

1. INTRODUCTION

Keystone STARS is an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement (CQI) efforts of Pennsylvania's early learning and school-age programs. Providing financial supports to providers serving children who are vulnerable and at risk is one strategy implemented by OCDEL to promote continuous quality improvement. Grants available to child care providers in the Keystone STARS Program include the Rising STARS Support Grant, the Merit Award, and the ERA Award.

Keystone STARS Rising STARS is an OCDEL initiative to target financial resources to early care and education providers who are committed to providing high quality child care to high need populations in hard-to-serve communities. The following types of providers may be eligible for a Rising STARS Support Grants:

- All current Keystone STAR 1 child care certified early care providers (including school age child care (SACC) only providers) actively working on a CQI plan that includes moving up to a STAR 2 in a reasonable amount of time.
- Current STAR 2 providers (including SACC only providers) who received the Rising STARS Support Grant and successfully moved from STAR 1 to STAR 2.
- STAR 2 providers (including SACC only providers) who have received the maximum amount of Merit Awards (three) but who now are positioned to move to a STAR 3 or 4.

The Merit Award includes expenses relating to equipment and supplies/materials, professional development, accreditation costs, staff bonuses, salaries and compensation, and other expenses. The following types of providers may be eligible for a Merit Award:

- Family providers with a STAR 2 or higher designation.
- Centers and Groups with a STAR 2 designation (STAR 3 and 4 Center and Group providers are not eligible for Merit Awards).
- The maximum number of Merit Awards STARS 2 providers may receive is three (3).

The ERA Request/Award contains staff-specific awards for highly qualified owner/operators and teaching staff. The following types of providers may be eligible for an ERA Award:

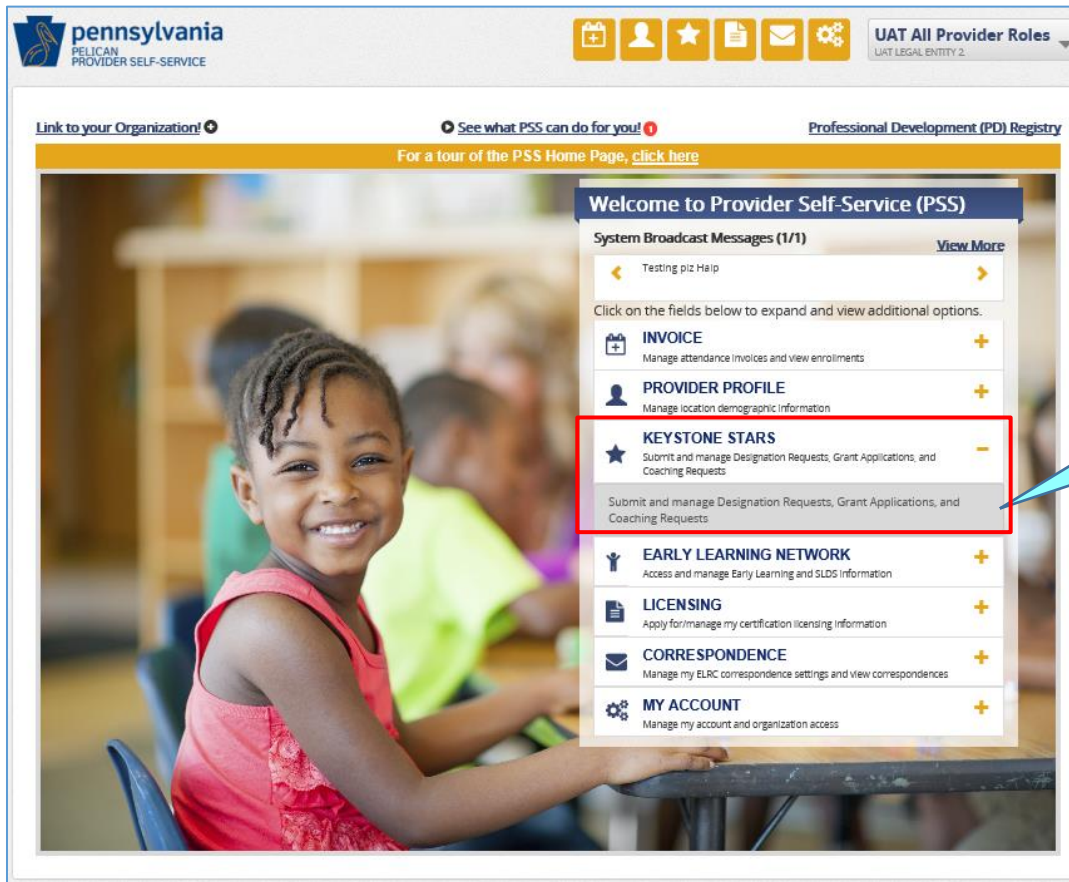
- Family, Center, or Group providers with a STAR 2 or higher designation.

The ability to complete, edit, and submit a Grant Request online through Provider Self-Service (PSS) was made available in February 2020. This tip sheet provides information and guidance on submitting a Grant Request online.

Note that clicking on or hovering over a quick tip icon () next to an item will provide valuable information about that item.

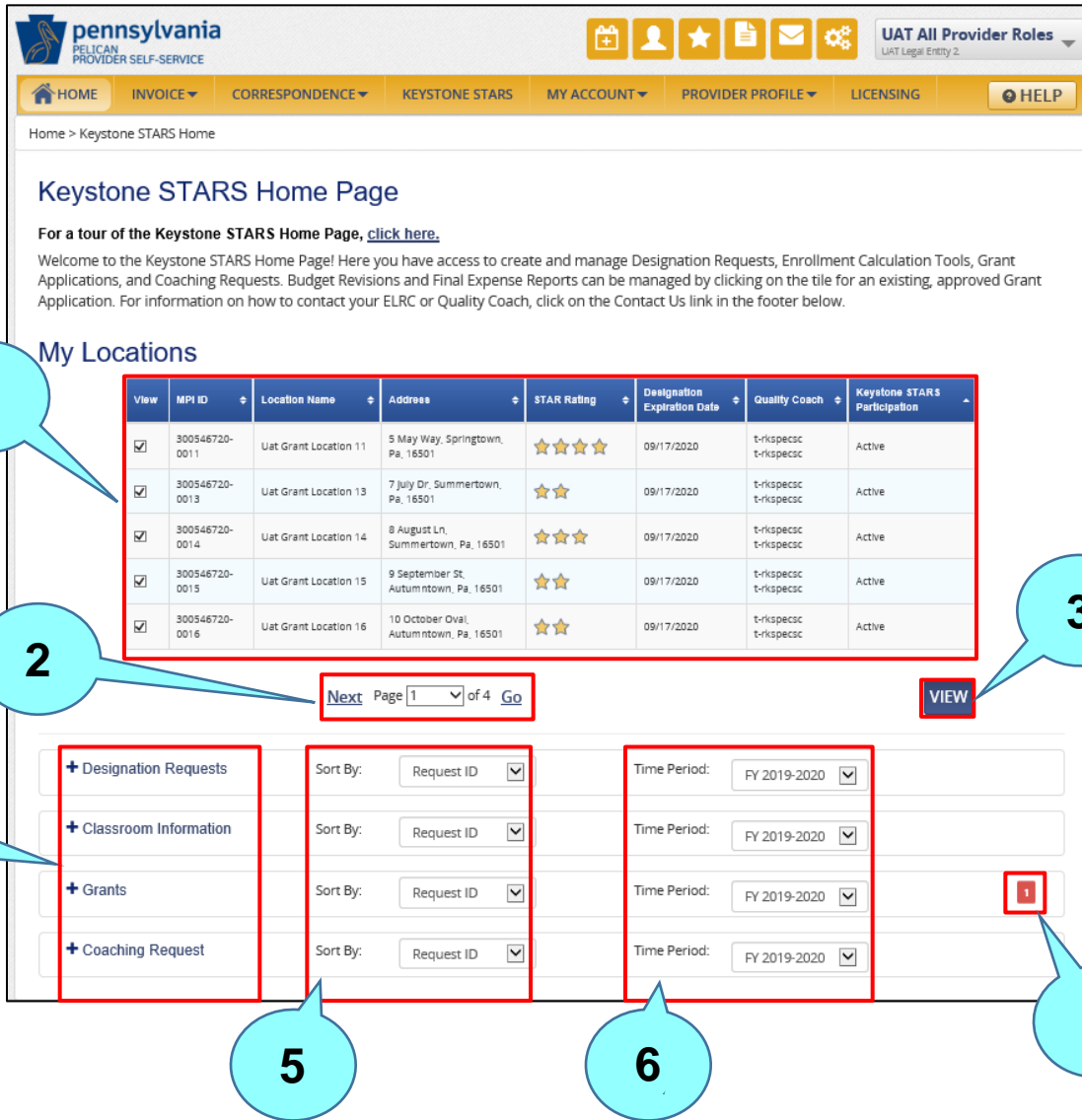
2. GRANT APPLICATION – GET STARTED

Figure 1. Provider Self-Service Home Page



- 1 From the **Provider Self-Service Home** page, click the plus (+) sign beside Keystone STARS to expand the box. Next, click on the expanded text to get to the **Keystone STARS Home** page. After clicking on the Keystone STARS text, the **Keystone STARS Home** page will display.

