

Contracted Slots

Policies, Guidance, and Clarifications

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Pennsylvania
Department of Human Services



Pennsylvania
**Office of Child Development
and Early Learning**

Contents

Background and Goals	4
General Rules.....	5
Request for Applications.....	5
Policy Statement: Contracting with Providers.....	5
Policy Statement: Payments	6
Policy Statement: Fiscal Reporting	9
Policy Statement: Program Monitoring and Evaluation.....	10
Policy Statement: Communication and Coordination.....	11
Policy Statement: Eligible Providers	12
Policy Statement: Family Co-Payment.....	12
Policy Statement: Rate Differences	13
Policy Statement: Charging Fees	13
Policy Statement: Policy Exceptions	13
Child Eligibility.....	14
Policy Statement: Child Eligibility	14
Policy Statement: Redetermining Eligibility at Transition to Prekindergarten (Infant/Toddler Contracted Slots ONLY)	16
Policy Statement: Determining Eligibility	18
Policy Statement: Collaborating with other ELRC Regions	19
Enrollments and Attendance.....	19
Policy Statement: Enrollment	19
Policy Statement: Tracking Enrollments	20
Policy Statement: Monitoring Enrollments	21
Policy Statement: Attendance	21
Staffing.....	22
Policy Statement: Teacher Qualifications	22
Policy Statement: Tracking Staff Information.....	23
Collaboration with Agencies Providing Services to Young Children	24
Policy Statement: Early Intervention and Behavioral and Mental Health Agencies	24
Policy Statement: Early Head Start/ Head Start.....	24
Family Communication	25

Policy Statement: Written Policies for Families.....	25
Policy Statement: Official Communication with Families	25
Transition.....	26
Policy Statement: Transition to Pre-Kindergarten (Infant/Toddler Slots Only)	26

Background and Goals

In combination with a traditional voucher system, contracted slots can be utilized to serve vulnerable or underrepresented populations and help ensure a variety of child care choices are available for low-income families. The Office of Child Development and Early Learning (OCDEL) has provided contracted slots to providers across the Commonwealth to serve Infants and Toddlers since the launch of a pilot program in 2018.

The Infant Toddler Contracted Slots (CS-IT) program has since expanded to serve additional children and families spanning 18 of the 19 Early Learning Resource Center (ELRC) regions. This program is mutually beneficial to families, children, and early learning providers as it offers guaranteed payment for a one-year service period to the provider and does not require co-payment from the family.

In April 2024, the Administration of Children and Families' (ACF) - Office of Child Care (OCC) issued a final rule with regulatory changes to the Child Care and Development Fund (CCDF) which is the primary federal funding source devoted to supporting child care for families with low incomes and to increasing the quality of child care for all children. The Final Rule amends the CCDF regulations to: (1) lower families' costs for child care, to increase access to child care and improve family well-being; (2) strengthen CCDF payment practices to child care providers, to expand parents' child care options and better support child care operations; and (3) reduce program bureaucracy for families, to make it easier for families to enroll in CCDF programming. (www.federalregister.gov/d/2024-04139/p-60)

The rule requires Lead Agencies to use some grants and contracts for direct child care services to enable CCDF to better address child care supply issues for participating families. The rule specifically requires "Lead Agencies to use some grants and contracts for children in underserved geographic areas, infants and toddlers, and children with disabilities." (www.federalregister.gov/d/2024-04139/p-101)

Pennsylvania's Contracted Slots program aims to improve access to high-quality early childhood education and services to vulnerable populations, including infants, toddlers, and children with differing abilities. This initiative is designed to enhance access to early learning and support long-term developmental outcomes for children and families. These programs will allow Pennsylvania to be compliant with the Final Rule as it relates to grants and contracts for specific populations. The Contracted Slots program will benefit providers, children, and their families.

***Contracted Slots for Children with Disabilities (CS-D) is offered as a small pilot program in FY 25-26.**

The primary goals are to:

- Allow Pennsylvania to comply with all Final Rule requirements related to grants and contracts for special populations.
- Establish a program that supports high-quality care for infants, toddlers, and children with disabilities.

- Provide fiscal stability for high-quality providers serving families through the Contracted Slots programs.
- Encourage providers to serve infants, toddlers, and children with disabilities, reducing family obstacles when finding enrollment for a child under two or a child with a diagnosed disability.
- Reduce suspension and expulsion for children with documented disabilities by providing additional funding to providers.
- Provide more responsive services to children with documented disabilities.
- Establish and study a new fiscal model that supports high-quality care within infant and toddler classrooms.
- Provide fiscal stability for high-quality providers serving CCW-eligible infants and toddlers.
- Encourage providers to serve infants and toddlers to meet market demand.
- Establish a continuum of care for ages 0-5 in high-quality settings and support transition to kindergarten.
- Strengthen the link between high-quality child care and high-quality pre-kindergarten programs. These goals aim to improve the overall quality of available child care in Pennsylvania.

General Rules

Request for Applications

A centralized Request for Application (RFA) process will be conducted to determine an array of eligible providers. Each Early Learning Resource Center (ELRC) for which eligible provider applications are received will participate in the RFA process by providing information on subsidy waiting lists, as well as pertinent information related to the applying providers.

Each ELRC will provide a Point of Contact (POC) responsible for coordination with the Office of Child Development and Early Learning (OCDEL), The Pennsylvania Key, and awarded providers in their region.

Policy Statement: Contracting with Providers

Each ELRC is responsible for generating contracting documentation with awarded providers within their region.

Each ELRC will conduct a continuation of the grant process pending availability of funds.

Guidance and Clarifications

Each ELRC will use its agency's procurement procedures to generate contracting documents for each awarded provider within their region.



Contracts, at minimum, will include the agreed-upon cost per slot, overall funding, statement of work, line-item budget, roles and responsibilities of the ELRC and the provider, data security information, and consequences if responsibilities are not met.

ELRCs will contract with awarded providers for a one-year period with options for renewal.

OCDEL will serve as a resource as needed and will assist ELRCs in cases where the ELRC needs clarification on contracting (e.g., approval of expenditures on the line-item budget).

Policy Statement: Payments

- Payments will be made to the ELRC based upon annual amounts, payable per slot.
- Slots are defined as full day, full week.
 - The cost per slot supports a full day, full week (Monday through Friday), of traditional child care and is funded through the duration of a fiscal year (July through June).
- The ELRC is responsible for managing the payment of funds to successful providers. The provider will ensure segregation of program funds in their fiscal record-keeping.

Guidance and Clarifications

The FY 2025-2026 cost per slot by ELRC region is as follows:

ELRC	Per Slot Cost (25-26 FY)
1	\$ 16,700
2	\$ 14,000
3	\$ 19,200
4	\$ 20,000
5	\$ 20,700
6	\$ 15,500
7	\$ 13,700
8	N/A
9	\$ 19,800
10	\$ 19,600
11	\$ 15,700
12	\$ 16,000
13	\$ 18,200
14	\$ 17,400
15	\$ 20,900
16	\$ 22,200
17	\$ 23,600



ELRC	Per Slot Cost (25-26 FY)
18	\$ 21,100
19	\$ 24,000

A family who is eligible for CCW can be enrolled in the Contracted Slots program for only the traditional child care portion of the day. The family can use the standard CCW voucher program for non-traditional child care hours (either at the same provider or at a different provider); however, all regular CCW rules would apply for the non-traditional child care portion of the day, including, but not limited to, the family co-payment.

Full day, traditional care is defined as up to 12 hours of service between 6:00 am and 6:00 pm, Monday through Friday. Children enrolled in Contracted Slots are eligible for up to 12 hours of full-day, traditional care per day. If an enrollment requires 12 hours of full day, traditional care, BUT the provider's service schedule is shorter in duration, either the parent must agree to the provider's service schedule, or the enrollment should not be designated in a contracted slot.

