ON MY WAY PRE-K PROVIDERS

Technical Assistance Webinar

January 2015

STEPS TO BECOMING AN OMW PRE-K PROVIDER

Complete Provider Application /Vendor Forms
http://www.in.gov/fssa/4931.htm

Sign Provider Agreement

Added to provider list at:
www.onmywayprek.org

PARENTS CHOOSE FROM APPROVED PROVIDERS

Onmyway.org

or

http://www.in.gov/fssa/4932.htm

Families can also call a referral specialist to receive personalized assistance: 1-800-299-1627

ALL PARENTS CONTACTED

12/17/14 Parents chosen in lottery were mailed a letter from OECOSL

12/22/14 Approved Lottery Parents were called/emailed & contacted by mail by local intake agents to set up enrollment appointment

12/29/14 Parents not chosen in lottery were contacted by mail by OECOSL

PROVIDER INFORMATION FORM

- Parents received the Provider Information Form with their grant award letter.
- When a family selects your program, they will ask you to complete this form.
- This form obligates you to provide pre-k to the child named on the form for the days/times and cost indicated on the form.
- Form must be completed and signed by the your program and returned to the Intake agent either with the family, fax or email.
- Once Intake as completed family enrollment, this child will be assigned to your program. Families receive 2 copies of their grant. Ask for a copy when the child begins your program.

PROVIDER INFORMATION FORM

On My Way Pre-K
Provider Information Page

Date Completed: _____

APPLICANT
Parent (Guardian) Name:

PROGRAM INFORMATION		
Pre-K Program Name:		
Business Name or School District (if applicable):		
Pre-K Program Address:		
City:	ZIP Code:	License, RM or EX #:
Phone #:	Fax #:	Email:

PROGRAM DESIGN

For the 2014-2015 School Year:
Program Start Date - semester start date in January.
Program End Date -semester end date for your program. If summer program offered, the end date of summer.
Provider Cost Per Child for a Program Year -cost for your semester starting in January plus summer (if offered)
Pre-K Program Hours Per Week -hours per week for your Pre-K program
Pre-K Program Weeks Per Year -number of weeks offered starting in January plus summer (if offered)
Pre-K Program Days Offered Per Year – number of total days offered starting in January plus summer (if offered)
FOR OTHER SCHOOL YEARS, COMPLETE THE BOXES BELOW FOR THE ENTIRE SCHOOL YEAR.

Program Start Date:	Program End Date:	Provider Cost per Child for a Program Year:
Pre-K Program Hrs Per Wk:	Pre-K Program Weeks Per Year:	Pre-K Program Days Offered:

CHILD INFORMATION *				
Pre-K Child's Name:				
** Pre-K Child's Age:			Relation to Provider:	
First Semester:	Yes	No	Child's Start Date:	Child's End Date:
Second Semester:	Yes	No	Child's Start Date:	Child's End Date:
Summer:	Yes	No	Child's Start Date:	Child's End Date:

PROVIDER AFFIRMATION	
I affirm the information provided on this application form is true and correct. Further, I affirm Pre-K services will be provided at the address listed above. I also understand I must allow unscheduled visits by a parent or legal guardian to my Pre-K program during the hours the Pre-K program is operating.	
In signing this application, I certify I am the individual listed above or the authorized designee.	
Authorized Provider Signature:	Date:

* If family has more than one qualified child to enroll, complete a form for each additional child.
** As of August 1 prior to start of school year.

Form Version Date: December 12, 2014

This is what the provider form looks like – we will explain each section of the form.

