

2018 RENEWAL APPLICATIONS FOR HQSR-E

December 1, 2017

Eligibility will require preschool programs to demonstrate proficiency in the following areas:

- Verification of student eligibility by maintaining proper documentation
- Demonstration of fiscal responsibility
- An overall ECERS score of 4.00 or higher for a program that is more than 3 hours a day or an overall ECERS score of 3.00 or higher for a program that is 3 hours a day or less
- Sufficient evidence of implementation of high quality preschool components
- Adequate documentation related to student performance information
- Adherence to reporting and documentation deadlines and requirements as designated in the grant
- Adherence to established schedules for the delivery of designated services as approved by the USBE
- Coordination and cooperation with the independent evaluator

1. Verification of student eligibility by maintaining proper documentation

- The preschool coordinator will maintain documentation of eligibility for each grant eligible student in the student's classroom. Documentation needs to be in the classroom file before the student attends school
- **Evidenced by annual USBE monitoring visit**

(Insert School Letterhead)
 HQSR-E Eligibility Documentation
 Declaration of Household Income
 School Year 2017-18

(LEA) is participating in the National School Breakfast Program and/or the National School Lunch Program. To determine eligibility for High Quality School Readiness Expansion (HQSR-E) benefits that your child may qualify for, please complete, sign, and return this form to (School). (School Contact)

The HQSR-E grant provides expanded access to preschools that are deemed "high quality" by the state of Utah. In order to be deemed "high quality" a preschool must include specific elements identified in the grant that support a child's developmental growth and well-being. A child may be eligible to participate in the HQSR-E program if they are in a family that is eligible for assistance through TANF or eligible for free or reduced lunch. The following table is used to determine income eligibility.

Name of Student(s): _____

Instructions: Locate and circle your household size in the chart below. Circle your gross income (income before deductions) in the chart below.

Income Eligibility Guidelines, School Year 2017-2018

Household Size	130% Federal Poverty		185% Federal Poverty		200% Federal Poverty	
	Annual	Monthly	Annual	Monthly	Annual	Monthly
1	15,444	1,287	21,978	1,823	23,760	1,980
2	20,826	1,736	29,637	2,470	32,040	2,670
3	26,208	2,184	37,296	3,108	40,320	3,360
4	31,590	2,633	44,955	3,747	48,600	4,050
5	36,972	3,081	52,614	4,385	56,880	4,740
6	42,354	3,530	60,273	5,023	65,160	5,430
7	47,749	3,980	67,951	5,663	73,460	6,121
8	53,157	4,430	75,647	6,304	81,780	6,815
For each additional family member add	5,408	451	7,696	642		693

(Modified from the "Eligibility Income Guidelines," Federal Register Notice Vol. 81, No. 56, Wednesday, March 23, 2016).

If your income is over the amounts listed above, check this box and sign the form below.