Figure 2. Keystone STARS Home Page – Collapsed View



- 1 Locations for the selected provider are shown here. Up to five locations can be viewed at one time. This list is sorted by Location Name. Locations that are inactive in Keystone STARS will appear at the bottom of the list. The first five locations are automatically selected when the Home Page first displays. Users can deselect any or all locations and move to another page to select other locations.
- 2 Move to the next or previous page of locations here, or jump pages by selecting the page number and clicking **GO**.
- 3 Click **VIEW** after selecting the desired locations.
- 4 Click the text beside any + sign to expand that section or drawer.

- 5 Results can be sorted by: Request ID, Submission Date, Location Name, Status, Grant Type (for Grants only), Area of Service (for Coaching Requests only), or Submitted By.
- 6 Time periods in the dropdown menu are fiscal years (e.g., FY 2017-2018, FY 2018-2019, FY 2019-2020).
- 7 A number appearing in this area indicates that there is an item under that subject area that needs the provider's attention.

Figure 3. Grant Requests – Expanded View

The screenshot shows the Keystone STARS Home Page. At the top is a navigation bar with links: HOME, INVOICE, CORRESPONDENCE, KEYSTONE STARS, MY ACCOUNT, PROVIDER PROFILE, LICENSING, and HELP. Below the navigation bar is the page title "Keystone STARS Home Page" and a welcome message. The main content area is titled "My Locations" and contains a table with columns: View, MPI ID, Location Name, Address, STAR Rating, Designation Expiration Date, Quality Coach, and Keystone STARS Participation. The table lists five locations with their respective details. Below the table is a pagination control showing "Page 1 of 4" and a "VIEW" button. Underneath are three filter sections: "Designation Requests", "Classroom Information", and "Grants". Each filter section has a "Sort By" dropdown (set to "Request ID") and a "Time Period" dropdown (set to "FY 2019-2020"). The "Grants" section is expanded and shows a red notification icon. A red box highlights a "CREATE APPLICATION" button with an upward arrow icon, and a callout bubble with the number "1" points to it. Below the button are four application cards for different locations, each showing details like MPI ID, location name, ELRC status, award type, and submission date.

- 1 Expand the Grants section and click **CREATE APPLICATION**. The **Grant Application: Get Started** page displays.

Figure 4. Grant Application: Get Started Page

Grant Application: Get Started [Resources](#) [FAQs](#) [Contact Us](#)

For a tour of the grant application process, click [click here](#).

Please respond to the questions below and click GET STARTED to complete your online STARS grant application. For more information on different grant types, click [click here](#).

Current Locations

Below is a list of all locations associated with your organization. If you do not see your location listed below, please contact the [PELICAN Help Desk](#).

Select	MPI ID	Location Name	Address	Provider Type	STAR Rating
<input type="radio"/>	123456789-0001	Sample Location 1	123 MAIN STREET CAMP HILL PA 17011	Child Care Center	★★★★
<input checked="" type="radio"/>	123456789-0002	Sample Location 2	456 MAIN STREET CAMP HILL PA 17011	Child Care Center	★
<input type="radio"/>	123456789-0003	Sample Location 3	678 MAIN STREET CAMP HILL PA 17011	Family Child Care Home	★★★★★
<input type="radio"/>	123456789-0004	Sample Location 4	345 MAIN STREET CAMP HILL PA 17011	Child Care Center	★
<input type="radio"/>	123456789-0005	Sample Location 5	234 MAIN STREET CAMP HILL PA 17011	Group Child Care Home	★★
<input type="radio"/>	123456789-0006	Sample Location 6	345 MAIN STREET CAMP HILL PA 17011	Child Care Center	★★
<input type="radio"/>	123456789-0007	Sample Location 7	237 MAIN STREET CAMP HILL PA 17011	Child Care Center	★
<input type="radio"/>	123456789-0008	Sample Location 8	205 MAIN STREET CAMP HILL PA 17011	Child Care Center	★★★★
<input type="radio"/>	123456789-0009	Sample Location 9	736 MAIN STREET CAMP HILL PA 17011	Child Care Center	★★
<input type="radio"/>	123456789-0010	Sample Location 10	137 MAIN STREET CAMP HILL PA 17011	Child Care Center	★★★★★

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Which grant would you like to apply for? *(required)*

Below is a list of all grants that the selected provider location may be eligible for. If you do not see your preferred grant listed below, please contact your Early Learning Resource Center or the [PELICAN Help Desk](#).

Select	Grant Type	Description
<input checked="" type="radio"/>	Education and Retention Award (ERA)	The ERA Request contains staff-specific awards for highly qualified directors, owner/operators, and teaching staff.
<input type="radio"/>	Merit Award	Merit Award includes expenses relating to Equipment and Supplies/Materials, Professional Development, Accreditation Costs, Staff Benefits, and Other Expenses. It is recommended that all programs applying for and receiving a Merit Award analyze their existing technology and use these funds to develop or enhance computer and internet access as necessary.
<input type="radio"/>	Rising STARS Support	Rising STARS Support Grants target competitive financial resources to early care and education GRANTEEES who are committed to providing high quality child care to high need populations in hard-to-serve communities (STAR 1 moving to STAR 2 or STAR 2 moving to STAR 3).

CANCEL
GET STARTED

- 1 Click the **click here** link for information on the types of grants available. Users can submit applications for Merit, ERA, and Rising STAR grants online for the current fiscal year only.
- 2 Select the location the grant application is for.
- 3 Select the grant type.
- 4 Click **GET STARTED** to continue to the **Requested Budget** page.

3. REQUESTED BUDGET - ERA

The Requested Budget page of the ERA Grant Application flow allows the user to complete their financial award request for the ERA grant. ERA grant applications share the same Attestation & E-Signature, Submission Confirmation, and Supporting Documentation steps as the Merit and Rising STARS grant applications.

Figure 5. Requested Budget Page - ERA

The screenshot shows the 'Requested Budget' page for a Keystone STARS Grant Application. At the top, the application details are shown: 'Keystone STARS Grant Application', 'Education and Retention Award', 'Sample Location 2', and 'Fiscal Year 2019-2020'. A progress bar below indicates four steps: 1. Requested Budget (active), 2. Attestation & E-Signature Authorization, 3. Submission Confirmation, and 4. Supporting Documentation. The main content area is titled 'Requested Budget' and includes instructions on how to request funding. It shows a 'Total Budget Requested' of \$2,100.00. Two budget categories are listed: 'Director (Center/Group Only)' with a total requested of \$0.00, and 'Teaching Staff Awards' with a total requested of \$2,100.00. A table titled 'Funding Requested by Care Level' shows the breakdown for Teaching Staff Awards: Infants/Toddlers (\$350.00), Preschool (\$1,400.00), School Age (\$350.00), and Mixed/Multiple Ages (\$0.00). An 'ENTER DETAILS' button is located below the table. At the bottom, there are navigation buttons: 'PREVIOUS', 'CANCEL', 'SAVE AND QUIT', and 'NEXT'.

- 1 The Grant Application information displays the type of grant, the location, and the fiscal year.
- 2 The Wayfinder lets the user know where they are in the process. A green ✓ beside a step indicates successful completion of the step. A red X indicates a failed step.

- 3 Select the grant award category – either Director (for Center or Group only) or Teaching Staff Awards.
- 4 Click the plus sign to expand the category tile below.
- 5 If no details have been entered yet, the amount shown for each care level will be \$0.00.
- 6 Click **ENTER DETAILS** to open the grant expense category modal to enter details. (See Figure 7 below.)
- 7 Click **NEXT** to move to the next step – the **Attestation & E-Signature Authorization** page.

Figure 7. Expense Category Details for Teaching Staff Award (ERA) Modal

Teaching Staff Awards

Total Requested: \$2,100.00

Funding Requested by Care Level

	Amount Requested
Infants/Toddlers	\$350.00
Preschool	\$1,400.00
School Age	\$350.00
Mixed/Multiple Ages	\$0.00

ENTER DETAILS

Teaching Staff Awards

The intent of the Keystone STARS ERA is to provide annual financial awards to highly qualified directors and/or teaching staff who have attained specialized degrees, credentials, and credit-based professional development in content areas that correspond to the age and developmental needs of the children being served.

Teaching Staff Awards Overview:
Teaching staff awards may be used only for child care practitioners who work directly with children during operating hours (at least fifteen 15 hours) a week. Award amounts are based on the number of hours worked.