ON MY WAY PRE-K
PROVIDER INFORMATION PAGE

APPLICANT

Parent (Guardian) Name:

PROGRAM INFORMATION

Pre-K Program Name:
Business Name or School District (if applicable):
Pre-K Program Address:
City: ZIP Code:
License, RM or EX #:
Phone #:
Fax #:
Email:

PROGRAM DESIGN

Program Start Date:	Program End Date:	Provider Cost per Child for a Program Year:
semester start date in January (for this cohort)	-semester end date for your program. If summer program offered, the end date of summer	What is your cost to offer this pre-k program for this time period

PROGRAM DESIGN

Pre-K Program Hrs Per Wk:	Pre-K Program Weeks Per Year:	Pre-K Program Days Offered:
hours per week for your Pre-K program	*number of weeks offered from January plus summer (if offered)*	*number of total days offered starting in January plus summer (if offered)*

HOURS PER YEAR

Total number of hours each week

×

Total number of weeks per program year

→

Total Program Hours

OR….

of hours each day
# of days program offered
Total program hours

COST OF PROGRAM

- The cost of your program should include all fees associated with enrollment and attendance for the pre-k program. (enrollment fees, field trip fees, book fees, etc.) Parents cannot be charged for these fees.
- The On My Way Pre-K grant can only pay for pre-k program times. If wrap-around care is need for extended day, you may choose to provide this to grant families and may charge additional fees. Grants can cover a full day program including lunch and nap if these are included in your pre-k day!
- The grant amounts are set by statute and may not cover your total costs.
- Grant maximums may exceed your cost per child but you will not be reimbursed for more than it cost you to provide services.

GRANT AMOUNTS

Program Design	Minimum Hrs /Program	Max Reimbursement Rate
A	740	$4218
B	450	$2565
C	370	$2109
D	225	$1283

REIMBURSEMENTS

- You will be reimbursed each semester/trimester your program is offered.
- Academic year programs will receive a semester payment for fall (Aug-Dec) and a semester payment for spring (Jan-May) as applicable. Cohort one will only have a spring payment.
- Calendar year programs will receive an additional payment for summer.
- You have agreed to pay refunds within 30 days to FSSA or FSSA's fiscal agent for any duplicate or erroneous payment including repayment due for the disenrollment of a child with an On My Way Pre-K grant.

NEXT STEPS

Parent completes enrollment process with provider and provider completes Info Form

Parent completes enrollment process with local intake – gives info form to Intake -and grant is generated

Parent receives 2 copies of the grant – one to keep and one for provider. This is documentation of amount of grant

Claim forms will be sent to providers with OMW grants to claim grant amounts –State will process claims and FULL grant amount will be sent to providers

ATTENDANCE REQUIREMENTS

- Parents must sign the family agreement and agree to ensure that their child is in attendance 85% of the days the program is offered. You have agreed to monitor and enforce these attendance requirements. You are required to report weekly attendance. We hope to move to an electronic version of attendance tracking but will be sending you a paper form to use until that time.

PROVIDER PARTICIPATION REQUIREMENTS

- Administer the ISTAR-KR assessment.
  - Receive training if needed.
- Offer parental engagement and involvement activities in alignment with the Family Engagement Framework adopted by the Indiana Early Learning Advisory Council (ELAC).
- Allow families of children enrolled in the Pre-K program to visit at any time the program is in operation.
- Remain in good standing with State and PTQ/Accreditation
- Participate fully in the evaluation.
- Submit claims and attendance reports timely to FSSA/FSSA fiscal agents

SERVING HOOSIER CHILDREN IN THE BEST WAY POSSIBLE

- Families may use CCDF and or Head Start services in addition to On My Way PreK grants providing that the funding does not duplicate or supplant federal funding streams.
- Current CCDF families should not forfeit their CCDF voucher for an OMW grant if they still meet CCDF eligibility
- Families may use CCDF to cover wrap around, second and third shift care in addition to receiving an On My Way PreK grant.
- HS families should not forfeit their HS funding for an OMW grant. HS families could use grant for the other ½ of a HS day to extend for a full day (if pre-k program is extended)
- Most On My Way PreK providers are also CCDF eligible providers. CCDF families with full time vouchers overlapping the same hours as the pre-k should keep their voucher and ask for a provider change if necessary. With this approve, the family keeps their voucher and another at risk child can be served in pre-k.

QUESTIONS

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http://www.in.gov/fssa/4931.htm