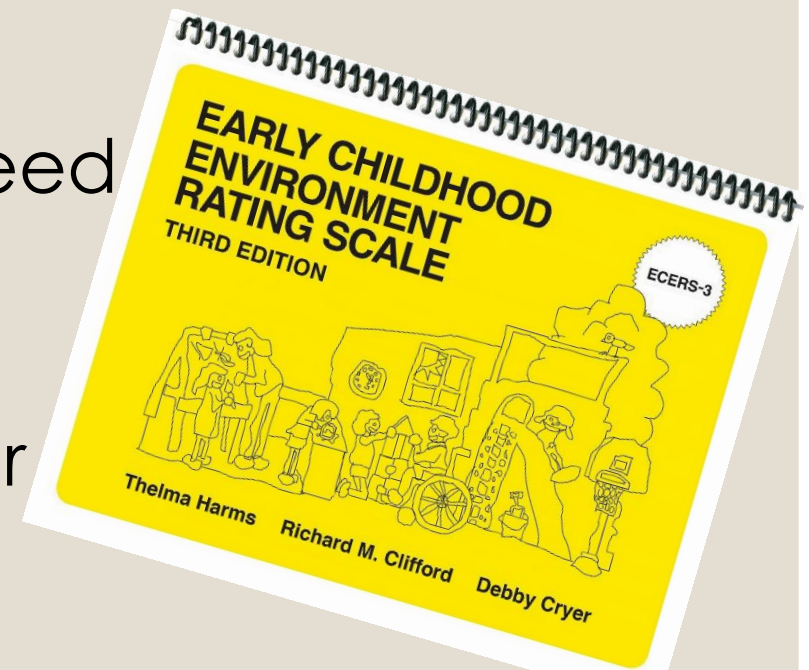
I certify (promise) that my child(ren) qualifies as economically disadvantaged according to the table above. I understand that this information will be submitted by the school to the Utah State Office of Education and may be used to determine how certain state and federal funds are allocated and how well the school performs academically. School officials may need to verify my claims in the case of an audit. I understand that this form may be provided to the Department of Workforce Services for monitoring purposes. I understand that deliberate misrepresentation of my income or household size may subject me to prosecution under applicable

2. Demonstration of fiscal responsibility

- Stays within the approved budget
- Submits the appropriate reimbursement form with accompanying receipts as often as monthly or at a minimum of quarterly **UCA**
- Maintains backup documentation at their site (e.g., reimbursement form, staffing sheets with salary, receipts for materials or anything that needs reimbursement). Backup documentation will be monitored at least once per school year during a scheduled visit **February ECERS Observation**

3. An overall ECERS score based on the length of the program

- An ECERS observation will be completed in **February** for all LEAs currently approved for the grant. An informal ECERS observation may be scheduled at the LEA's request before the February visit
- A program **more than three hours** will need to achieve a score of **4.0** or higher
- A program that is **three hours or less** will need to achieve a score of **3.0** or higher



4. Sufficient evidence of implementation of high quality preschool components

- USBE staff will coordinate with program coordinator(s) to analyze the implementation of the high quality preschool criteria
- **Evidenced by annual USBE monitoring visit**

105 53A-1b-105. Elements of a high quality school readiness program.
106 (1) A high quality school readiness program run by an eligible LEA or eligible private
107 provider shall include the following components:
108 (a) an evidence-based curriculum that is aligned with all of the developmental domains
109 and academic content areas defined in the Utah Early Childhood Standards adopted by the
110 State Board of Education, and incorporates intentional and differentiated instruction in whole
111 group, small group, and child-directed learning, including the following academic content
112 areas:
113 (i) oral language and listening comprehension;
114 (ii) phonological awareness and prereading;
115 (iii) alphabet and word knowledge;
116 (iv) prewriting;
117 (v) book knowledge and print awareness;
118 (vi) numeracy;
119 (vii) creative arts;
120 (viii) science and technology; and
121 (ix) social studies, health, and safety;
122 (b) ongoing, focused, and intensive professional development for staff of the school
123 readiness program;
124 (c) ongoing assessment of a student's educational growth and developmental progress
125 to inform instruction;
126 (d) a pre- and post-assessment[-] of each student whose parent or legal guardian
127 consents to the assessment that, for a school readiness program receiving funding under this
128 part, is selected by the board in accordance with Section 53A-1b-110[-] of each student];
129 (e) for a preschool program run by an eligible LEA, a class size that does not exceed 20
130 students, with one adult for every 10 students in the class;
131 (f) ongoing program evaluation and data collection to monitor program goal
132 achievement and implementation of required program components;
133 (g) family engagement, including ongoing communication between home and school,
134 and parent education opportunities based on each family's circumstances;
135 (h) for a preschool program run by an eligible LEA, each teacher having at least
136 obtained:
137 (i) the minimum standard of a child development associate certification; or
138 (ii) an associate or bachelor's degree in an early childhood education related field; and
139 (i) for a preschool program run by an eligible private provider, by a teacher's second
140 year, each teacher having at least obtained:
141 (i) the minimum standard of a child development associate certification; or
142 (ii) an associate or bachelor's degree in an early childhood education related field.