To assist you in requesting Keystone STARS ERA Awards for staff who work either part-time, in blended classrooms, across multiple locations, or are funded through Pre-K Counts / Head Start, OCDEL developed supporting documentation available on the [PA Keys Website](#) to help you determine the appropriate ERA award amounts for your highly qualified staff.

Please attach any worksheets you complete from the PA Keys website to this application in the Supporting Documentation step. Your ELRC will contact you if additional documentation is required.

[View Less](#)

Teaching Staff Awards Expense Category Justification

Our teachers have been with our organization for a long time and are highly deserving of recognition. They work directly with the children and could use additional support given our increased enrollments this year.

3787 Characters Remaining

(Screenshot continued below)

- 1 Click **ENTER DETAILS** for a specific budget category to provide line item expense details for that category. The Expense Category Details screen for that category will display.
- 2 Note that the summary text shown here will vary depending on the expense category selected.
- 3 Enter a justification for the expense here.

Figure 7. Expense Category Details for Teaching Staff Award (ERA) Modal (cont.)

(Screenshot continued from above)

Select	Degree or Certificate	Care Level	Staff Member Details	Amount Requested
<input type="radio"/>	Master's - Full Time	School Age	Jordan Brooks - Level 7, 15hrs/wk	\$350.00
<input type="radio"/>	Master's - Full Time	Infants/Toddlers	Thomas Woods - Level 7, 15hrs/wk	\$350.00
<input type="radio"/>	Bachelor's - Full Time	Preschool	Jane Smith - Level 6, 35hrs/wk	\$700.00
<input type="radio"/>	Bachelor's - Full Time	Preschool	Mark Karpenko - Level 6, 35hrs/wk	\$700.00

[Previous](#)
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 Page of 2 [Go](#)

New Expense Entry

Degree or Certificate (required)

Care Level (required)

Amount Requested (required)

Staff Member Details (required)

4000 Characters Remaining

- 4 Click **NEW** to add a new expense line. Click **EDIT** to edit an existing expense line. Click **DELETE** to delete an expense line.
- 5 If adding a new expense, enter the details (Degree or Certificate, Care Level, and Amount Requested) for the new expense here.
- 6 Enter staff member details here.
- 7 Click **SAVE** to save the revised or new expense entry.
- 8 Click **CONTINUE** to close this page and return to the **Requested Budget** page.

4. REQUESTED BUDGET – MERIT/RISING STARS

The Requested Budget page of the Grant Application flow for Merit or Rising STARS awards allows the user to complete their financial award request for the Merit or Rising STARS awards. (Note that the Rising STARS option will only display in PSS once the user has been marked as eligible in KTQ by the ELRC.)

Figure 8. Requested Budget Page – Merit/Rising STARS

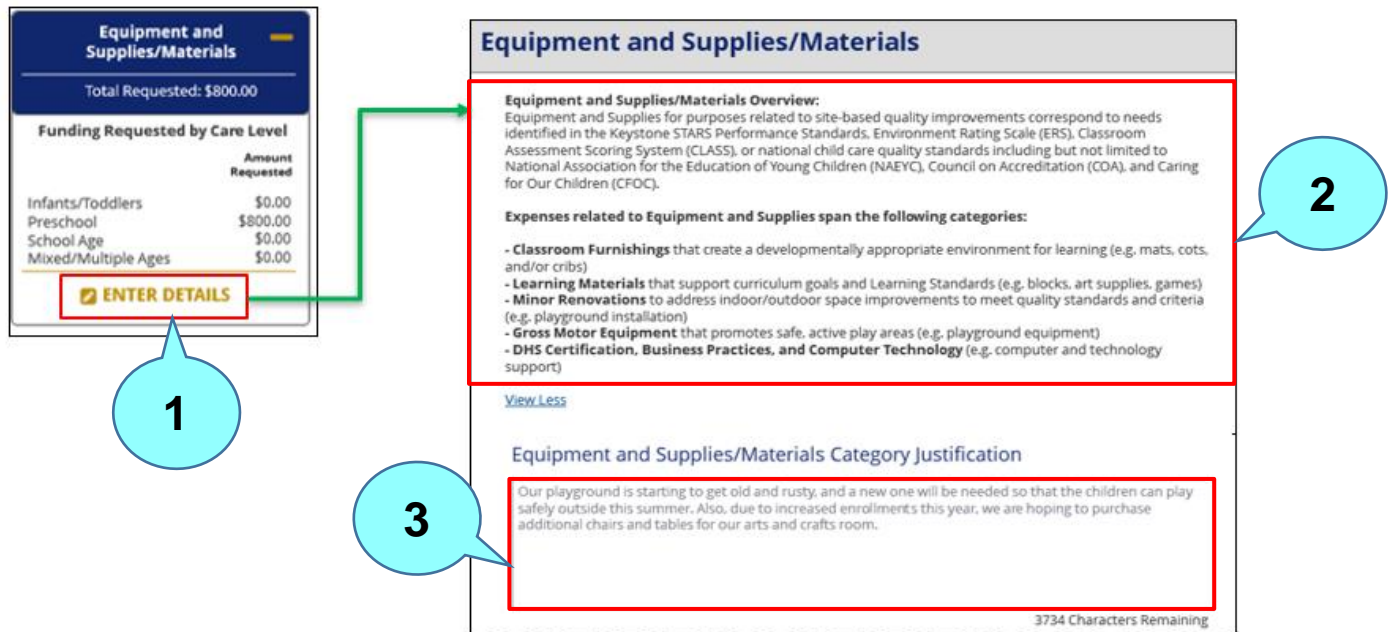
The screenshot shows the 'Requested Budget' page. At the top, a header bar contains 'Requested Budget' and links for 'Resources', 'FAQs', and 'Contact Us'. Below this, a box (1) displays application details: 'Keystone STARS Grant Application', 'Merit Award', 'Sample Location 2', and 'Fiscal Year 2019-2020'. A progress bar (2) shows four steps: '1 Requested Budget' (with a green checkmark), '2 Attestation & E-Signature Authorization', '3 Submission Confirmation', and '4 Supporting Documentation'. The main section is titled 'Requested Budget' and includes instructions. A box (3) shows 'Total Eligible Amount: \$2,000.00' and 'Total Budget Requested: \$1,300.00'. A box (4) highlights the 'Equipment and Supplies/Materials' category with a minus sign and a total of \$800.00. Below this is a table for 'Funding Requested by Care Level' with a '5' callout pointing to an 'ENTER DETAILS' button. Other categories include 'Professional Development' (\$100.00), 'Staff Bonuses, Salaries, and Compensation' (\$200.00), and 'Accreditation Costs' (\$200.00). A box (6) highlights the 'NEXT' button at the bottom right.

Funding Requested by Care Level	
	Amount Requested
Infants/Toddlers	\$0.00
Preschool	\$800.00
School Age	\$0.00
Mixed/Multiple Ages	\$0.00

- 1 The Award Application information is displayed here and includes type of award, location, and fiscal year.
- 2 The Wayfinder lets the user know where they are in the process. A green ✓ beside a step indicates successful completion of the step. A red X indicates a failed step.

- 3 The total amount the location is eligible for displays here along with the amount that is being requested. PSS will automatically provide a Total Eligible Amount for Merit grants based on existing policy guidelines and system logic. Note that users are not guaranteed to receive the full eligible amount.
- 4 Click the plus (+) sign for the desired grant award category and the tile opens below to show the funding requested by care category. If no information has been entered for this category yet, the amounts shown will be \$0.00.
- 5 Click **ENTER DETAILS** to open the grant expense category modal to enter expense details. (See Figure 9 below.)
- 6 Click **NEXT** to advance to the next step – **Attestation and E-Signature Authorization**.

Figure 9. Expense Category Details for Equipment and Supplies/Materials (Merit/Rising STARS) Modal



(Screenshot continued below)

- 1 Click **ENTER DETAILS** to go to the **Equipment and Supplies/Materials** modal. This page allows the user to provide line item expense details.
- 2 Note that the summary text shown here will vary depending on the expense category selected.
- 3 Enter the justification for the expense.

Figure 9. Expense Category Details for Equipment and Supplies/Materials (Merit/Rising STARS) Modal (cont.)

(Screenshot continued from above)

The screenshot shows a web application interface for managing expense entries. At the top, there is a table with columns: Select, Expense Category, Care Level, Item Description, and Amount Requested. Two rows are visible: 'Classroom Furnishings' for \$700.00 and 'Minor Renovations' for \$100.00. Below the table are buttons for '+ NEW', 'EDIT', and 'DELETE', along with 'Previous', 'Next', and a page indicator 'Page 2 of 2 Go'. Below the table is the 'Expense Details' section, which includes three required fields: 'Expense Category' (dropdown), 'Care Level' (dropdown), and 'Amount Requested' (text input). To the right is a large 'Item Description' text area with a '4000 Characters Remaining' indicator. At the bottom of the modal are three buttons: 'CANCEL', 'SAVE', and 'CONTINUE'. Eight numbered callouts (4-8) point to specific elements: 4 points to the 'Select' column, 5 points to the 'Expense Category' dropdown, 6 points to the 'Item Description' text area, 7 points to the 'SAVE' button, and 8 points to the 'CONTINUE' button.

