current **21st century minimum wage** is \$13.25 an hour. Effective July 1, 2020 the minimum wage will be \$13.75. The minimum wage requirement applies to any staff charged to the PHLpreK budget. This includes Lead Teachers, Assistant Teachers and other administrators, etc., who are on the PHLpreK budget.
79. **Is the defined 21st century minimum wage for FY21 required for the entire center or just the PHLpreK classroom?**  
The minimum wage requirement applies to the PHLpreK program and to any staff charged to the PHLpreK budget.

80. **What is the 21st century minimum wage waiver?**  
 Programs may qualify for a 21<sup>st</sup> Century Minimum Wage waiver if they have five or fewer employees or a contract less than \$100,000. Providers unable to meet the requirement may also request a temporary waiver. The waiver can be accessed at this link:  
<https://www.phila.gov/rfp/Documents/Philadelphia%2021st%20Century%20Minimum%20Wage%20and%20Benefits%20Standard%20Waiver%20Request%20Form%20-%20updated%20January%202017.pdf>
81. **Being that the minimum wage is going to \$13.75, about a 40% increase – Forty percent of the funds that come in go to salaries, how do we manage without receiving funding increases?**  
 The monthly/child slot amount for PHLpreK was increased in FY20 from \$850 to \$875 per child per month. The Office of Children and Families is unsure at this time when there will be another increase. Providers are encouraged to think broadly about alternative paths to funding to supply their overall program budgets.
82. **Is the City working with OCDEL to ensure Providers can meet the minimum wage?**  
 Yes. The Office of Children and Families is in conversations with OCDEL about funding for Providers. A funding increase was given this year for both PreK Counts and PHLpreK to \$875 per month per child as an acknowledgment to cost of living.
83. **Will PHLpreK increase the salary percentage in the Line Item Budget?**  
 The ranges are recommendations. It is allowable to have a higher budget amount than the recommended range for salary, but a justification must be provided.

#### STAR Level and Licensing

84. **If you are a new Provider of an existing location do you want the action plan for move up from STARS Representative?**  
 No. You should complete the STAR 3 Waiver and Action Plan that is part of the application and upload it in Reviewr with your application.
85. **How much time do centers have to move from STAR 2 to STAR 3?**  
 Historically, Providers that have not achieved a STAR 3 by the time of contracting must request a designation at STAR 3 by the end of the contract term (June 30<sup>th</sup>). The specific timeline for FY2021 has not been finalized.
86. **I have a Family Childcare Center Home and was awarded zoning for a group childcare facility. My understanding is that with STARS I must start all over again because I'm a group now. Will this affect me if I'm awarded the contract?**  
 It is possible that this change will have an impact on your application. The Intermediary will be in contact with the ELRC regarding the current STAR level of all applicants.

#### Child Enrollment and Attendance

87. **How is attendance monitored?**  
 Children's attendance is tracked in ChildWare and periodic review of attendance sign-in sheets. Attendance is reviewed monthly by Hubs during the invoicing period. The average

daily attendance is also captured in ChildWare and can be reviewed at any time and is currently monitored twice annually during the Program Audits.

**88. Is there a tracking system for children enrolled at multiple centers?**

Yes. The Intermediary reviews enrollments in ChildWare weekly for duplicates. If a duplicate enrollment is found, then verification of where the child is enrolled and attending is confirmed and the child is dis-enrolled from the duplicate location.

**89. When will the FY21 enrollment application be released and can I obtain a copy?**

The enrollment application for FY21 will be available after FY21 Notices of Award are released and at the first enrollment training at the end of May. All FY21 Provider locations will receive a copy of the Enrollment Application.

**90. Is there any consideration for recruitment time when working to complete applications for the upcoming enrollment year?**

You will be submitting an Enrollment Recruitment Plan with your application for funding which identifies the activities you will employ to enroll children. The template for this plan outlines enrollment benchmarks and timeframes for being 25%, 50%, 75% and 100% enrolled.