5. Adequate documentation related to student performance information

- Student performance information is anything related to the high quality school readiness criteria indicating the preschool's program is providing ongoing assessment of student's educational growth and developmental progress to inform instruction
- This item is included as one of the high quality preschool components and is also stated in the application
- **Evidenced by annual USBE monitoring visit and new kindergarten readiness assessment**

Student Outcomes

Year 3

LEAs Qualified
USBE monitors and
observes

Fall Kindergarten
Readiness
Assessment

- All students will be assessed
- Results will be compared
- Program needs to demonstrate significant statistical gains

Weber
District

Weber
Preschool

No
Preschool

6. Adherence to reporting and documentation deadlines and requirements as designated in the grant

Reporting deadlines

- **Financial-** A summary of expenditures for the year. Tentatively due June 1, 2018
- **Attendance-** Percent of TANF eligible students who had access to the high quality preschool programs (e.g. income status, demographic data)
- **Evidenced by DWS Quarterly Reports**

6. Adherence to reporting and documentation deadlines and requirements as designated in the grant

- Documentation deadlines
- Documentation needs to be in place for staff before the first day of work in the classroom
- Documentation will be monitored by at least once per school year during a scheduled visit
 - **Non-Disclosure**
 - **Code of Conduct**
 - **Background Check**
- **Evidenced by annual USBE monitoring visit**

7. Adherence to established schedules

- For the delivery of designated services as approved by the USBE and DWS for TANF Expansion and IGP Scholarship students
- For an LEA, services begin no later than the first Monday after the student registers and continues until the end of the school year or until the district is notified by the parent or another preschool provider that the child has moved
- **Evidenced by annual USBE monitoring visit and DWS Quarterly Report**

8. Coordination and cooperation with the independent evaluator

- The independent evaluator will work with the preschool coordinator to obtain parental permission and appropriate times and locations for those students selected to be evaluated and any other data required by the evaluator
1. Provide parent contact info
 2. Provide space to evaluate
 3. Obtain parental permission
- Evidenced by ETI report**

Evaluation & Training Institute

The Evaluation and Training Institute (ETI) is dedicated to helping communities and organizations through the use of information.



Renewal Application

- Submit a budget
- ECERS observation in February
- Monitoring checklist form to be completed by USBE during February visit
- Schedule of preschool services including start and stop dates and approximate dates of parent orientation

Program Monitoring Checklist

High Quality School Readiness-Expansion

PROGRAM MONITORING CHECKLIST

INSTRUCTIONS: Review the required documentation and complete the checklist at least annually. Notify the grantee of the results and recommendations. Failure to comply with recommendations may result in termination of the award.

Organization name: _____

Program name: _____

Funding amount: \$ Year 1: _____ Year 2: _____ Year 3: _____

Grant start date: July 1, 2016 _____

Grant end date: June 30, 2019 _____

Monitoring date: Year 1: _____ Year 2: _____ Year 3: _____

Monitored by: Year 1: _____ Year 2: _____ Year 3: _____

Monitoring Attendees: Year 1: _____ Year 2: _____ Year 3: _____

Determination:

Year 1: Meets grant requirements Action Required to Become Compliant
 Year 2: Meets grant requirements Action Required to Become Compliant
 Year 3: Meets grant requirements Action Required to Become Compliant

		Year 1		Year 2		Year 3	
Requirements		Yes / No / NA	Comments	Yes / No / NA	Comments	Yes / No / NA	Comments
Program Summary							
1.	Does the program provide the funded services for the number of students they were able to recruit?						
2. HQ	Does the program offer sufficient evidence of implementation of high quality preschool components as evidenced by annual USBE observation?						