- 4 Select a line to edit or delete and click **EDIT** or **DELETE**, respectively, or click **NEW** to add a new line.
- 5 Enter expense details (Expense Category, Care Level, and Amount Requested) for the expense.
- 6 Enter the item description.
- 7 Click **SAVE** to save the revised or new expense entry.
- 8 Click **CONTINUE** to close this page and return to the **Requested Budget** page.

5. ATTESTATION AND E-SIGNATURE AUTHORIZATION

The Attestation and E-Signature Authorization step of the Grant Application flow allows the user to agree to terms and sign for their initial Grant Applications, Budget Revisions, and Final Expense Reports. Users can access this page by clicking **NEXT** at the bottom of the Requested Budget page of the Grant Application.

Figure 10. Attestation and E-Signature Authorization Page

The screenshot shows the 'Attestation & E-Signature Authorization' page. At the top, it displays the application details: 'Keystone STARS Grant Application', 'Merit Award', 'Sample Location 2', and 'Fiscal Year 2019-2020'. A progress bar below this shows four steps: 1. Requested Budget (with a green checkmark), 2. Attestation & E-Signature Authorization (highlighted with a red box and callout 1), 3. Submission Confirmation, and 4. Supporting Documentation. Below the progress bar is the 'E-Signature Authorization' section, which includes a paragraph of terms and conditions. A checkbox (callout 2) is present with the text: 'I hereby declare that the information given in this request is true to the best of my knowledge. (required)'. Below this is a 'Security Question (required)' field with the question 'What is your favorite author's last name?' and an empty input box (callout 3). A large text area for 'Submission Comments' (callout 4) is located below the security question, with a note indicating '3500 Characters Remaining'. At the bottom of the page are four buttons: 'PREVIOUS', 'CANCEL', 'SAVE AND QUIT', and 'SUBMIT' (callout 5).

- 1 Note the **green** ✓ beside Step 1 – Requested Budget indicating the successful completion of this step.
- 2 Check the box to verify the grant information. The checkbox must be checked before answering the security question.

- 3 Answer the security questions with the answer selected when the account was set up.
- 4 Enter any relevant comments.
- 5 Click **SUBMIT** to submit the application and move to the next step – **Submission Confirmation**.

6. SUBMISSION CONFIRMATION

The Grant Application Submission Confirmation step of the Grant Application flow allows a user to view the details on a newly submitted Grant Application through PSS. This step appears for Merit, Rising STARS, and ERA grants for initial Grant Applications, Budget Revisions, and Final Expense Reports.

Figure 11. Submission Confirmation Page

The screenshot shows the 'Submission Confirmation' page. At the top, there are links for 'Resources', 'FAQs', and 'Contact Us'. Below this, the application details are listed: 'Keystone STARS Grant Application', 'Merit Award', 'Sample Location 2', and 'Fiscal Year 2019-2020'. A progress bar shows four steps: 1. Requested Budget (checked), 2. Attestation & E-Signature Authorization (checked), 3. Submission Confirmation (active), and 4. Supporting Documentation. The main content area includes a 'Thank you!' message, the request number 'APP-123456789', and the reviewer's name 'Jane Smith at Early Learning Resource Center for Region 1'. A 'PRINT' button is located on the right. At the bottom, there are two buttons: 'HOME PAGE' and 'UPLOAD SUPPORTING DOCUMENTS'. Callouts 1-4 point to the PRINT button, the request number, the reviewer information, and the UPLOAD SUPPORTING DOCUMENTS button, respectively.

- 1 Click **PRINT** to print the submission. Note that by clicking the **PRINT** button, the entire Application is downloaded as a printer-friendly PDF that can be saved or printed.
- 2 This is the number given to the grant request.
- 3 Identifies the Quality Coach and ELRC where the grant request was sent for review.
- 4 Click **UPLOAD SUPPORTING DOCUMENTS** to move to the document upload page.

7. SUPPORTING DOCUMENTATION

The Supporting Documentation step of the Grant Request flow allows the user to upload supporting documents for its Grant Request and to view previously uploaded documentation.

Figure 12. Supporting Documentation Page

The screenshot shows the 'Supporting Documentation' page for a Keystone STARS Grant Application. At the top, it displays the application details: Merit Award, Sample Location 2, and Fiscal Year 2019-2020. A progress bar indicates four steps: 1. Requested Budget (checked), 2. Attestation & E-Signature Authorization (checked), 3. Submission Confirmation (checked), and 4. Supporting Documentation (current step). A callout '1' points to the text 'Merit Grant for Sample Location 2.' in the introductory paragraph. Below this, 'Instructions to Manage Documents:' are listed, with callout '2' pointing to the list. Callout '3' points to the 'File Formats Accepted' section. A table of uploaded documents is shown, with callout '4' pointing to the trash icon for a file named 'Estimate1'. Callout '5' points to the 'Select Document Type...' dropdown, and callout '6' points to the 'ADD DOCUMENT' button. At the bottom, callout '7' points to the 'SAVE' button. Other buttons like 'PREVIOUS' and 'QUIT' are also visible.

- 1 Identifies what the supporting documentation is for.
- 2 This section provides instructions for document upload process.
- 3 File formats accepted for upload include the following: JPEG, BMP, PNG, Excel, Word, and PDF. The maximum file size for upload is 10 MB.

- 4 Documents that have already been uploaded are listed here. Note that a document can be deleted by clicking the trash can icon at the end of the row.
- 5 Select the type of document being uploaded from the dropdown menu. Valid document types for a Grant Request include Estimate Documentation, Receipts. Blended or Pro-Rated form, Grant Application, Budget Revision, Final Expense Report, and ELRC Requested.
- 6 Click **ADD DOCUMENT** to open File Explorer to select the document to be uploaded.
- 7 Click **SAVE** to upload the document. After clicking **SAVE**, the user will receive confirmation that the document was successfully uploaded.

8. SIGN DOCUMENTS

The Sign Documents step of the Grant Request flow allows a user to eSign their Grant Agreement for a Grant Application through PSS. A user can access this page by clicking on the Grant Agreement hyperlink when it is made available on the **Grant at a Glance** page.

Figure 13. Sign Documents Page

The screenshot shows the 'Sign Documents' page for a Keystone STARS Grant Application. At the top, there are links for 'Resources', 'FAQs', and 'Contact Us'. Below this, the application details are listed: 'Keystone STARS Grant Application', 'Merit Award', 'Sample Location 2', and 'Fiscal Year 2019-2020'. A progress bar shows five steps: 1. Requested Budget (checked), 2. Attestation & E-Signature Authorization (checked), 3. Submission Confirmation (checked), 4. Supporting Documentation (checked), and 5. Sign Documents (highlighted in blue). The main content area is titled 'Sign Documents' and includes a 'Congratulations!' message. Callout 1 points to the approval message: 'Your application, APP-123456789, has been approved. Approved by: Smith, John (b-reviewer) Approved Date: 11/20/2018 10:01:10 AM'. Callout 2 points to a 'Please note' section: 'Grant funds must be spent by 05/30/2019 Your final expense report must be submitted by 06/20/2019'. Callout 3 points to a checkbox for agreeing to terms and conditions, with links for 'Grant Agreement (required)', 'Grant Agreement Cover Letter (required)', and 'STARS Grant Requirements and Conditions (required)'. Callout 4 points to a 'Security Question' field with the prompt 'What is your favorite author's last name?'. Callout 5 points to the 'SUBMIT' button at the bottom right, next to a 'HOME PAGE' button.

1 This section provides information on the approval including the application number, who approved the Grant Request, and when it was approved.

- 2 Provides the date by which the grant funds must be spent and when the final expense report must be submitted.
- 3 The checkbox will be automatically checked **only after** the user has opened all the documents listed below the checkbox.
- 4 Answer the security question with the answer selected when the account was set up.
- 5 Click **SUBMIT** to submit the E-Signature for the Letter of Agreement.

9. GRANT AT A GLANCE

The Grant at a Glance page allows the user to see the status of a previously submitted Grant Application. A user can also initiate a Budget Revision or Final Expense Report from the Grant at a Glance Page. This page is accessed by clicking on the grant tile for a previously submitted Grant Application on the Keystone STARS home page.

