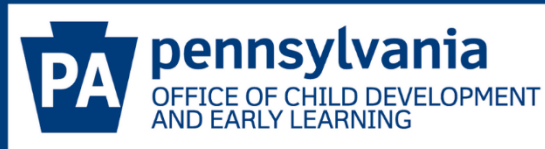


**ANNOUNCEMENT
PKC 22-#001; HSSAP
22-#002**



Pennsylvania Office of Child Development and Early Learning
Bureau of Early Learning Policy and Professional Development

Issue Date: July 27, 2022

Effective Date: July 1, 2022

End Date: June 30, 2023

Subject: Enrollment Monitoring Protocols

To: Pennsylvania Pre-K Counts Programs, Head Start Supplemental Assistance Programs

From:

Tracey Campanini

A handwritten signature in black ink that reads 'Tracey Campanini'. The signature is written in a cursive, flowing style.

Deputy Secretary, Office of Child Development & Early Learning

PURPOSE

To clarify the process for program monitoring of enrollments.

BACKGROUND

Pennsylvania Pre-K Counts §405.24. Enrollment. states, “Each approved provider shall develop and implement a plan for securing full enrollment throughout the program year.” This regulation is further clarified in program policy as such “Full enrollment, as demonstrated by PELICAN enrollment statistics, must be achieved by September 1 of each year and maintained at all times. A child will not be counted by OCDEL as enrolled if the child is not entered into PELICAN” ([Pennsylvania Pre-K Counts Statute, Regulations, and Guidelines](#), p. 15). Enrollment requirements are outlined for Head Start Supplemental Assistance Programs (HSSAPs) in contracting documentation, explicitly Appendix A: Special Program Terms which states: “The Contractor agrees to... maintain full enrollment of the slots funded by the Department of Health and Human Services, Administration of Children and Families, Office of Head Start. Failure to maintain federally funded enrollment as well as HSSAP funded slots will result in a decrease in program funding.”

During FY 2020-2021 and FY 2021-2022, enrollment flexibilities were implemented as programs grappled with the realities of the COVID-19 pandemic. Although the impacts of the pandemic are still being experienced, the Department reminds programs of enrollment requirements and is sharing information on the protocols for monitoring

enrollments so that the Department can maintain a balance between supporting programs and being accountable to the taxpayer funding that supports these programs.

DISCUSSION

Program monitoring of enrollment information for both PA PKC and HSSAP will commence in September 2022. Programs are expected to have complete and accurate enrollment data entered in the PELICAN system no later than last business day of August for the current fiscal year. Enrollment information **must** be updated monthly to assure accurate enrollment information is being reported. Enrollment information pulled from PELICAN for monitoring purposes reflects data that has been entered into the PELICAN system by the last business day of the month. Programs **must** assure PELICAN data is up-to-date and accurately reflect enrollments as of the last business day of the month.

PELICAN enrollment data **by location** will be monitored monthly. Locations will be identified as under-enrolled in cases where the percentage of enrolled slots divided by the funded slots is less than 90%. Locations also will be identified as over-enrolled in cases where the percentage of enrolled slots divided by the funded slots is more than 100%. Information on under- and over-enrolled locations will be shared with Preschool Program Specialists who will be responsible for discussing issues with the identified lead agencies. Lead agencies are responsible for all locations assigned to their grant including partner agency locations. Lead agencies have the right to manage slot and funding allocations at partner agencies based on their formal partnership agreements.

During discussions with the Preschool Program Specialist (PPS), reasons for location level enrollment issues will be determined and an action plan will be created to resolve enrollment issues by the next month's enrollment monitoring. Funding adjustments may occur in cases where, under-enrollment is persistent, and enrollment issues cannot be resolved over time.

Potential reasons for under enrollment	Expected actions	Time frame for expected actions	Outcome if issue is not resolved
Data entry lateness and/or inaccuracies (including under- and/or over-enrollments)	Update PELICAN to reflect complete and accurate enrollment information	By the last business day of the month	Loss of points on Program Review Instrument (PRI) Funding reduction if under-enrollment persists for three or more reporting cycles (months)
If data entry issues are the result of a PELICAN systems issue, the issue will be documented and tracked by the Preschool Program Specialist until the issue is resolved. The program will not be held accountable for under- and/or over-enrollment while there is an identified PELICAN systems issue.			
Classrooms cannot open due to staffing shortages	Enhanced recruitment strategies of staff	Three reporting cycles (months)	Loss of points on PRI

	specific to under enrolled locations		Funding reduction at under-enrolled locations. If lead agency cannot re-allocate slots within their grant, funding will be returned to the Department for a permanent re-allocation.
Families are not enrolling.	<p>Explore and document reasons.</p> <p>Enhanced recruitment strategies of families specific to under enrolled locations</p> <p>Outreach to other funded PK programs to discuss waiting lists and shared recruitment (this can be facilitated by the Preschool Program Specialist)</p> <p>Consider re-distribution of slots to different areas (zip codes), if possible.</p>	Three reporting cycles (months)	<p>Loss of points on PRI</p> <p>Funding reduction at under-enrolled locations. If lead agency cannot re-allocate slots within their grant, funding will be returned to the Department for a permanent re-allocation.</p>
Opening of a new classroom	Accurate data entry in PELICAN which provides the actual start date of the classroom.	Full enrollment should be achieved by the last business day of the month after the classroom start date. For example: Classroom start date is October 15. Full enrollment would be expected by November 30. Programs will have three reporting cycles (months) from the	<p>Loss of points on PRI</p> <p>Funding reduction at under-enrolled locations. If lead agency cannot re-allocate slots within their grant, funding will be returned to the Department for a permanent re-allocation.</p> <p>Funding reduction at locations where classrooms are not meeting at least 160 days of instruction for the school year.</p>

		<p>classroom start date for enrollment issues as defined above.</p> <p>Programs are expected to meet at least 160 days of instruction for new classrooms.</p> <p>The classroom start date entered into PELICAN should allow at least 160 days of instruction to occur.</p>	
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NEXT STEPS

- 1. Share this information with appropriate staff.
- 2. Lead agencies share this information with partnering agencies.
- 3. Direct any questions to your Preschool Program Specialist.