**91. Parents are calling to enroll for 2020/2021 school year. How can a current Provider keep track of children who are interested in FY21 services?**

Current Providers can enter general demographic and contact information in the Child tab in ChildWare to track potential children for FY21. If you have questions about how to do this, you can contact [phlprek@phmc.org](mailto:phlprek@phmc.org) or ChildWare support.

## Budgets and Finances

### Line Item Budget

**92. Should the expenses in the budget equal the budget amount for the number of slots requested?**

When filling out your budget, show how all PHLpreK income will be spent down by the end of the program year. The Total Expenses at the bottom of the budget form should equal the Total Budget Amount and the top of the form.

**93. Can the Director of the daycare be paid to run the daycare and the PHLpreK program also?**

Yes, a portion of the director's salary can be charged to the PHLpreK program budget.

**94. Does financing for teachers come from the program?**

Yes, salaries from teachers should be included in the budget.

### Independent Audit

**95. A Certified Audit cannot commence until after June 30. The CPA's my location uses estimate that they will be completed by October after fiscal year end. I have been quoted about \$8,000 per site. The issue is, how do we show proof of spend down of funds by June 30 for services that will not begin until budget year ends? We must show proof that the contract funds have been fully spent by 6/30/2020.**

Correct, the auditing activities for FY20 cannot begin until the close of the year. In this case

June 30, 2020. The guidance that has been provided to us is that if you are managing your books on an accrual basis accounting then you can accrue the cost in the current fiscal year budget (FY20) and pay for the audit when you are billed in the next year. If you are managing your books on a cash accounting basis then you would need to include the cost of the FY20 audit in your FY21 budget.

96. **For the \$300,00 audit threshold, is it specific to the PHLpreK funded amount?**

Yes

97. **Is an independent audit report required for Providers receiving \$300,000 at one location, or across all participating locations?**

The independent audit is across all participating locations.

### Invoicing and Payment

98. **Does a Provider only get paid for children who attend, or do they get paid for their full slot allocation?**

Providers are paid based on the highest date of approved enrollment in the month. Any invoiced enrollments must have also had at least one day of attendance to be included in the invoice. When requesting a slot allocation, Providers should think strategically about their staffing levels and ability to fill slots.

In addition, though not used to determine payment, a PHLpreK provider's ability to engage families and partner with them to ensure 85% attendance monthly is a performance metric of the PHLpreK contract.

99. **Is the \$875 paid monthly, quarterly or annually?**

Payments are made monthly. Providers will be required to submit monthly invoices to their Administrative/Hub Agency by the 10th of the month following the month of service. There are 10 total monthly payments for PHLpreK.

100. **If a slot is filled by a child who is out sick for a week, can the Provider still invoice for that child?**

If the child attends one day in the month, a Provider can invoice for that child.

101. **Will Providers receive an advance in FY21?**

Historically Providers have been able to access an advance, but the system cannot guarantee that an advance will be available for FY21. Not all Hub agencies provide an advance. FY21 Providers will need to inquire of their Hub about the availability of advances.

### Other Funding Sources and Subsidies

102. **Can a Provider have mixed funding classrooms, or do they need to designate a classroom just for PHLpreK students?**

A provider can have mixed funding classrooms, but they are required to meet all the contractual requirements for PHLpreK in that classroom, including the ratio requirements. Mixed funding classrooms can be considered a method to leverage PHLpreK resources for other parts of a center's program.

103. **If a child is receiving CCW at the age of 2 and has a copay, however they move up in PHLpreK do they still pay CCW copayment?**  
PHLpreK services are free to every enrolled child. If that child receives other wraparound services such as before- or after-care paid through CCW, there may be a co-pay agreement.