Figure 14. Grant at a Glance Page

The screenshot shows the 'Grant at a Glance' page for application APP-000078206. The page is divided into several sections:

- Grant Summary:**
 - Grant Information:** Type: Education and Retention Award; Request Location: Sample Location 2; Fiscal Year: 2018-2019; Status: Final Expense Report Under Review; Latest Approved Amount: \$1,150.00.
 - Key Dates:** Grant Funds Dispersed on: 01/09/2019; Grant Funds must be spent by: 07/31/2019; Final Expense Report Due to the ELRC by: 07/01/2019.
 - ELRC Review Comments:** b-elrcdirector (11/10/2018 03:42:10 PM): This looks great - you're good to go!
- Grant Progress Table:**

Item Type	Request ID	Started On	Submitted On	Current Status	Reviewed On	Actions
Grant Application	APP-123456789	10/01/2018	10/15/2018	Approved	11/10/2018	✓
Grant Agreement	-	10/01/2018	10/15/2018	Signed	11/10/2018	✓
Budget Revision	GBR-123456789	12/01/2018	12/01/2018	Approved	12/02/2018	✓
Final Expense Report	FER-123456789	12/15/2018	12/15/2018	Under Review	-	🗑️
- Actions:** Buttons for 'NEW BUDGET REVISION' and 'NEW FINAL EXPENSE REPORT' are visible.
- Navigation:** 'CANCEL' and 'VIEW DETAILS' buttons are at the bottom.

- 1 Click on the Grant Application number hyperlink.
- 2 A summary of the Grant information including the type of grant, location, fiscal year, current status, and latest approved amount displays here.
- 3 Listing of key dates including the date the grant funds were dispersed, the date the grant funds must be spent by, and the date the Final Expense Report is due.
- 4 Review comments from the ELRC.
- 5 Shows the progress of the Grant (e.g., Grant Application, Grant Agreement, Budget Revision (if appropriate), and Final Expense Report).
- 6 Click **NEW BUDGET REVISION** or **NEW FINAL EXPENSE REPORT** to create a new Budget Revision or new Final Expense Report, respectively.
- 7 Click **VIEW DETAILS** to go to the Requested Budget page.

10. BUDGET REVISION – REQUESTED BUDGET (MERIT/RISING STARS)

The Requested Budget Revision page for Merit or Rising STAR Grants allows a user to add Budget Revision details to the line items in their Request Budget for a Merit or Rising STARS Grant. The user can access this page by clicking on **New Budget Revision** on the **Grant at a Glance** page.

Figure 15. Budget Revision – Requested Budget (Merit/Rising STARS)

The screenshot shows the 'Requested Budget' page with the following details:

- 1:** Header information: Keystone STARS Budget Revision, Merit Award, Sample Location 2, Fiscal Year 2019-2020.
- 2:** Budget summary: Total Eligible Amount: \$2,000.00, Latest Approved Amount: \$1,300.00, Revised Amount Requested: \$1,100.00.
- 3:** Selected category: Equipment and Supplies/Materials (Revised Amount Requested: \$600.00, Latest Approved Amount: \$800.00).
- 4:** Funding table for 'Equipment and Supplies/Materials':

	Approved	Revised
Infants/Toddlers	\$0.00	\$0.00
Preschool	\$800.00	\$600.00
School Age	\$0.00	\$0.00
Mixed/Multiple Ages	\$0.00	\$0.00
- 5:** 'ENTER DETAILS' button.
- 6:** 'NEXT' button in the bottom navigation bar.

- 1** Identifying information is shown here, including grant type, location, and fiscal year.
- 2** Current budget information is shown here.
- 3** Select the Grant Award category.

- 4 Click the plus (+) sign to expand the category tile.
- 5 Click **ENTER DETAILS** to open the **Grant Expense Category** modal to enter details.
- 6 After entering the details of the revision on the **Grant Expense Category** modal, return to the **Requested Budget** page and click **NEXT** to move to the next step – **Attestation and E-Signature Authorization**.

After clicking **ENTER DETAILS** under the **Equipment and Supplies/Materials** tile, for example, the **Expense Category Details** page for Equipment and Supplies/Materials (Merit/Rising STARS) displays.

Figure 16. Budget Revision - Expense Category Details - Equipment and Supplies/Materials (Merit/Rising STARS)

Equipment and Supplies/Materials Overview:
 Equipment and Supplies for purposes related to site-based quality improvements correspond to needs identified in the Keystone STARS Performance Standards, Environment Rating Scale (ERS), Classroom Assessment Scoring System (CLASS), or national child care quality standards including but not limited to National Association for the Education of Young Children (NAEYC), Council on Accreditation (COA), and Caring for Our Children (CFOC).

Expenses related to Equipment and Supplies span the following categories:

- **Classroom Furnishings** that create a developmentally appropriate environment for learning (e.g. mats, cots, and/or cribs)
- **Learning Materials** that support curriculum goals and Learning Standards (e.g. blocks, art supplies, games)
- **Minor Renovations** to address indoor/outdoor space improvements to meet quality standards and criteria (e.g. playground installation)
- **Gross Motor Equipment** that promotes safe, active play areas (e.g. playground equipment)
- **DHS Certification, Business Practices, and Computer Technology** (e.g. computer and technology support)

[View Less](#)

Areas to Address

Please attach a quote for both items in this category.

Equipment and Supplies/Materials Category Justification

Our playground is starting to get old and rusty, and a new one will be needed so that the children can play safely outside this summer. Also, due to increased enrollments this year, we are hoping to purchase additional chairs and tables for our arts and crafts room.

3734 Characters Remaining

Select	Expense Category	Care Level	Item Description	Approved Amount	Revised Amount	Budget Revision Justification
<input type="radio"/>	Classroom Furnishings	Preschool	Tables and Chairs for Classrooms	\$700.00	\$550.00	Found table on sale
<input checked="" type="radio"/>	Minor Renovations	Preschool	Playground Installation	\$100.00		

NEW EDIT DELETE Previous Next Page 2 of 2 Go

(Screenshot continued below)

Figure 16. Budget Revision - Expense Category Details - Equipment and Supplies/Materials (Merit/Rising STARS) (cont.)

(Screenshot continued from above)

Expense Details

Expense Category [?]
Minor Revisions

Care Level [?]
Preschool

Latest Approved Amount [?]
\$100.00

Item Description
Playground Installation
3978 Characters Remaining

Revised Amount Requested [?] (required)
\$50.00

Budget Revision Justification (required)
4000 Characters Remaining

SAVE

CANCEL **CONTINUE**

- 1 If the ELRC returns a Grant Application or Budget Revision, the ELRC will enter its comments under **Areas to Address** for the user to review and address.
- 2 Select the expense category to be revised.
- 3 Click **EDIT** to revise the selected expense category.
- 4 These fields are populated with the information from the Grant Agreement based on the selected expense category

- 5 Enter the revised amount requested. In this example, the original approved amount was \$100. The revised amount requested is \$50.
- 6 Enter the justification for the revised amount.
- 7 Click **SAVE** to save the revision.
- 8 Click **CONTINUE** to close the **Expense Category** modal and return to the **Budget Revision – Requested Budget (Merit/Rising STARS)** page.

Additional notes on Budget Revisions:

- After their Grant Agreement is signed, users can enter Budget Revisions for their grants created through PSS.
- Updates made by an ELRC through the KTQ system to a grant created in PSS will display on the **Grant at a Glance** page as a new Budget Revision.
- The system will not limit the number of Budget Revisions that a provider can create for a grant.
- Users will not be allowed to submit Budget Revisions after 12/31 of the following fiscal year. For example, for a FY20-21 Merit Grant, a user will be able to submit Budget Revisions until 12/31/2021.

11. BUDGET REVISION – REQUESTED BUDGET (ERA)

The Budget Revision page for ERA – Requested Budget page allows a user to submit a Budget Revision for an ERA grant. The user can access this page by clicking on **New Budget Revision** on the **Grant at a Glance** page.

Figure 17. Budget Revision – Requested Budget (ERA)

Requested Budget [Resources](#) [FAQs](#) [Contact Us](#)

Keystone STARS Budget Revision
 Education and Retention Award
 Sample Location 2
 Fiscal Year 2019-2020

1 — 2 — 3 — 4

Requested Budget Attestation & E-Signature Authorization Submission Confirmation Supporting Documentation

Requested Budget
 To request funding, select your grant award category from the list below and enter the budget details for each item you intend to purchase within the category. If you have questions about the types of items that are acceptable uses of grant funds, please contact your [Early Learning Resource Center](#).