Enrollments in need of evening care, weekend care, or overnight care are considered non-traditional and are not eligible for a **Contracted Slot**.

A full week consists of five days, from Monday to Friday.

A full year is defined as the entire fiscal year, from July 1 to June 30.

Contracted Slots are funded for full-week, full-year enrollment schedules.

This requirement ensures continuity of care and provides a stable routine for children, supporting their emotional and developmental well-being. Full-time care also offers flexibility to families and ensures their child's needs are met, allowing them to focus on their employment, education, or other responsibilities.

The provider's scheduled CCW closure dates, including major federal holidays, continuing education days, and inclement weather days, also apply to Contracted Slots.

Successful providers shall be paid 1/12 of the total grant award as soon as possible after a provider contract is fully executed and shall be paid 1/12 of the total grant award monthly thereafter based upon an agreed-upon timeframe between the ELRC and the provider. In cases where verified monthly expenses exceed 1/12 of the total grant award, providers may request an advanced distribution of funding equal to 1/12 of the total grant award. Such requests must be received by the ELRC on or before the 15th of the preceding month to be processed in a timely manner. The provider's receipt of funding shall not exceed the total grant award.



Providers shall have **20 calendar days to fill any enrollment vacancies before an ELRC may consider reallocating funding/slots to another participating provider within the ELRC region.**

Funding for **Contracted Slots** **cannot** be used for the following:

- Purchase of land, new construction, or major renovations.
- Purchase of gift cards, money orders, gift certificates, travel checks, or any other comparable legal tender.
- Payment of mortgages, utilities, or rental/lease payments for facility operations that are not directly associated with the operation of the **Contracted Slots** program.
- Purchase of alcohol.
- Purchase of vehicles.
- Payment toward staff entertainment, including amusement, diversion, and social activities or any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities) that are not professional development-related events.
- Purchase of **any** used items, including but not limited to those from individuals, yard sales, and auctions.
- Payment for staff bonuses, recruitment, or retention awards.

For any item that has a **unit cost of \$3,000 or more**, a provider shall obtain a **minimum of two (2) written price quotes** to ensure fair and equitable bid practices, as follows:

- The bids must be for identical or comparable merchandise, purchases, and/or work.
- The provider must accept the lowest bid amount.
 - If the provider prefers to accept the higher bid, the provider is financially responsible for the difference in cost between the chosen bid and the lowest bid. The provider may not use any OCDEL funding as payment for the difference in cost between bids.
 - If extenuating circumstances occur where the provider must accept the higher bid, the provider must contact both the **Contracted Slots** Specialist and the ELRC to discuss the situation prior to accepting the quote.

The Department of Human Services (DHS) retains the title to property of any equipment having a useful life of more than one year and an individual cost of more than \$5,000 that is purchased with **Contracted Slots** funding. The provider is required to notify the ELRC if they are closing or will be disposing of said equipment. If a provider permanently closes or sells the business, the ELRC will need to work with the provider to redistribute all supplies and equipment purchased using contracted slot funds granted by the ELRC to other **Contracted Slot** providers, as appropriate.

All purchases made with these funds must comply with the **Office of Management and Budget's (OMB) Uniform Guidance (2 CFR § 200)** and the Child Care and Development Fund restrictions. Applicants may



request support from ELRCs related to these requirements and restrictions.

As a recipient of **Contracted Slots** funding, it is the provider's responsibility to expend funds in a manner that supports the overall goals of the initiative. Goals that directly impact expenditure considerations include increased financial stability at the program level, the ability to hire and retain qualified staff, maintaining or increasing classroom quality, and stable enrollment for children and families. As such, all expenditures should be justified in terms of these goals for this program.

The following clarifications are specific to the use of **Contracted Slots** funding and salaries:

- Teacher salaries may be included as an allowable expense when the teacher is directly serving the children funded by **Contracted Slots**. In classrooms where children are funded by multiple funding streams, the teacher's salary must be cost-allocated appropriately.
- Management salaries and benefits may ONLY be included IF a strong justification is provided as to how these expenses will directly impact the goals listed above. If **Contracted Slots** funding is approved to support management salaries and benefits, it must be cost-allocated appropriately.
 - Salaries, raises, and bonuses for management staff who do not directly manage or impact the programming are not considered allowable expenses.

Policy Statement: Fiscal Reporting

The ELRC is responsible for maintaining and submitting documentation to OCDEL, which tracks the following:

- Release (timing and amounts) of funding to providers
- **Contractual agreements with providers**

The awarded providers are responsible for maintaining and submitting documentation to the **Contracted Slots** specialist, which tracks the following:

- Quarterly expenses
- Revisions to the originally approved budget

Guidance and Clarifications

Providers are responsible for submission of a "Line-Item Budget" (template available at [CONTRACTED SLOTS – THE PENNSYLVANIA KEY \(pakeys.org\)](https://pakeys.org)) to the ELRC at time of contracting. OCDEL will serve as a resource and will assist ELRCs in cases where the ELRC needs clarification on program expenditures.

Providers are **responsible** for submission of their assigned **Contracted Slots** budget revisions which will be approved using the following tiered process:

- Provider submits budget revisions to the **Contracted Slots Specialist**
- Once specialist approved, the revision is shared with the ELRC



- The ELRC has five (5) business days to respond to the **Contracted Slots Specialist**
- Once ELRC approved, the specialist will follow up with the provider with the revision approval and a new, revised budget template for expenditure reporting

Providers are responsible for submission of the “Program Expenditures and Budget Revision Workbook” available at [CONTRACTED SLOTS – THE PENNSYLVANIA KEY \(pakeys.org\)](https://pakeys.org) to the assigned Contracted Slots Specialist, 10 business days after the end of each fiscal quarter. The assigned specialist will compile the “ELRC Quarterly Fiscal Summary” (also available at [CONTRACTED SLOTS – THE PENNSYLVANIA KEY \(pakeys.org\)](https://pakeys.org)) to the relevant ELRC and to OCDEL no later than the last business day of the month after each quarter ends (or the business day after the last day, if the last day of the month falls on a weekend or holiday).

Reporting to OCDEL from the ELRCs occurs as follows:

Quarter 1 (July 1 through September 30); Quarterly expenditures due to the Specialist by **October 15, 2025**. Quarter 2 (October 1 through December 31); Quarterly expenditures due to the Specialist by **January 15, 2026**. Quarter 3 (January 1 through March 31); Quarterly expenditures due to the Specialist by **April 15, 2026**. Quarter 4 (April 1 through June 30); Quarterly expenditures and final expenditures due to the Specialist by **July 15, 2026**.

Policy Statement: Program Monitoring and Evaluation

Providers will undergo at least one formal monitoring visit per year.

Providers will participate in any formal evaluations of the program, which may include a variety of program assessments.

Guidance and Clarifications

A specialist will be assigned to each **Contracted Slots** provider. The specialist will conduct at least one annual visit with each provider to ensure fidelity to the program requirements. In cases where program requirements are not being fully met, the specialist, in collaboration with the provider and the ELRC, will develop and implement an improvement plan.

As part of the formal evaluation process, Contracted Slots providers will participate in Classroom Assessment Scoring System (CLASS) assessments to support program quality. CLASS assessments will be conducted every other year by an external CLASS assessor from OCDEL. During a CLASS assessment, assessors will assess a minimum of two classrooms with Contracted Slots enrolled children. If the provider has multiple slot types, the assessments must include each slot types. The classrooms to be assessed will be determined through random selection by the external assessor. Additional assessments may be required if assessment results or other relevant information indicate that the provider may benefit from additional assessments, coaching, and support.