## Hubs

104. **Who chooses the Hub agency for the Provider?**  
The Provider will indicate their preferred Hub in the application. The Intermediary will make every effort to honor the Provider's Hub selection. The default Hub assignment for FY20 funded PHLpreK providers that are awarded FY21 seats is their current Hub assignment, unless the Provider requests a change. Final PHLpreK Hub assignments for new Providers will be made based on each Hub's capacity to manage additional slots and to add new Providers.
105. **Does it matter which Hub you go with?**  
All Hub agencies are responsible for directly contracting with a subset of Providers, and oversees payment, fiscal and contract compliance for this group. All Hubs provide professional development and technical assistance to support Provider success in meeting program deliverables. Some Hubs specialize in specific types of technical assistance. Providers are encouraged to carefully read the Hub descriptions and select the Hub that best fits your needs.
106. **The application requires applicants to rank the Hubs. Do they have to be ranked if the Provider only wants to choose one?**  
The applicant can select the same Hub for all three ranking options, but the application requires all fields be completed.
107. **The application designates an option to indicate that a Provider needs technical assistance. Should that be a factor in determining Hub choice?**  
Yes, you should consider your technical assistance needs when selecting your Hub but it does not have to be the only factor in determining your Hub selection. Additionally, the questions related to technical assistance needs in the application are designed to gather information and inform the Intermediary where system-wide technical assistance may be needed.
108. **How does a Provider connect with the Hub to demonstrate that they are working towards STAR 3?**  
Information about STAR level and efforts to move up are shared with Hubs at contracting by the Intermediary. The STAR 3 Waiver and Action plan is also shared and Hubs will meet with you to discuss resources and next steps to support you in STAR move-up.
109. **Do different Hubs require different curriculums?**  
No, curriculum requirements are the same across the PHLpreK system.
110. **Which Hubs serve Family Child Care providers.**  
In FY20 PHMC and the Training Fund both served Family Child Care providers in their Hub.

## Slots

**111. I am a current PHLpreK provider with a lot of slots. Will I continue to have the same number of slots in FY21?**

There is no guarantee that programs will receive the same number of slots in FY21 as in FY20 but a good chance if the following are met. When determining slot allocations, the following criteria will be considered:

- Did the applicant submit a complete and competitive application;
- Is the location at least a STAR 3;
- History of full enrollment;
- Demonstrated PHLpreK contract compliance and met the FY20 Operations Audit score
- Is in good standing with STARS and DHS/PDE
- Has the licensed capacity for slots
- Vacant seats not occupied by a child currently being funded through another source;
- Meet the areas of priority determined by the City;
- City Vendor Compliance per the most recent OCF report;
- Recommendation from the Hub agency.

**112. For current Providers wanting to request additional slots, what is the process?**

To request an increase in slots for FY21 you will indicate in your application the number of seats you are requesting for FY21. When determining slot allocations for successful applicants the criteria listed in Question# 110 above will be taken into consideration.

**113. Can a current Provider request an increase in slots, or must they stay with their same slot allocation?**

Providers are not bounded by their currently funded slot allocation or what was put for the LOI application.

**114. If we submitted an LOI with a number of seats can we change that number in the application?**

Yes, you are not locked into the number of seats requested in the LOI. You can request a different number in the application.

**115. When looking at allocating slots in a facility will there be a maximum allocation?**

The maximum number of seats allocated cannot be more than the total license capacity. In addition to license capacity the OCF will be looking at the distribution of all Pre-K seats across the city to ensure appropriate coverage and to limit saturation. Also see Question# 110 for other considerations.

**116. Is there a maximum number of seats you can request?**

It is recommended that you consider no more than 75% of your licensed capacity, however you can request up to the full license capacity.

117. **Is there a minimum number of slots you can request?**  
It will depend on the size of your program. Family Child Care Homes may ask for only one slot and that is acceptable. It is recommended that programs consider the number of qualified staff required by PHLpreK when determining the slot request for a site location.
118. **Are more seats expected to be added to the PHLpreK system in FY21?**  
The anticipated goal is to add an additional 1,000 seats this year for a total target of 4,300 seats but the total number of new seats in FY21 will be determined by the number of responses from qualified applicants.
119. **Are all Providers applying for 4,300 slots or just for the additional 1,000 seats?**  
Providers are applying for the 4,300 seats.
120. **Does being in close proximity to another PHLpreK program hinder receiving slots?**  
Being near another PHLpreK program does not prohibit slot allocation but will be a consideration in how funds are distributed city-wide to ensure program goals are met including full enrollment.
121. **On page 36 of the application, for the questions “How many slots are anticipated to be filled by children who are currently 2 years-old and will be 3 years-old by September 1, 2020?” is this referring to current students?**  
Yes, this is referring to children currently enrolled in your program who will age into PHLpreK in the new school year. These children should be counted in this number.