2 Latest Approved Amount: \$2,200.00
 Revised Amount Requested: \$2,000.00

3 **Teaching Staff Awards** —
 Revised Amount Requested: \$2,000.00
 Latest Approved Amount: \$2,100.00

Director (Center/Group Only) +
 Revised Amount Requested: \$0.00
 Latest Approved Amount: \$100.00

Funding Requested by Care Level

	Approved	Revised
Infants/Toddlers	\$350.00	\$350.00
Preschool	\$1,400.00	\$1,300.00
School Age	\$350.00	\$350.00
Mixed/Multiple Ages	\$0.00	\$0.00

4 **ENTER DETAILS**

5 **NEXT**

PREVIOUS **CANCEL** **SAVE AND QUIT**

1 Identifying information is shown here, including type of award, location, and fiscal year.

2 The latest approved amount and revised amount requested are shown here.

- 3 Select the grant award category and click the plus sign to expand the category tile.
- 4 Click **ENTER DETAILS** to open the **Grant Expense Category** modal to enter details.
- 5 After entering the details of the revision on the **Grant Expense Category** modal, return to the **Requested Budget** page and click **NEXT** to move to the next step – **Attestation and E-Signature Authorization**.

After clicking **ENTER DETAILS** under the **Teaching Staff Awards** tile, for example, the **Expense Category Details** page for Teaching Staff Awards (ERA) displays.

Figure 18. Budget Revision - Expense Category Details - Teaching Staff Awards (ERA)

Teaching Staff Awards

The intent of the Keystone STARS ERA is to provide annual financial awards to highly qualified directors and/or teaching staff who have attained specialized degrees, credentials, and credit-based professional development in content areas that correspond to the age and developmental needs of the children being served.

Teaching Staff Awards Overview:
 Teaching staff awards may be used only for child care practitioners who work directly with children during operating hours (at least fifteen 15 hours) a week. Award amounts are based on the number of hours worked.

To assist you in requesting Keystone STARS ERA Awards for staff who work either part-time, in blended classrooms, across multiple locations, or are funded through Pre-K Counts / Head Start, OCDEL developed supporting documentation available on the [PA Keys Website](#) to help you determine the appropriate ERA award amounts for your highly qualified staff.

Please attach any worksheets you complete from the PA Keys website to this application in Step 5: Supporting Documentation. Your ELRC will contact you if additional documentation is required.

[View Less](#)

Areas to Address

Please attach a receipt for both items in this category.

Teaching Staff Awards Category Justification

Our teachers have been with our organization for a long time and are highly deserving of recognition. They work directly with the children and could use additional support given our increased enrollments this year.

3787 Characters Remaining

Select	Degree or Certificate	Care Level	Staff Member Details	Approved Amount	Revised Amount	Budget Revision Justification
<input type="radio"/>	Master's - Full Time	School Age	Jordan Brooks - Level 3, 15hrs/wk	\$350.00		
<input type="radio"/>	Master's - Full Time	Infants/Toddlers	Thomas Woods - Level 3, 15hrs/wk	\$350.00		
<input type="radio"/>	Bachelor's - Full Time	Preschool	Jane Smith - Level 3, 35hrs/wk	\$700.00	\$600.00	Revised hours/wk
<input checked="" type="radio"/>	Bachelor's - Full Time	Preschool	Mark Karpenko - Level 3, 35hrs/wk	\$700.00		

NEW
EDIT
DELETE
Previous Next
Page 2 of 2 Go

(Screenshot continued below)

Figure 18. Budget Revision - Expense Category Details - Teaching Staff Awards (ERA) (cont.)

(Screenshot continued from above)

Expense Details

4 Degree or Certificate ?
Bachelor's - Full Time

Care Level ?
Preschool

Latest Approved Amount ?
\$700.00

Staff Member Details ?
Mark Karpenko - Level 3, 35hrs/wk

3967 Characters Remaining

5 Revised Amount Requested ? (required)

6 Budget Revision Justification (required)

4000 Characters Remaining

7 SAVE

8 CANCEL CONTINUE

- 1 If the ELRC returns a Grant Application or Budget Revision, the ELRC will enter its comments under **Areas to Address** for the user to review and address.
- 2 Select the expense category to be revised.
- 3 Click **EDIT** to revise the selected expense category.
- 4 These fields are populated with the information from the Grant Agreement based on the selected expense category.

- 5 Enter the revised amount requested.
- 6 Enter the justification for the revised amount.
- 7 Click **SAVE** to save the revision.
- 8 Click **CONTINUE** to close the **Expense Category** modal and return to the **Budget Revision – Requested Budget (ERA)** page.

Additional notes on Budget Revisions:

- After their Grant Agreement is signed, users can enter Budget Revisions for their grants created through PSS.
- Updates made by an ELRC through the KTQ system to a grant created in PSS will display on the **Grant at a Glance** page as a new Budget Revision.
- The system will not limit the number of Budget Revisions that a provider can create for a grant.
- Users will not be allowed to submit Budget Revisions after 12/31 of the following fiscal year. For example, for a FY20-21 Merit Grant, a user will be able to submit Budget Revisions until 12/31/2021.

12. FINAL EXPENSE REPORT – REQUESTED BUDGET (MERIT/RISING STARS)

The **Final Expense Report – Requested Budget (Merit/Rising STARS)** page allows a user to provide Final Expense Report details to the line items for a Merit or Rising STARS grant. Users can access this page by clicking on the **NEW FINAL EXPENSE REPORT** button on the **Grant at a Glance** page.

Figure 19. Final Expense Report – Requested Budget (Merit/Rising STARS) Page

Requested Budget [Resources](#) [FAQs](#) [Contact Us](#)

Keystone STARS Final Expense Report
 Merit Award
 Sample Location 2
 Fiscal Year 2019-2020

1 — 2 — 3 — 4
 Requested Budget — Attestation & E-Signature Authorization — Submission Confirmation — Supporting Documentation

Requested Budget
 To request funding, select your grant award category from the list below and enter the budget details for each item you intend to purchase within the category. If you have questions about the types of items that are acceptable uses of grant funds, please contact your [Early Learning Resource Center](#).

2 Latest Approved Amount: \$1,150.00
 Total Amount Spent: \$1,150.00

3 **Equipment and Supplies/Materials** —
 Final Amount Spent: \$650.00
 Latest Approved Amount: \$650.00

Funding Requested by Care Level

	Latest Approved	Amount Spent
Infants/Toddlers	\$0.00	\$0.00
Preschool	\$650.00	\$650.00
School Age	\$0.00	\$0.00
Mixed/Multiple Ages	\$0.00	\$0.00

4 **ENTER DETAILS**

Professional Development (PD) +
 Final Amount Spent: \$100.00
 Latest Approved Amount: \$100.00

Staff Bonuses, Salaries, and Compensation +
 Final Amount Spent: \$200.00
 Latest Approved Amount: \$200.00

Accreditation Costs +
 Final Amount Spent: \$200.00
 Latest Approved Amount: \$200.00

Other Expenses +
 Final Amount Spent: \$0.00
 Latest Approved Amount: \$0.00

5 **PREVIOUS** **CANCEL** **SAVE AND QUIT** **NEXT**

1 Identifying information is shown here, including type of award, location, and fiscal year.

2 The latest approved amount and total amount spent are shown here.

- 3 Select the grant award category and click the plus (+) sign to expand the category tile.
- 4 Click **ENTER DETAILS** to open the **Grant Expense Category** modal to enter details on the amount spent.
- 5 After entering final expense details on the **Grant Expense Category** modal, return to the **Requested Budget** page and click **NEXT** to move to the next step – **Attestation and E-Signature Authorization**.

After clicking **ENTER DETAILS** on the selected Grant Category tile, the **Expense Category Details** page for that Grant Category displays. The Expense Category Details page of the Merit or Rising STARS Grant Application flow allows a user to provide the final amount spent for line items in their Grant Application.

Figure 20. Final Expense Report – Equipment and Supplies/Materials (Merit/Rising STARS)

Equipment and Supplies/Materials

Equipment and Supplies/Materials Overview:
 Equipment and Supplies for purposes related to site-based quality improvements correspond to needs identified in the Keystone STARS Performance Standards, Environment Rating Scale (ERS), Classroom Assessment Scoring System (CLASS), or national child care quality standards including but not limited to National Association for the Education of Young Children (NAEYC), Council on Accreditation (COA), and Caring for Our Children (CFOC).

Expenses related to Equipment and Supplies span the following categories:

- **Classroom Furnishings** that create a developmentally appropriate environment for learning (e.g. mats, cots, and/or cribs)
- **Learning Materials** that support curriculum goals and Learning Standards (e.g. blocks, art supplies, games)
- **Minor Renovations** to address indoor/outdoor space improvements to meet quality standards and criteria (e.g. playground installation)
- **Gross Motor Equipment** that promotes safe, active play areas (e.g. playground equipment)
- **DHS Certification, Business Practices, and Computer Technology** (e.g. computer and technology support)

[View Less](#)

Areas to Address

Please attach a receipt for both items in this category.

Equipment and Supplies/Materials Category Justification

Our playground is starting to get old and rusty, and a new one will be needed so that the children can play safely outside this summer. Also, due to increased enrollments this year, we are hoping to purchase additional chairs and tables for our arts and crafts room.