Policy Statement: Communication and Coordination

ELRCs, providers, and OCDEL have an expectation of timely, honest, and supportive communication and collaboration. A written plan of collaboration between the assigned specialist, the ELRC(s), and the contracted provider is required, and established communication protocols must be followed. The [ELRC Collaboration Plan Sample](#) may be used for this purpose.

Guidance and Clarifications

Communication Expectations for the ELRC, The Pennsylvania Key, and OCDEL:

The ELRC will have a single point of contact (POC) within the ELRC to disseminate information to the OCDEL and the Pennsylvania Key Contracted Slots Leads, including, but not limited to:

- Program Location Closures,
- Lead Agency Relocations,
- New Locations,
- Certification issues,
- STARS suspensions,
- Any pending issues impacting program eligibility, and
- Any technical assistance that would be beneficial to the provider

This single POC will email the Pennsylvania Key and **OCDEL Contracted Slots Leads** and their OCDEL ELRC Program Representative.

In addition:

- The ELRCs will send any changes to the Contracted Slots POC when they occur
- The Pennsylvania Key and OCDEL Contracted Slots Leads will request annual updates from the POCs

ELRC staff will send questions and/or clarification requests regarding the Contracted Slots policy, guidance, or general questions to the Pennsylvania Key Contracted Slots Lead and the Pennsylvania Key Contracted Slots Specialist.

The Pennsylvania Key Contracted Slots Program Lead will include the OCDEL Contracted Slots Program Lead, as needed.

For PELICAN ELN support, ELRCs and providers must contact the [ELN help desk](#).

Any changes to contact information should be updated and shared with all relevant parties within five (5) business days of the change.



Policy Statement: Eligible Providers

Eligible providers must meet the following criteria at the time of application and throughout the entire grant period:

The ELRC and the provider must have a current CCW provider agreement.

- Have a regular certificate of compliance issued by the Department of Human Services
- Participate in Keystone STARS as a STAR 3 or STAR 4 child care center, group child care home, or **family child care home provider**.

Guidance and Clarifications

Throughout the program year, if a program has a concern that results in a provisional certificate and/or a drop in STARS designation, the specialist will review the circumstances of the incident to determine if a [policy exception](#) may be granted to support continuity of care for children and families.

Providers granted a [policy exception](#) during a program year must meet all eligibility requirements at the time of contract renewal.

Policy Statement: Family Co-Payment

Providers are prohibited from charging a co-payment for children enrolled in a **Contracted Slot**. A family utilizing the **Contracted Slots** program will not be required to pay a co-payment for the child enrolled in a Contracted Slot.

Guidance and Clarifications

If a family utilizing a Contracted Slot has other eligible children enrolled in CCW, a co-payment for those children must be charged.

If the family is also in need of non-traditional child care, under CCW, for the child enrolled in Contracted Slots, the co-payment will be charged for the CCW-funded, non-traditional child care hours.

Contracted Slots funding supports up to 12 hours of care per day or the maximum traditional care hours of the enrolling program.

- **Full day, traditional care is defined as up to 12 hours of service between 6:00 am and 6:00 pm, Monday through Friday. Children enrolled in Contracted Slots are eligible for up to 12 hours of full-day, traditional care per day.**
 - **If an enrollment requires 12 hours of full-day traditional care, but the provider's service schedule is shorter in duration, either the parent must agree to the provider's service schedule, or the enrollment should not be designated in a contracted slot.**



Policy Statement: Rate Differences

Providers are prohibited from charging families the difference between the provider's published rate and the amount of the contracted slot.

Guidance and Clarifications

If a family utilizing a Contracted Slot has other eligible children enrolled in CCW, the provider may follow the CCW policy regarding rate differentials.

Policy Statement: Charging Fees

Providers are prohibited from charging families utilizing a **Contracted Slot** any additional program-related fees. In cases where the child is not picked up by the time the program closes for the day, families may be charged late pick-up fees as outlined in the provider's policies.

Guidance and Clarifications

Program-related fees may include, but are not limited to, registration fees, field trip fees/expenses, fundraising, re-enrollment fees, etc.

If the provider does not offer meals or snacks, families may be asked to supply these to the provider. Families may not be charged fees for meals and snacks.

Policies related to fees should be written, provided to, and acknowledged by families at intake, and reviewed annually.

Policy Statement: Policy Exceptions

Upon written request, exceptions to **Contracted Slots** policies may be granted by OCDEL.

Guidance and Clarifications

Exceptions to policies for **Contracted Slots** will be limited to situations in which the policy impacts the overall goals of the program or results in undue burden to the children and families being served. Written requests for policy exceptions should include reference to the policy being addressed, justification for an exception must include specific details related to how the policy impacts the program goals, the children and families being served, the timeframe for which the exception would apply and a plan for future compliance with the policy, including expected timeframe.

Before submitting a written request for an exception for review, requests should be discussed with the assigned specialist prior to submission to explore any available supports that may help the provider comply with the policy.



Policy exemptions must be submitted to OCDEL, in writing, for review. OCDEL will have 30 days from receipt of the written request to review and respond. In cases where more information is requested, the provider must respond within 10 business days, or the exception will be denied. When follow-up information is received within the designated time frame, OCDEL will have an additional 10 business days to review and respond.

Providers are expected to meet program policy until requests for policy exceptions are processed. If providers cannot meet the policy during the review period, it will be reflected in the Program Review Instrument (PRI).

Child Eligibility

Policy Statement: Child Eligibility

- Family must be eligible for Child Care Works.
- Family must agree to enroll children as full day, full week, regardless of a family's work schedule.
 - Full day is defined as up to 12 hours of traditional child care. Children enrolled in any contracted slot are eligible for up to 12 hours of care per day (or the maximum traditional care hours the program is opened in cases where it may be less than 12 hours).
 - Program policies limiting the time a child can be enrolled (e.g., 10 hours per day) should not be applied to children funded through any contracted slots program, as they are eligible to be served for the duration of the program's service hours if it does not exceed 12 hours of care.
 - Evening care, weekend care, or overnight care is considered non-traditional child care and is not eligible for Contracted Slots funding.
 - Full week is defined as 5 days a week (Monday through Friday). Full year is defined as the full fiscal year (July 1 through June 30).

Additional eligibility requirements are outlined below based on Contracted Slot type:

- Infant and Toddler:
 - Must be between the ages of six weeks and 36 months of age at the time of enrollment.
- Children with Disabilities
 - Children are eligible starting at age 3 until the entry age for kindergarten in their school district.
 - The duration of eligibility for the child(ren) served lasts until the child is eligible to transition into kindergarten.
 - Child must have an active Individualized Education Program (IEP) at the time of

enrollment.

The ELRC will assess the family's eligibility for the CCW program and Contracted Slots.

Guidance and Clarifications

Families that approach providers participating in the Contracted Slots program should complete the [ITCS Interest Form](#). The form must be provided to the ELRC, which will determine final eligibility for the program.

A CCW enrollment cannot use CCW funding and Contracted Slots funding for the same portion of the child care day, during traditional child care hours.

Families who currently receive CCW funding whose children are enrolled in a child care program using CCW benefits, must agree to participation in the Contracted Slots program prior to completing the enrollment. Families should be provided with all relevant information regarding Contracted Slots prior to making their decision.

Before a child can be considered fully enrolled in the Contracted Slots program, one of the following actions must be taken by the ELRC:

- If the child enrolling in Contracted Slots is the only child in the family receiving CCW, the ELRC must close the CCW case.
- If there are other children in the family who are enrolled in CCW, the ELRC must uncheck the "CC Request" checkbox on the Care Request page in PELICAN CCW for the child participating in Contracted Slots.