## Supports for Providers

122. **What supports will Providers receive from PHLpreK?**  
In FY 20 supports provided by PHLpreK included Creative Curriculum Kits and Instructional Coaching for PHLpreK classrooms, Teaching Strategies Gold and ChildWare Licenses for PHLpreK children, Professional Development on ChildWare, Creative Curriculum, Teaching Strategies Gold and Kindergarten Transition. Early Childhood Mental Health Consultation, and Child Care Health Consultation were available as well as Hub specific technical assistance in areas such as business supports, developmentally appropriate practices, health and safety, learning environment, and DHS compliance. Supports for FY 21 are still being finalized.
123. **Approximately how frequently are instructional coaching and professional development sessions?**  
The frequency of instructional coaching activities depends on the program/classroom and individual needs of the teacher. Coaches gather information using the Creative Curriculum Fidelity Tool and use information from the Fidelity Tool and Teacher goals to determine the frequency of coaching visits. The number of professional development sessions varies from year to year. But programs can anticipate that you will need to commit time quarterly to some professional development. To gear up for the start of the new school year the summer months typically include a fair amount of professional development especially related to ChildWare Enrollment, Creative Curriculum and Teaching Strategies Gold. A calendar of professional development activities is published quarterly.

124. **Approximately how many Hub specific training sessions are conducted annually?**  
The number of Hub specific training sessions vary by Hub and are determined by the specific Hub.
125. **For Family Childcare can trainings be webinar?**  
The appropriate modality for the training will be identified based on the training topic and learning objectives for the training. PHLpreK trainings with complex topics and topics requiring active hands on engagement from training participants will only be provided in person. Other PHLpreK trainings may be provided via webinar option. When in person training is the best modality for required training, an evening or Saturday option will be made available. Required trainings will be provided on a variety of dates and times in order to accommodate the diverse needs of all PHLpreK providers.
126. **Are the Business Institute's hours accommodating for family childcare providers?**  
Required trainings will be provided on a variety of dates and times in order to accommodate the diverse needs of all PHLpreK providers.
127. **Is financial technical assistance and systems support technical assistance required for providers who have robust practices currently in place?**  
PHLpreK providers expected to participate in the required quality supports (technical assistance and coaching) as direct by the Mayor's Office of Education and PHMC. Instructional coaching is required for all PHLpreK classrooms. Business and financial technical assistance is required for all Providers in the UAC Hub. Currently, all other technical assistance is voluntary unless otherwise recommended to remediate an areas of contract noncompliance or health and safety concern. These recommendations for TA services will be identified in a Quality Improvement or Corrective Action Plan for site locations.
128. **Is CLASS instruction available?**  
Professional development on the CLASS program assessment is available through the PA Key and Keystone STARS.
129. **Does PHLpreK offer ACT 48 hours?**  
ACT 48 hours are not currently offered through all Hubs but we will investigate this as a possibility for the coming year. Yes, we are working to offer this in the new school year.
130. **Is there a possibility to have more mobile meetings and/or webinars to avoid parking fees?**  
Webinars are currently an option for all provider meetings and some training content. We will be happy to explore options for other meeting and training locations that are not in center city to help minimize costs. These locations do need to be accessible to Public Transportation for PHLpreK staff who may not have access to a car. If you are interested in being a host, let us know by submitting a PD Host site form.

## Staff Recruitment and Retention

131. **Providers are currently challenged with finding enough qualified staff. Is there any consideration in addressing the need for Providers to take on new staff due to the**

**PHLpreK expansion by 1,000 seats?**

OCF is aware of the challenges faced by Providers in finding qualified staff. Staffing is an issue across education. The ability to hire qualified staff will need to be a consideration in when requesting slots to ensure staff to child ratio requirements. Additionally, the 1,000-seat increase is an estimate and depends on the capacity of Providers who are approved for FY21 funding.