3734 Characters Remaining

Select	Expense Category	Care Level	Item Description	Approved Amount	Budget Revision Justification	Amount Spent
<input checked="" type="radio"/>	Classroom Furnishings	Preschool	Tables and Chairs for Classrooms	\$550.00	Found table on sale	\$550.00
<input type="radio"/>	Minor Renovations	Preschool	Playground Installation	\$100.00	-	\$100.00

[EDIT](#) [Previous](#) [Next](#) Page 2 of 2 [Go](#)

(Screenshot continued below)

Figure 20. Final Expense Report – Equipment and Supplies/Materials (Merit/Rising STARS) (cont.)

(Screenshot continued from above)

The screenshot shows a web form titled "Expense Details". It contains several sections:

- Expense Category:** A dropdown menu with "Classroom Furnishings" selected. A callout bubble with the number "4" points to this section.
- Care Level:** A dropdown menu with "Preschool" selected.
- Item Description:** A text area containing "Tables and Chairs for Classrooms" and "3978 Characters Remaining".
- Latest Approved Amount:** A text input field containing "\$550.00".
- Budget Revision Justification:** A text area containing "Found table on sale" and "3986 Characters Remaining".
- Final Amount Spent (required):** A text input field containing "\$550.00". A callout bubble with the number "5" points to this field.
- Buttons:** "CANCEL", "SAVE", and "CONTINUE". Callout bubbles with numbers "6" and "7" point to the "SAVE" and "CONTINUE" buttons, respectively.

- 1 If the ELRC returns the Final Expense Report, the ELRC will enter the areas to be addressed by the user here.
- 2 Select the expense category.
- 3 Click **EDIT** to enter the final expense information
- 4 The system will populate these fields based on the user's expense category selection.
- 5 Enter the Final Amount spent for the line item.

6 Click **SAVE** to save the changes/updates.

7 Click **CONTINUE** to close the modal and return to the **Final Expense Report – Requested Budget** page.

Additional information for Final Expense Reports:

- Users may submit one Final Expense Report per grant through PSS.
- PSS will validate that each Final Amount Spent entered is plus or minus ten (10) percent of the Latest Approved Amount for that line item.
- If a Final Amount Spent is entered in KTQ for a grant that was created in PSS, a Final Expense Report will be added to the **Grant at a Glance** page. The user will not be able to initiate another Final Expense Report at that point and the remaining Final Amount Spent values should be entered directly in KTQ.
- Users will be able to submit Final Expense Reports until 12/31 of the following fiscal year (like the instructions for Budget Revisions).

13. FINAL EXPENSE REPORT – REQUESTED BUDGET (ERA)

The **Final Expense Report – Requested Budget (ERA)** page allows a user document their expenses to track the dispersed funds and how they were used for an ERA grant. Users can access this page by clicking on the **NEW FINAL EXPENSE REPORT** button on the **Grant at a Glance** page.

Figure 21. Final Expense Report – Requested Budget (ERA) Page

The screenshot shows the 'Requested Budget' page. At the top, there are links for 'Resources', 'FAQs', and 'Contact Us'. A callout box labeled '1' points to the header information: 'Keystone STARS Final Expense Report', 'Education and Retention Award', 'Sample Location 2', and 'Fiscal Year 2019-2020'. Below this is a progress bar with four steps: '1 Requested Budget', '2 Attestation & E-Signature Authorization', '3 Submission Confirmation', and '4 Supporting Documentation'. A callout box labeled '2' points to the 'Requested Budget' section, which includes the text: 'To request funding, select your grant award category from the list below and enter the budget details for each item you intend to purchase within the category. If you have questions about the types of items that are acceptable uses of grant funds, please contact your [Early Learning Resource Center](#).' Below this text, a callout box labeled '3' points to a summary box showing 'Latest Approved Amount: \$2,000.00' and 'Total Amount Spent: \$2,000.00'. The main content area displays two award categories: 'Director (Center/Group Only)' with a plus sign and 'Teaching Staff Awards' with a minus sign. The 'Teaching Staff Awards' category is expanded, showing 'Final Amount Spent: \$2,000.00' and 'Latest Approved Amount: \$2,000.00'. Below this is a table titled 'Funding Requested by Care Level' with columns for 'Latest Approved' and 'Amount Spent'. A callout box labeled '4' points to an 'ENTER DETAILS' button at the bottom of the expanded category. At the bottom of the page, there are four buttons: 'PREVIOUS', 'CANCEL', 'SAVE AND QUIT', and 'NEXT'. A callout box labeled '5' points to the 'NEXT' button.

1 Identifying information is shown here, including type of award, location, and fiscal year.

2 The latest approved amount and total amount spent are shown here.

- 3 Select the grant award category and click the plus (+) sign to expand the category tile.
- 4 Click **ENTER DETAILS** to open the **Grant Expense Category** modal to enter details on the amount spent.
- 5 After entering final expense details on the **Grant Expense Category** modal, return to the **Requested Budget** page and click **NEXT** to move to the next step – **Attestation and E-Signature Authorization**.

After clicking **ENTER DETAILS** on the selected Grant Category tile, the **Expense Category Details** page for that Grant Category displays. The Expense Category Details page of the ERA Grant Application flow allows a user to provide the final amount spent for line items in their Grant Application.

Figure 22. Final Expense Report – Equipment and Supplies/Materials (Merit/Rising STARS)

Teaching Staff Awards

The intent of the Keystone STARS ERA is to provide annual financial awards to highly qualified directors and/or teaching staff who have attained specialized degrees, credentials, and credit-based professional development in content areas that correspond to the age and developmental needs of the children being served.

Teaching Staff Awards Overview:
Teaching staff awards may be used only for child care practitioners who work directly with children during operating hours (at least fifteen 15 hours) a week. Award amounts are based on the number of hours worked.

To assist you in requesting Keystone STARS ERA Awards for staff who work either part-time, in blended classrooms, across multiple locations, or are funded through Pre-K Counts / Head Start, OCDEL developed supporting documentation available on the [PA Keys Website](#) to help you determine the appropriate ERA award amounts for your highly qualified staff.

Please attach any worksheets you complete from the PA Keys website to this application in Step 5: Supporting Documentation. Your ELRC will contact you if additional documentation is required.

[View Less](#)

Areas to Address

Please attach a receipt for both items in this category.

Teaching Staff Awards Category Justification

Our teachers have been with our organization for a long time and are highly deserving of recognition. They work directly with the children and could use additional support given our increased enrollments this year.

3787 Characters Remaining

(Screenshot continued below)

Figure 22. Final Expense Report – Equipment and Supplies/Materials (Merit/Rising STARS) (cont.)

(Screenshot continued from above)

Select	Degree or Certificate	Care Level	Staff Member Details	Approved Amount	Budget Revision Justification	Amount Spent
<input type="radio"/>	Master's - Full Time	School Age	Jordan Brooks - Level 3, 15hrs/wk	\$350.00		
<input type="radio"/>	Master's - Full Time	Infants/Toddlers	Thomas Woods - Level 3, 15hrs/wk	\$350.00		
<input checked="" type="radio"/>	Bachelor's - Full Time	Preschool	Jane Smith - Level 3, 35hrs/wk	\$600.00	Revised hours/wk	\$600.00
<input type="radio"/>	Bachelor's - Full Time	Preschool	Mark Karpenko - Level 3, 35hrs/wk	\$700.00		

3 EDIT

Previous Next Page 2 of 2 Go

Expense Details

Degree or Certificate
 Bachelor's - Full Time

Care Level
 Preschool

Staff Member Details
 Jane Smith - Level 3, 35hrs/wk
 3978 Characters Remaining

Latest Approved Amount
 \$600.00

Budget Revision Justification
 Revised hours/wk
 3984 Characters Remaining

Final Amount Spent (required)
 \$600.00

6 SAVE

7 CONTINUE

5 CANCEL

- 1** If the ELRC returns the Final Expense Report, the ELRC will enter the areas to be addressed by the user here.
- 2** Select the expense category.
- 3** Click **EDIT** to enter the final expense information
- 4** The system will populate these fields based on the user's expense category selection.

5 Enter the Final Amount spent for the line item.

6 Click **SAVE** to save the changes/updates.

7 Click **CONTINUE** to close the modal and return to the **Final Expense Report – Requested Budget** page.

Additional information for Final Expense Reports:

- Users may submit one Final Expense Report per grant through PSS.
- PSS will validate that each Final Amount Spent entered is plus or minus ten (10) percent of the Latest Approved Amount for that line item.
- If a Final Amount Spent is entered in KTQ for a grant that was created in PSS, a Final Expense Report will be added to the **Grant at a Glance** page. The user will not be able to initiate another Final Expense Report at that point and the remaining Final Amount Spent values should be entered directly in KTQ.
- Users will be able to submit Final Expense Reports until 12/31 of the following fiscal year (like the instructions for Budget Revisions).