The intent of Contracted Slots funding is to ensure continuity of care from the earliest enrollment timeframe possible. Therefore, ELRCs and providers should prioritize enrollment of younger children.

Children eligible under "presumptive" eligibility for CCW are eligible for Contracted Slots. Once enrolled in the Contracted Slots program, the verification of the work requirement is not necessary.

Children receiving Contracted Slots funding in one ELRC who relocate to another ELRC region and need to attend a new service location should be prioritized for an open Contracted Slot in the new region.

CCW families in the Low-Income or Former TANF categories are eligible for the Contracted Slots Program. Families accessing CCW through TANF and/or SNAP are not eligible to participate.

In cases where a family qualifies for CCW – Low Income and is enrolled in the Contracted Slots program, then becomes eligible for CCW through TANF or SNAP, the child will remain in the Contracted Slots program to ensure continuity of care.



Income Changes

At no time during enrollment in the Contracted Slots program can family income exceed 85% State Median Income (SMI). Either ELRCs or Contracted Slots providers may determine that a family's income exceeds 85% SMI during enrollment. The entity that determines family income exceeds 85% SMI is required to inform the other.

- Once the family income is confirmed to exceed 85% SMI, the ELRC will follow typical CCW adverse action policies for any non-Contracted Slots children in the family.
- The Contracted Slots program will be responsible for sending notification of ineligibility related to the enrolled Contracted Slots child by registered letter. Contracted Slots funding will end 13 days after the notification is sent.

Families have a right to appeal. When an appeal occurs, the Contracted Slots program will notify the Specialist and the ELRC. The ELRC will forward the appeal information to the Bureau of Hearing and Appeals (BHA).

If at any time during a child's enrollment in the Contracted Slots program, a family loses CCW eligibility due to their income exceeding the Federal Poverty Income Guidelines, the child's Contracted Slots enrollment would not be impacted as long as the family's income does not exceed 85% of the State Median Income.

Policy Statement: Redetermining Eligibility at Transition to Prekindergarten **(Infant/Toddler Contracted Slots ONLY)**

Eligibility will be reviewed or re-determined for a child receiving CS-IT funding if the family is interested in applying for CCW funding or another state or federally funded preschool program.

Guidance and Clarifications

Providers must support families in completing a [Pre-kindergarten Intent Form](#) (PK-Intent Form). Completed forms should be shared with the ELRC, as well as with the assigned Contracted Slots Specialist.

The form must be completed:

- At least six months prior to the child turning three
- For Federal/State Programs: If a child's birth date falls after the kindergarten cut-off date, another form must be completed 6 weeks prior to the eligibility date

For families intending to use only CCW funding for a pre-kindergarten slot, providers will inform the ELRC, which will be responsible for determining next steps for CCW eligibility.



- If the family already has other children utilizing CCW funding, the child transitioning from CS-IT funding will be covered under the family's original eligibility for CCW funding.
- If the family does not have other children utilizing CCW funding, and the child has been enrolled in CS-IT for more than 12 months, re-determination packets for eligibility for CCW funding will be mailed to families at least 6 weeks prior to the child turning 3 years old.
- If the family does not have other children utilizing CCW funding, and the child has been enrolled in CS-IT for less than 12 months, the child will be considered eligible for CCW under their original application and will be re-determined based upon their original application date. For children enrolled under "presumptive" eligibility, the work requirement must be met before returning to CCW funding.
- If the family is found eligible for CCW funding, the child will either be enrolled (if space is immediately available) or shall be placed on a prioritized waiting list. For CCW, an eligible child's **original application** date will be used to determine CCW placement. If using the date of the **original application** is not enough to enroll the child immediately, and the child is placed on the wait list, the ELRC will have to check "Pre-K Enrolled" on the child care request screen in order to move the child to the prioritized wait list. Once the child is enrolled, "Pre-K Enrolled" can be unchecked. If placed on the CCW prioritized waiting list, the child may continue to be funded through CS-IT funding until the child is taken off the waiting list and enrolled in CCW.

For families intending to enroll their child into a PA PKC program, the PA PKC provider will be responsible for determining the next steps for PA PKC eligibility.

- Providers will first verify whether the child is eligible for a PA PKC slot based on the child's birth date and the kindergarten cutoff school entry date in the child's school district of residence.
- Providers are reminded that a child is eligible for **only** two years of PKC and should be cognizant of the child's birth date in relation to the school district's kindergarten cutoff date.
- If the child is eligible for PA PKC based on the child's birth date and the kindergarten cutoff school entry date in the child's school district of residence, the PA PKC provider will conduct income verification and enrollment procedures following the PKC program's typical recruitment and enrollment timelines associated with the program's PKC school year start date. If the family is determined eligible for PKC funding (at 300% FPL), the child will either be enrolled (if space is immediately available) or shall be placed on a waiting list. For PA PKC, an eligible child who is transitioning off CS-IT funding should receive priority points in the PA PKC enrollment process.
- If the child who is turning three does not meet the school district's kindergarten cutoff date, the child may remain on CS-IT funding until the child is eligible to attend PA PKC. In such cases, the program will ensure the family completes a Pre-kindergarten Intent Form again, at least 6 weeks prior to the child's eligibility for PA PKC.



For families intending to use both PKC and CCW funding, the child may remain on CS-IT funding while awaiting enrollment in PKC. In these cases, redetermination for CCW funding (wrap-around) should occur at least 6 weeks prior to the start of the PKC program. Children who remain eligible for CCW funding can be held in “suspended” status until the start of the PKC program. Children who are found ineligible for CCW funding can remain on CS-IT funding until the start of the PKC program.

When the child is eligible for either CCW or PKC and is placed on a waiting list, the child may continue to be funded using CS-IT funding until the child is taken off the waiting list and enrolled in either CCW or PKC.

If the child is found not eligible for CCW funding or PKC funding when redetermination occurs, the child will no longer be funded by CS-IT funding.

Policy Statement: Determining Eligibility

The ELRC is responsible for determining a family’s eligibility for the CCW program and subsequently for Contracted Slots. A communication/collaboration plan must be established between the ELRC and the contracted provider to **support recruitment**, manage referrals, and eligibility for Contracted Slots.

Upon determination of eligibility and intended Contracted Slot enrollment at a participating provider, the ELRC will provide verification of CCW eligibility to the provider. This verification must be maintained in the provider’s file for the child.

Guidance and Clarifications

Families approaching providers who may be eligible for the CS-IT program should complete the [ITCS Interest Form](#), which should be shared with the ELRC, which will determine final eligibility for CS-IT.

Once the eligibility process is complete and the child’s enrollment into the CS-IT program is secured at the program level, the ELRC will:

- Retain original application date; and
- Close the case if the infant/toddler is the only child in the family who needs care, or
- Mark the child as “not requesting care” in a family that has other children who need subsidy services.

Please note: Closing the case or marking as “not requesting care” would not apply to a child who uses CS-IT funding and CCW funding for non-traditional care.

The ELRC will help providers recruit children by contacting parents with infants and toddlers on the waiting list.

The ELRC will provide verification of CCW eligibility to the provider in a form that can be maintained in the child's file at the provider.

If parents contact the provider directly, the provider will help the parent connect with the ELRC to establish the parent's eligibility for CCW.

Children served through CS-IT funding will be counted toward the program's CCW participation percentages. As such, any children served through CS-IT funding will be counted in the program's Enrollment Calculation Tool (ECT) under the CCW column.

Policy Statement: Collaborating with other ELRC Regions

Families meeting subsidy eligibility who request to enroll in **Contracted Slots** outside of their assigned ELRC region are eligible for **Contracted Slots**. ELRC regions must collaborate when enrolling such families.