**132. In order to recruit and retain teachers and a larger workforce, does the PHLpreK offer scholarships or re-payment plans to incentivize high quality teachers?**

Currently, there is not a scholarship or re-payment program through PHLpreK. Programs can participate in the T.E.A.C.H. scholarship program to support their teachers in obtaining their degrees and the Apprenticeship program. Both of which have a compensation component to them. For learn more about workforce supports and to share your interest you can contact the ECE PDO at PHMC at 267-773-4400 or email [ecepdo@phmc.org](mailto:ecepdo@phmc.org).

**133. Providers are trying to get staff in place and are competing for the same teaching staff, which causes some centers the need to have a long-term substitute in the classroom. What kind of support do centers get in finding qualified staff? Are there any resources available for finding qualified staff?**

PHLpreK does post job openings through the Office of Children and Families' blog. PHLpreK Providers can submit their job openings for posting. For any questions, please contact Jade Wallace, PHLpreK Workforce Coordinator, at [jade.wallace@phila.gov](mailto:jade.wallace@phila.gov) or (215) 686-0310. Providers can also access ECEhire.com which is an employment portal for early care and education providers and professionals in Pennsylvania. The site enables PA providers to promote open positions and helps professionals identify open ECE and childcare jobs in their region. ECEhire.com is open to DHS-certified childcare providers, Head Start programs, licensed nursery schools, and other approved ECE-related organizations. Providers can also contact ECE PDO at PHMC at 267-773-4400 or email [ecepdo@phmc.org](mailto:ecepdo@phmc.org) to inquire about additional resources.

**134. PHLpreK providers currently cannot take full advantage of the Education and Retention Award (ERA) due to OCDEL's current policy related to prorating the award. Can OCF support in helping to change this OCDEL policy?**

The city is working with OCDEL to discuss the impact of this policy on PHLpreK teachers.

**135. By 2028 lead teachers are expected to have a bachelor's degree. Is there going to be any funding reflection on salaries?**

Yes, one of the things OCF is thoughtful about in terms of rate increases and slot increases is what is happening in the state. As we move into higher expectations for lead teacher, we are thinking about a rate change in order to help with funding of salaries. PHLpreK is committed to leveraging other funding sources and coordinating with other early childhood initiatives

**136. This is a 1-year contract, when would we know about renewals for future years?**

Currently, Providers are required to apply each year for funding in the next year. Applications have historically been due in early spring and award notices released in late spring.

## Narrative and Other Application Questions

137. **Some narrative questions have “New locations only” or “Current PHLpreK funded locations only” in the question. How does this apply?**

“New locations only” is a reference for provider locations that are not receiving PHLpreK funding in the current FY 20 fiscal year. “Current PHLpreK funded locations only” is a reference to provider locations that are receiving PHLpreK funding in the current FY20 fiscal year. For instance, for the question, “Describe your agency’s Mission and Vision (New locations only)” if the location for which the application is being completed for a location that is not currently receiving PHLpreK funding, then you will need to answer the question. If the location is currently receiving PHLpreK funding, then you do not need to answer the question.

138. **In the application, if the question does not specify for “Current PHLpreK funded locations only,” does it need to be answered?**

Yes, if the question does not specify the provider location type, then every applicant must answer the question. Questions to be answered by all locations will be indicated with a red asterisk. You will be prompted to complete the question if you did not.

139. **When asked “if you collect this data” should you provide an answer if you don’t?**

If you do not have this information, then do not answer the question.

140. **Is there an outside agency that will provide consulting for application process?**

No. PHLpreK is not aware of any specific services and will not make any recommendations of consulting agencies to assist with completion of the application. Agencies are free to contract with any entity of their choosing to assist with completion of the application process, however these consultants have not been trained on the application process by the PHLpreK network, nor are they endorsed.