14. NEXT STEPS

After the provider submits a Grant Application, Budget Revision, or Final Expense Report through PSS, the application/revision/report is sent to the **Grants Inbox** in the **Keys to Quality (KTQ)** system, where it will be retrieved, reviewed, and acted on by the provider's Quality Coach at its Early Learning Resource Center (ELRC). The provider can track this request through the **Grants** section of the **Keystone STARS Home** page.

Figure 23. Grant Status Information

	APP-000076948	APP-000078306	APP-000082516
CREATE APPLICATION	APP-000076948 Uat Location 1 22 Broad Street, Townsville, Pa, 16501 ELRC - 1 Merit Awards 09/17/2019 FER Approved	APP-000078306 Uat Location 1 22 Broad Street, Townsville, Pa, 16501 ELRC - 1 Education and Retention Awards 09/23/2019 Grant Pending	APP-000082516 Uat Location 1 22 Broad Street, Townsville, Pa, 16501 ELRC - 1 Rising STARS Support Grant 10/15/2019 Budget Revision In Progress

- 1 This is the Grant Application number assigned to your grant request. Click the to Grant Application number to view more details about the Grant.
- 2 The status of the Designation Request is shown here. Valid Designation Request statuses and descriptions are given in Figure 24.

Figure 24. Grant Statuses

Status	Description
Application in Progress	The application is currently in progress and has not been submitted to the ELRC.
Application Under Review	The application has been submitted and is being reviewed by the ELRC.
Application Withdrawn	The application has been withdrawn by the provider prior to its approval.
Application Approved	The request has been approved by the ELRC.
Application Returned	The request has been reviewed by the ELRC and returned to the provider to make updates and re-submit.
Application Disapproved	The request was declined by the ELRC.
Grant Declined	The application was approved by the ELRC, but then the provider notified their ELRC that they no longer wish to participate in the grant program.
Grant Pending	The application is complete with approvals in the inbox but is still pending some action by the ELRC and HQ before funds can be dispersed.
Grant OSIG	The grant was approved, and funds were issued, but the provider either misspent funds or did not submit an acceptable FER.
Grant Unfunded	The grant was approved, but funds were not available at the time of approval.
Grant Closed	The grant was approved, and the FER was received and approved. No further action is required for this grant.
Revision in Progress	The revision request is currently in progress and has not been submitted to the ELRC.
Revision Under Review	The revision request has been submitted and is being reviewed by the ELRC.
Revision Withdrawn	The revision request has been withdrawn by the provider prior to its approval.
Revision Approved	The revision request has been approved by the ELRC.
Revision Returned	The revision request has been reviewed by the ELRC and returned to the provider to make updates and re-submit.
Revision Disapproved	The revision request was declined by the ELRC.
FER in Progress	The Final Expense Report (FER) is currently in progress and has not been submitted to the ELRC.
FER Under Review	The FER has been submitted and is being reviewed by the ELRC.
FER Withdrawn	The FER has been withdrawn by the provider prior to its approval.
FER Approved	The FER has been approved by the ELRC.
FER Returned	The FER has been reviewed by the ELRC and returned to the provider to make updates and re-submit.
FER Disapproved	The FER was declined by the ELRC.
Grant Agreement Ready	The Grant Agreement has been generated and is ready for the provider to sign.

Figure 25. Grant Status Trigger Points

Action Taken	PSS Tile Status
Provider Save & Quit a Grant Application	Application in Progress
Provider Submits Grant Application	Application Under Review
Grant Passes 1 st Level of Approval	Application Under Review
Grant Passes Final Level of Approval (2 nd /3 rd)	Application Approved
ELRC Flips Grant to Approved	Grant Approved
Provider Save and Quits a Budget Revision	Revision in Progress
Provider Submits Budget Revision	Revision Under Review
Budget Revision Approved (all levels) in Inbox	Revision Approved
Provider Save and Quits and FER	FER In Progress
Provider Submits FER	FER Under Review
FER Approved (all levels) in Inbox	FER Approved
ELRC Flips Grant to Pending	Grant Pending
ELRC Flips Grant to Withdrawn	Grant Withdrawn
ELRC Flips Grant to Disapproved	Grant Disapproved
ELRC Flips Grant to Closed	Grant Closed
ELRC Flips Grant to Declined	Grant Declined
ELRC Flips Grant to OSIG	Grant OSIG
ELRC Flips Grant to Unfunded	Grant Unfunded
ELRC Flips Grant to Approved	Grant Approved
ELRC Disapproves Grant Application (1 st level of approval)	Application Disapproved
ELRC Disapproves Grant Application (2 nd /3 rd level of approval)	Application Disapproved
Application Returned to Provider (1 st level of approval)	Application Returned
Application Returned to Provider (2 nd /3 rd level of approval)	Application Returned
Budget Revision Disapproved by ELRC	Revision Disapproved
Budget Revision Returned to Provider	Revision Returned
FER Returned to Provider	FER Returned
FER Disapproved by ELRC	FER Disapproved
Grant Application Withdrawn by Provider (1 st level of approval)	Application Withdrawn
Budget Revision is Withdrawn by Provider	Revision Withdrawn
FER is Withdrawn by Provider	FER Withdrawn
The Grant Agreement is in "Released" status	Grant Agreement Ready
The Grant Agreement has been signed	Grant Pending, Grant Withdrawn, Grant Disapproved, Grant Closed, Grant Declined, Grant OSIG, Grant Unfunded, Grant Approved
The Grant Agreement has been suppressed	Grant Pending, Grant Withdrawn, Grant Disapproved, Grant Closed, Grant Declined, Grant OSIG, Grant Unfunded, Grant Approved

15. ALERTS/EMAIL NOTIFICATIONS

Figures 26, 27, and 28 list the PSS alerts and email notifications that the location may receive related to its Grant Application, Budget Revision, and/or Final Expense Report, respectively.

Figure 26. Grant Application Alerts/Email Notifications

Trigger	Notification Text	Notification Mechanism	Audience	Clearing Condition
Grant Application has been approved in the inbox by ELRC	Your Grant Application for a <Grant Type> grant for <Provider Location Name> has been approved.	Email	PSS – Manage Keystone STARS Grants	N/A
Grant Application has been returned by ELRC	Your Grant Application for a <Grant Type> grant for <Provider Location Name> has been returned. More action is required if you would like to continue with this application. Details about why this was returned can be found by viewing your Grant Application in PSS. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Grants	N/A
Grant Application has been disapproved by ELRC	Your Grant Application for a <Grant Type> grant for <Provider Location Name> has been disapproved. Details about why this was disapproved can be found by viewing your grant in PSS. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Grants	N/A
Grant Documents Signature	Action Required: The grant document(s) for your <Grant Type> grant (<Grant ID>) for <Provider Location Name> are ready to be signed.	Email	PSS – Manage Keystone STARS Grants	NA

Figure 27. Budget Revisions Alerts/Email Notifications

Trigger	Notification Text	Notification Mechanism	Audience	Clearing Condition
Budget Revision has been approved in the inbox by ELRC	The Budget Revision for <Grant ID> <Grant Type> for <Provider Location Name> has been approved by your ELRC. No further action is required.	Email	PSS – Manage Keystone STARS Grants	N/A
Budget Revision has been disapproved by ELRC	The Budget Revision for <Grant ID> <Grant Type> has been disapproved by your ELRC. The budget that was submitted with the grant application will be maintained. Details about why this was disapproved can be found by viewing your grant in PSS. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Grants	N/A
Budget Revision has been returned by ELRC	The Budget Revision for <Grant ID> <Grant Type> for <Provider Location Name> has been returned by your ELRC for modifications or corrections. More action is required if you would like to continue with this revision. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Grants	N/A

Figure 28. Final Expense Reports Alerts/Email Notifications

Trigger	Notification Text	Notification Mechanism	Audience	Clearing Condition
Final Expense Report has been approved in the inbox by ELRC	The Final Expense Report for <Grant ID> <Grant Type> has been approved by your ELRC. No further action is required.	Email	PSS – Manage Keystone STARS Grants	N/A
Final Expense Report has been returned by ELRC	The Final Expense Report for <Grant ID> <Grant Type> at <Provider Location Name> has been returned. More action is required if you would like to continue with this report. Details about why this was returned can be found by viewing your Final Expense Report in PSS. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Grants	N/A
Final Expense Report has been disapproved by ELRC	The Final Expense Report for <Grant ID> <Grant Type> has been disapproved by your ELRC. Details about why this was disapproved can be found by viewing your grant in PSS. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Grants	N/A
Final Expense Report Reminder will be sent 30 days before the Due Date	The Final Expense Report for <Grant ID> <Grant type> for <Provider Location Name> is due to your ELRC on <Due Date>.	Email	PSS – Manage Keystone STARS Grants	N/A