Guidance and Clarifications

When a need for cross-ELRC collaboration occurs, the ITS must be included. In addition, both ELRCs, the provider, and the ITS must be included in any communications, including, but not limited to, [the ELRC Collaboration Plan](#), the [ITCS Interest form](#), and the [PK Intent Form](#).

Enrollments and Attendance

Policy Statement: Enrollment

Once eligibility for Contracted Slots is established by the ELRC, the provider has 30 calendar days to enroll the child in their program.

Enrollment priority will be applied in the following order:

1. Children currently enrolled in a Contracted Slots participating provider, currently receiving CCW, who meet the eligibility criteria for a Contracted Slot type.
2. Children who are on the CCW waitlist and meet the eligibility criteria for a Contracted Slot type.
3. Children of families applying for CCW and who meet the eligibility criteria for a Contracted Slot type.

The provider will maintain full enrollment, as demonstrated by PELICAN enrollment statistics, after 30 days of contract execution and throughout the entire grant period.

Full enrollment is defined as a provider maintaining 90% or higher overall enrollment. A child is

considered enrolled when the child is entered in PELICAN with an accurate start date.

Children who are disenrolled from Contracted Slots must be end-dated in PELICAN within 15 days from the removal from the program.

Funding stays with the slot, not the child. When a child leaves a program, no charges for unused portions of the year may be incurred by that child or family.

Guidance and Clarifications

Once determined eligible for CCW, families must be informed and agree to participate in the Contracted Slots program, and the ELRC needs to have taken the necessary steps outlined under [Determining Eligibility](#) before a child can be considered fully enrolled in the Contracted Slots program.

A child is considered “enrolled” at the program on the first day the child receives care at the program. This is the date that should be used as the enrollment start date within the PELICAN ELN system.

The ELRC must share written proof of CCW eligibility with the provider enrolling the eligible child. The provider must retain a copy of the written proof in the child’s file.

The provider must share written proof to the ELRC of the child’s initial enrollment date so that the ELRC can take the necessary steps to complete the child’s enrollment and update the CCW case accordingly.

Signed family agreements, Contracted Slots Enrollment forms, and email notification may be used for this purpose as long as the child’s initial enrollment date is provided.

Policy Statement: Tracking Enrollments

All enrollments will be tracked using the PELICAN Early Learning Network (ELN) system for children funded through **Contracted Slots**.

Guidance and Clarifications

A child will not be counted by OCDEL as enrolled if the child is not entered in PELICAN ELN.

Providers must update PELICAN ELN by the last day of the month if any changes occur to classrooms, staffing, or child enrollments.

The provider must update classroom data, including school year (July 1 through June 30), annually.

Providers should reference the [New Provider Training Guide](#) to understand how to gain access to and enter data into the PELICAN ELN system.



Providers should reference [Appendix A](#) for specifics on how to enter Contracted Slots enrollment information into PELICAN ELN.

Policy Statement: Monitoring Enrollments

ELRCs must track provider enrollments each month to ensure providers maintain full enrollment of Contracted Slots. Full enrollment is defined as a provider maintaining 90% or higher overall enrollment. Providers who do not meet this expectation will develop an under-enrollment plan in collaboration with the ELRC. Failure to meet enrollment expectations may result in loss of funding/slots to the provider. The ELRC may reallocate funding/slots to another participating provider within the ELRC region.

Guidance and Clarifications:

The ELRC may withhold funds in cases where a provider is not meeting the requirement to maintain full enrollment. Providers shall have 20 calendar days to fill any enrollment vacancies before an ELRC may consider withholding funding from a contracted provider.

Waiting lists of children who have been deemed eligible for a **Contracted Slot** must be maintained to fill vacant slots as soon as possible.

Under Enrollment Action Planning: ELRCs will begin monthly enrollment monitoring in collaboration with the **Contracted Slots** program team. Enrollment monitoring begins the first full month after contract execution with a **Contracted Slots** provider. Any Contracted Slots provider who does not meet full enrollment will receive an Under-Enrollment Notification Letter from the ELRC. The notification letter will request a meeting between the ELRC, the contracted provider, and the Specialist to develop an Under-Enrollment Plan. The plan will be developed with provider staff to ensure a comprehensive approach to reaching full enrollment. This could include, but is not limited to, recruitment of families, data entry, ELRC communication, family communication, recruiting qualified staff, etc. The plan will include deadlines for meeting goals. If a Provider who is placed on an Enrollment Action Plan does not believe they can meet enrollment expectations, they may initiate conversations related to the relinquishment of slots/funds. If deadlines in the plan are not met and full enrollment is not achieved, the ELRC may reallocate slots to a different provider within their region with the capacity to serve families using **Contracted Slots**. Enrollment Action Plans may not exceed 90 days. If goals remain unmet after 90 days, the funding for vacant slots will be reallocated to a different provider within the ELRC region.

Policy Statement: Attendance

Providers must document and monitor attendance information so that it is available upon request. The

PELICAN system may be used for this purpose; however, attendance data reporting within the PELICAN system is not required.

The maximum number of allowable annual absences for a child enrolled in Contracted Slots is 40 days. Unless approved by the provider, children should not exceed five (5) consecutive absences.

Guidance and Clarifications

Annual absences are tracked by fiscal year, July 1 through June 30.

Providers must contact families if children are unexpectedly absent for three consecutive days to learn the nature of the absence and offer support, as appropriate.

If children accrue more than five consecutive unexcused absences or 20 total absences, the provider and family must develop an attendance action plan. The plan documents and discusses the reasons for the absence and identifies ways to support the child's attendance. [Attendance Action Plan](#)

Providers may approve consecutive absences over five days for extenuating circumstances, such as families experiencing homelessness, unexpected crisis, family emergencies, and significant illness.

Providers are encouraged to support families with relevant community resources when appropriate.

Providers should communicate with families on an ongoing basis regarding attendance issues. Once a child reaches 40 unexplained/unexcused absences within a fiscal year, a registered letter should be sent to the family detailing the attendance issue and the date enrollment in the CS program will end. Families will be provided 13 days from the date of notice before CS ends. A family may return to CCW funding, and the CS absences would not be counted against that funding stream.

Providers should work with the ELRC and Contracted Slots team should a family experience extenuating circumstances for absences that require a policy exemption.

Providers should reference [Appendix A](#) instructions on entering attendance into PELICAN ELN.

Staffing

Policy Statement: Teacher Qualifications

Classrooms with children participating in the Contracted Slot program must, at a minimum, have one lead teacher assigned. The lead teacher must hold, at minimum, a CDA and be responsible for oversight of the curriculum planning and assessment of children.



The lead teacher must be present in the classroom for the portion of the program day in which the greatest number of children enrolled in Contracted Slots are in attendance. There will be enough lead teachers, assistant teachers, and/or aides assigned to Contracted Slots classrooms to meet the staff-to-child ratio for the age level served as promulgated in DHS regulation § 3270.51.

Guidance and Clarifications

Classrooms should be staffed to provide high-quality learning experiences for all children.

Providers with teachers assigned to Infant/Toddler classrooms holding an Infant-Toddler CDA and/or Infant-Toddler related qualifications higher than a CDA will receive priority points during the application process for Contracted Slots for Infants and Toddlers.

Providers with teachers trained in inclusive education practices or credentials related to best supporting children with differing abilities will receive priority points during the application process for Contracted Slots for Children with Disabilities.

Staff verified at a 'Level A' on the Career Pathway within the Pennsylvania Key PD Registry also meet lead teacher qualifications for the Contracted Slots program.

CS lead teachers will be required to complete any core series training assigned to CS providers.