141. **The building where children will be served, has two addresses. How should I represent the address on the application?**

Use the address that appears on your DHS license.

142. **For the curriculum portion should we include what we are currently using or what we intend to use once we receive training and materials from PHLpreK?**

The application asks several questions related to curriculum. Some questions ask about what you are currently doing, and others ask about what supports and resources you will need if you are not currently using the Creative Curriculum. Be sure to thoroughly read the question and respond to the question being asked in detail with specific strategies, procedures and processes described.

143. **Should we include our current day to day practice and what we plan to incorporate in our program in answers to the narrative questions?**

Unless otherwise indicated you should describe your current practices. Be sure to read the question thoroughly and answer the question asked in detail with specific strategies, procedures and processes described.

144. **Are you looking for programs that have completely met every aspect of the application or is partially met acceptable? And if partially met is acceptable is that how you measure how much technical assistance is needed for that site?**

Distribution of PHLpreK funding will be prioritized to STAR 3 and STAR 4 programs that submit a complete and competitive application. STAR 1 programs in priority areas and STAR 2 programs that submit a complete and competitive application will also be considered. The applications of respondents are reviewed against criterion established by the city. Respondents whose applications demonstrate alignment with the priorities of OCF and the capacity to deliver PHLpreK service are prioritized for funding. Every application question is factored into an assessment of the respondent's ability and capacity.

145. **How much experience do you need in order to be accepted into the program?**

The applicant needs to demonstrate that they meet the eligibility criteria and has the capacity, understanding, and commitment to meet the PHLpreK service and performance expectations.

146. **Are your expectations to have programs fully knowledgeable in the implementation of the PHLpreK program?**

PHLpreK applicants must demonstrate a strong understanding of the PHLpreK expectations and will be expected to fully implement the PHLpreK performance expectations and contract requirements if awarded seats.

147. **If a program has limited experience in providing similar services to the target population of PHLpreK, is there a chance to be accepted still?**

The applicant needs to demonstrate that they meet the eligibility criteria and has the capacity, understanding, and commitment to meet the PHLpreK service and performance expectations. Distribution of PHLpreK funding will be prioritized to STAR 3 and STAR 4 programs that submit a complete and competitive application. STAR 1 programs in priority areas and STAR 2 programs that submit a complete and competitive application will also be considered.

148. **For locations that are currently under enrolled, what answers are you looking for relating to waitlist?**

PHLpreK expects locations to be 100% enrolled 100% of the time with a waitlist. Enrollment and Recruitment plans should address strategies the program will use to ensure 100% enrollment with a waitlist.

149. **If a program has no "Eligible" or qualified Lead Teachers/Assistant Teachers to work in the PHLpreK program, will that prevent you from being accepted in the PHLpreK program? And what are you looking for in the Staff Recruitment Plan?**

Applicants will need to demonstrate that they have viable recruitment strategies in place to ensure that qualified staff are in place prior to the start of the PHLpreK program. The review of applications will take all aspects of the application into consideration. Distribution of PHLpreK funding will be prioritized to STAR 3 and STAR 4 programs that submit a complete and competitive application. STAR 1 programs in priority areas and STAR 2 programs that submit a complete and competitive application will also be considered.

## Miscellaneous

150. **Could PHMC please provide a copy of the PHLpreK Provider Unitary Agreement for review?**

All PHLpreK funded are provided a copy of the PHLpreK Unitary Agreement at contracting.

151. **We create a grievance policy and share it with families. However, sometimes they call the Office of Children and Families without following procedures, and the grievance is not fact-based. How are these grievances dealt with?**

One of the first questions OCF asks when we receive a grievance is whether the parent/caller made outreach to the center first. The team then connects with the Hub and Intermediary to follow up and address the concern.

152. **Regarding parent agreements, when we have parents that are threatening to call PHLpreK what is the process?**

If a parent does call PHLpreK the call is handled as a grievance. It is also recommended that in the same way you have a conduct policy for staff, you can create one for families. You can work with your Hub on expectations around what that would look like and for support on implementing it.