Policy Statement: Tracking Staff Information

Staff working within classrooms where children funded through Contracted Slots are being served need to be entered into both PELICAN and the PD Registry.

PELICAN Data Entry Requirements: Classroom assignment, staff demographics, and location specifics.

PD Registry Data Entry Requirements: Personal information, education, employment, credential information, and qualification information.

Guidance and Clarifications

Providers must update PELICAN ELN by the last day of the month if any changes occur to classrooms, staffing, or child enrollments.

Providers must have staff entered and verified in the PD Registry within 90 days of staff assignment to a Contracted Slots classroom session.



Providers should reference the [New Provider Training Guide](#) to understand how to gain access to and enter data into the PELICAN ELN system.

Providers should reference [Appendix A](#) for specifics on how to enter **Contracted Slots** enrollment information into PELICAN ELN.

Collaboration with Agencies Providing Services to Young Children

Policy Statement: Early Intervention and Behavioral and Mental Health Agencies

Providers will coordinate and collaborate with the local agencies providing Early Intervention services, and/or behavioral and mental health services.

Providers must adhere to the following policies: [OCDEL policy statement on Inclusion](#) and [OCDEL Policy Statement on Suspension and Expulsion](#).

Guidance and Clarifications

Coordination with Early Intervention should ensure the following:

- A smooth transition into the classroom for children receiving services,
- Coordination of services received while the child is receiving services within the program, and
- Awareness of and capacity to supply information regarding available services for children enrolled in the program who have not yet been identified as in need of services but who may be eligible for services.

Policy Statement: Early Head Start/ Head Start

Providers will coordinate and collaborate with Early Head Start and Head Start providers.

Providers must avoid enrolling children into **Contracted Slots** who are already being served in an Early Head Start/Head Start program or who are eligible to participate in Early Head Start/Head Start.

Guidance and Clarifications

Early Head Start and Head Start eligible families may have unique needs that are best supported by a program designed especially to meet those needs and offers a broad array of services, therefore, children enrolled in Early Head Start or who are eligible for Early Head Start should not be enrolled in the Contracted Slots program except in cases where the following has occurred:



- Head Start eligibility was shared with the family,
- The family preferred to enroll the child in the **Contacted Slots** program, and
- The signature of the family, along with documentation of their understanding of Head Start eligibility, and their request to enroll their child into the Contacted Slots program, is obtained and retained.

Family Communication

Policy Statement: Written Policies for Families

Providers must share policy related to **Contacted Slots** in writing to families at the time of enrollment, annually thereafter, and six months prior to the child transitioning out of the slot type based on their age. [The Agreement Form Sample](#) may be used for this purpose.

ELRCs are responsible for ensuring that written family communications exist and are being shared with families at the time of eligibility determination and enrollment in **Contacted Slots**.

Guidance and Clarifications

Families must sign an acknowledgement that they have received, read, and understood the policies related to **Contacted Slots**.

Information shared with families should include, but is not limited to, enrollment options, child transitions, and policies on fees. [The Agreement Form Sample](#) may be used for this purpose.

Policy Statement: Official Communication with Families

Programs that have attempted to contact enrolled families but have not received a response should use registered letter to ensure communication has been received by the family.

Guidance and Clarifications

Examples when communication by registered letter may be necessary include, but are not limited to: issues related to attendance, completion of the transition form for a child turning 3 years old, and ineligibility for **Contacted Slots** due to income over 85% SMI.



Transition

Policy Statement: Transition to Pre-Kindergarten (Infant/Toddler Slots Only)

Providers must develop a transition plan for children aging out of Contracted Slots for Infants and Toddlers.

The ELRC and the contracted providers must coordinate with families no later than 6 months prior to the child's third birthday to inform families of preschool/pre-kindergarten eligibility procedures and options for transition. These include Child Care Works, PA Pre-K Counts, Head Start, or private pay.

Coordination for children with an IFSP/IEP shall follow timelines established by IDEA.

Guidance and Clarifications

The transition plan shall be in writing and must be coordinated with the appropriate entity. Transition plans must be completed at least six months prior to the child turning three and, in cases where a child turning three will not be eligible to attend PA Pre-K Counts or Head Start, due to their birth date falling after the kindergarten cutoff for their school district, at least 6-weeks prior to eligibility for the program, the provider will ensure the family completes a Pre-Kindergarten Intent Form. Completed forms should be shared with the ELRC, as well as with the assigned Specialist.

For CCW preschool transition, the ELRC must be notified to support the family with re-determination or review of CCW eligibility:

- If the family already has other children utilizing CCW funding, the child transitioning from CS-IT funding will be covered under the family's original eligibility for CCW funding.
- If the family does not have other children utilizing CCW funding, and the child has been enrolled in CS-IT for more than 12 months, re-determination packets for eligibility for CCW funding will be mailed to families at least 6 weeks prior to the child turning 3 years old.
- If the family does not have other children utilizing CCW funding, and the child has been enrolled in CS-IT for less than 12 months, the child will be considered eligible for CCW under their original application and will be re-determined based upon their original application date.
 - For children enrolled under "presumptive" eligibility, the work requirement must be met before returning to CCW funding.

If the family is eligible for CCW funding, the child will either be enrolled (if space is immediately available) or shall be placed on a prioritized waiting list.

- For CCW, an eligible child's **original application** date will be used to determine CCW placement.



- If using the date of the **original application** is not enough to enroll the child immediately and the child is placed on the waiting list, the ELRC will have to check “Pre-K Enrolled” on the child care request screen in order to move the child to the prioritized wait list.
 - Once the child is enrolled, “Pre-K Enrolled” can be unchecked.
 - If placed on the CCW prioritized waiting list, the child may continue to be funded through CS-IT funding until the child is taken off the waiting list and enrolled in CCW.

Infant/Toddler Contracted Slots providers who also serve preschool-aged children may enroll the family in a preschool classroom once the child is no longer age-eligible for the Contracted Slots. This may be funded through CCW or paid by the family.

Contracted Slots providers who also participate in PA Pre-K Counts may enroll families transitioning out of Infant/Toddler Contracted Slots into their PA Pre-K Counts program. The provider must complete age and income eligibility requirements for the transitioning family as outlined in the PA Pre-K Counts Regulations.

Maintaining the family enrollment at the Infant/Toddler Contracted Slots provider supports continuity of care and is highly encouraged; however, families may choose a different provider upon completion of the Infant/Toddler Contracted Slot program.

Providers with transitioning children are encouraged to collaborate with Head Start, PA Pre-K Counts, and child care providers, with family permission. Eligibility for PA Pre-K Counts and Head Start will be completed by the incoming provider. An eligible child who is transitioning off CS-IT funding should receive priority points in the PA PKC enrollment process.

Providers are reminded that a child is eligible for **only** two years of PKC and is only eligible for Head Start until they meet the age requirement to begin school, and therefore, should be cognizant of the child’s birth date in relation to the school district’s kindergarten cutoff date.

If a child enrolled in CS-IT is turning three but is not age-eligible for PA PKC due to the date of their third birthday, the child may remain on CS-IT funding until the child is age-eligible to attend PA PKC.

Families intending to use both PKC and CCW funding may remain on CS-IT funding while awaiting enrollment in PKC. In these cases, redetermination for CCW funding for before and after care should occur at least six weeks prior to the start of the PKC program.

Children who remain eligible for CCW funding can be held in a suspended status for CCW until the start of the PKC program.

Children who are found ineligible for CCW funding can continue to be funded through CS-IT until the

start of the PKC program.

When the child is eligible for either CCW or PKC and is placed on a waiting list, the child may continue to be funded using CS-IT until the child is taken off the waiting list and enrolled in either CCW or PKC.

If the child is found not eligible for CCW funding or PKC funding when redetermination occurs, the child will no longer be funded by CS-IT funding.

Appendix A: Contracted Slots Specific PELICAN ELN screen shots (staffing, enrollments, attendance)

PELICAN ELN Training Materials

Infant Toddler Contracted Slots: Systems Webinar



PELICAN ELN Materials

Getting Started

<https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-getting-started/>

Resources

<https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-resources/>

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Steps for Entering Information in PELICAN ELN

If you are starting from scratch, here are the steps in chronological order to entering all data:

- Create staff
- Create Classroom Session (Add already created staff to classroom session)
- Create new child
 - Add demographic information
 - Add parent/guardian information
 - Add classroom session enrollment information

Creating new staff in PELICAN ELN

Infant Toddler Contracted Slots: Systems Webinar



Creating new staff in PELICAN

LocationMaintenance.aspx?lg_session=7718144832421000323&lg_session_id=7718144832421000323

Search...

pennsylvania
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

1-85554

MY LOCATIONS | **LOCATION INFORMATION** | CHILD INFORMATION | TOOLS | ADDITIONAL OPTIONS

LOCATION INFORMATION | **STAFF** | TENURE | FUNDING INFORMATION

MPID: 10320304 Location Name: 123 BACK TO BASICS LLC Status: ACTIVE
Location ID: 11234 Lead Agency:

Location Information

PRINT GO

In order to create a Classroom session you must have at least one physical room and one active staff member at the location. Please create the below items at this location before creating a classroom session:

- Active Staff Member
- Physical Room

Welcome to the Location Information page! The below information shows all of the Location Information details. This page displays the contact information for the location, a list of the physical rooms at this location, as well as the various classroom sessions offered. Click the dropdown arrow on the right side of each section to edit the information in that section.

EXPAND ALL

+ Contact Information

+ Physical Rooms

- Classroom Sessions

Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

Show: Active

Classroom Session Name	Classroom Session Lead	Physical Room	Classroom Session Program	Class Session	Curriculum	Term Date	Cost Rate
------------------------	------------------------	---------------	---------------------------	---------------	------------	-----------	-----------

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Click "Create New Staff"

StaffSummary?sp_session=71171148821202720262013&sp_session=LocationMaintenance.asp?sp_session=StaffSummary

0-16924

MY LOCATIONS HOME LOCATION CHILD INFORMATION TOOLS ADDITIONAL OPTIONS

LOCATION INFORMATION STAFF ATTENDANCE FUNDING INFORMATION

MPID 19201024 0012 Location Name LOCATION NEW Status ACTIVE
Location ID 12907 Local Agency 123 BACK TO BASICS LLC

Staff Summary

Select... GO

Welcome to the Staff Summary! Here, you can view all staff for your location. Click on a staff member to edit their information or add staff using the CREATE NEW STAFF button. You can use the filters to adjust which staff members are displayed on this screen. The display order can also be changed using the arrows in the top header row.

Filter By

Staff Name	Staff Type	Status	EMP
Sgt. Sgt.	Teacher	Active	
2020L803	Teacher	Active	
Dts_Tot.R	Aide	Active	

Page 1 of 1

CREATE NEW STAFF

Enter all staff demographic information (if applicable)

MANIP:StaffDetail.aspx?pc_name=711191MM02100100021040g_mainLocationMaintenance.aspx&sub=StaffSummary

Search...

Create New Staff

Please enter the information below to create a new staff member.

First Name: <small>required</small>	Middle Initial:	Last Name: <small>required</small>	Suffix: <small>required</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select... <input type="button" value="v"/>
Gender: <small>required</small>	Date of Birth: <small>required</small>	Race: <small>required</small>	Ethnicity: <small>required</small>
Select... <input type="button" value="v"/>	<input type="text"/>	Select all that apply	Select... <input type="button" value="v"/>
SSN: <small>required</small>	Email: <small>required</small>	PPID: <small>required</small>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Years of Early Childhood Teaching Experience (Birth-8 years): <small>required</small>		Total Number of Years of Experience: <small>required</small>	
<input type="text"/>		<input type="text"/>	

Location Specific Information

Location Start Date: <small>required</small>	Staff Type: <small>required</small>	Staff Category: <small>required</small>
<input type="text"/>	Select... <input type="button" value="v"/>	Select... <input type="button" value="v"/>

Professional Development Information

Entering staff into the Professional Development (PD) Registry

Infant Toddler Contracted Slots: Systems Webinar



Staff must also be added to the PD Registry (www.papdregistry.org)

A screenshot of the Pennsylvania PD Registry website. The page has a dark blue header with the text 'Welcome to the Pennsylvania PD Registry!'. Below the header, there are two tabs: 'Find Training' (selected) and 'Find Instructors'. The main content area is titled 'Search for Training'. It includes a note: 'Click "Training Calendar" below to find scheduled training by subject, location, date, etc. OR Click "Course Catalog" below to view all non-scheduled courses listed in the Registry. You can contact the instructor listed within the course to schedule future events.' There are two buttons: 'Training Calendar' (highlighted in blue) and 'Course Catalog'. Below these buttons, there is a search section titled 'Search by Location, Date, Event ID, or Subject'. It includes a note: 'Enter search criteria to find matching events.' and a bolded note: 'NOTE: Searching without criteria will display all events starting on or after 12/12/2018.' There are four input fields: 'Keywords', 'Event ID', 'Course Title', and 'City'.

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Make sure that staff entered in the PD Registry have a complete profile and have been verified. A complete and verified profile includes:

- **Personal Information**
 - PPID (if applicable)
 - Address, Phone Number
- **Education**
 - Transcripts uploaded
- **Employment**
 - Wage
 - Hours worked per week
 - Position Title

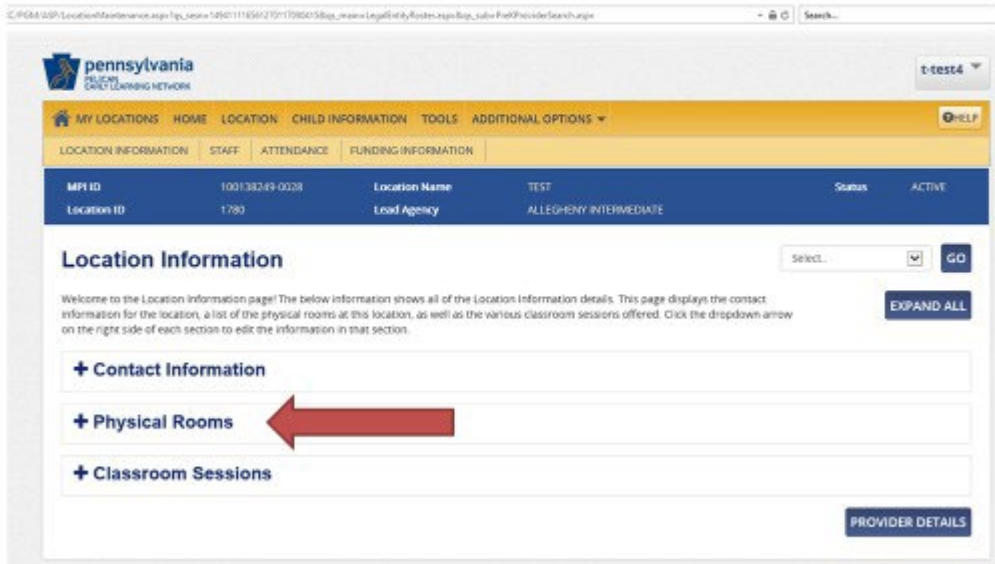


Creating ITCS classroom sessions

Infant Toddler Contracted Slots: Data Quality Webinar



First, you must create a classroom session. To create a classroom session, you must first create a physical room.



The screenshot shows the PEN web application interface. At the top, there's a navigation bar with 'MY LOCATIONS', 'HOME', 'LOCATION', 'CHILD INFORMATION', 'TOOLS', and 'ADDITIONAL OPTIONS'. Below this is a table with location details:

MPH ID	Location Name	Status
100138249-0028	TEST	ACTIVE
Location ID	Lead Agency	
1790	ALLEGHENY INTERMEDIATE	

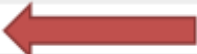
Below the table is the 'Location Information' section. It includes a 'Select...' dropdown and a 'GO' button. A red arrow points to the '+ Physical Rooms' section, which is highlighted. Other sections include '+ Contact Information' and '+ Classroom Sessions'. A 'PROVIDER DETAILS' button is at the bottom right.

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Click on physical rooms, then click "Add physical room"

Physical Rooms

Room Name: 1URfF	▼
Room Name: OCyg7	▼
Room Name: V42JC	▼
Room Name: abc	▼
Room Name: adad	▼
Room Name: b7n9R	▼
Room Name: test	▼
Room Name: test	▼
Room Name: test2	▼
Room Name: vH3jp	▼
+ADD PHYSICAL ROOM	



Enter your physical room name, and then click save.

The screenshot shows a modal window titled "Physical Room". Inside the modal, there is a paragraph of text: "A location must have at least one physical room. You may add or edit physical rooms using the field below. Physical rooms can be deleted using the dropdown on Location Information screen." Below this text is a label "Room Name: (required)" followed by a text input field. The input field contains the text "Penguins Classroom". A large red arrow points to the input field. At the bottom of the modal, there are two buttons: "CANCEL" on the left and "SAVE" on the right.

You must then create a classroom session. When creating the classroom session: use the classroom session name: Infant-Toddler Contracted Slots #1 (use ascending numbers if more than one classroom is in a location).

The screenshot shows the 'Classroom Session Summary' form in the Pennsylvania Department of Education's system. A red arrow points to the 'Classroom Session Name' field, which is populated with 'Infant-Toddler Contracted Slots #1'. The form includes the following sections:

- General Information:**
 - Classroom Session Name:
 - Classroom Session Start Date:
 - Classroom Session End Date:
 - Physical Room:
 - Approved Assessments:
- School Year Information:**
 - No Data Found
- Staff Information:**
 - Show:
 - No Data Found
- Environmental Rating Scale (ERS) Score:**
 - Show:
 - No Data Found

After the classroom session is created, you then need to add school year information.

The screenshot displays the 'Classroom Session Summary' page in the Pennsylvania ELIS system. The page includes a navigation bar with links like HOME, PROVIDER, FINANCIAL MANAGEMENT, TOOLS, REPORTS, LOCATION, and ADDITIONAL OPTIONS. Below the navigation bar, there's a table with columns for MPID, Location ID, Location Name, Location Name, Status, and Location ID. The 'Classroom Session Summary' section shows details for a classroom session, including General Information, School Year Information, Staff Information, and Environmental Rating Scale (ERS) Score. The 'School Year Information' section is highlighted with a red box, indicating 'No Data Found' and providing a link to 'ADD CLASSROOM SESSION SCHOOL YEAR'.

Enter all of the required school year information on this screen.

GA/KDP/LocationMaintenance.asp?gi_year=11754311214726261610759&gi_main=LocationMaintenance.asp&gi_public=LocationMaintenance.asp

Search...

School Year Information

Please enter the school year information below for the Classroom session.

School Year: *required*
Select...

School Year Start Date: *required*
Select...

Schedule: *required*
Select...

Operational Days Per Year: *required*
Select...

Instructional Hours Per Day: *required*
Select...

Hours of Operation: *required*
[] : [] AM [] : [] AM

Class Start: *required*
Select...

Primary Curriculum: *required*
Select...

Screening Tool: *required*
Select...

CANCEL SAVE AND ADD ANOTHER SAVE

Classroom

The below information is required for the Classroom session.

General

Classroom ID: []

Classroom Name: []

Classroom Type: []

Classroom Status: []

Classroom Location: []

Classroom Description: []

School Year Information

School Year: []

School Year Start Date: []

Schedule: []

Operational Days Per Year: []

Instructional Hours Per Day: []

Hours of Operation: [] : [] AM [] : [] AM

Class Start: []

Primary Curriculum: []


Screening Tool: []

Staff Information

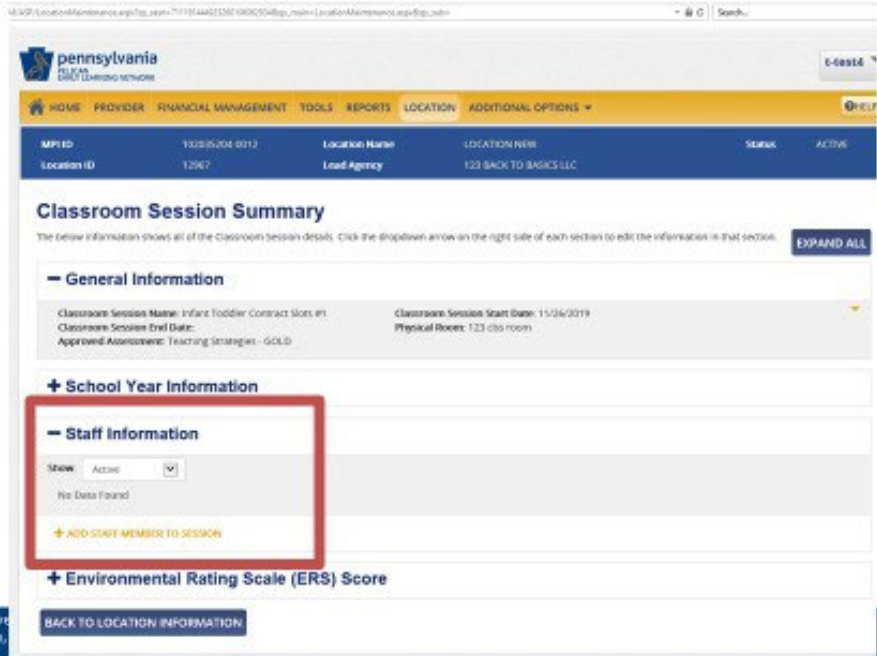
Environmental Rating Scale (ERS) Score

Adding a staff member to a classroom session

Infant Toddler Contracted Slots: Data Quality Webinar



After the classroom session has been created, you need to add a staff member to the classroom session.



URL: https://locationMaintenance.aspx?top_session=711151444211511501000000&top_session=1positionMaintenance.aspx&top_session=1

Search...

pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

HOME PROVIDER FINANCIAL MANAGEMENT TOOLS REPORTS LOCATION ADDITIONAL OPTIONS

MPID: 132805204 0012 Location Name: LOCATION NEW Status: ACTIVE
Location ID: 12967 Lead Agency: 123 BACK TO BASICS LLC

Classroom Session Summary

The below information shows all of the Classroom Session details. Click the dropdown arrow on the right side of each section to edit the information in that section. [EXPAND ALL](#)

General Information

Classroom Session Name: Infant Toddler Contract Slots IM Classroom Session Start Date: 11/26/2019
Classroom Session End Date: Approved Assessment: Teaching Strategies - GOLD Physical Room: 123 cls room

School Year Information

Staff Information

Show: Active
No Data Found

[+ ADD STAFF MEMBER TO SESSION](#)

Environmental Rating Scale (ERS) Score

[BACK TO LOCATION INFORMATION](#)

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**Choose your newly created staff member from the drop down menu.
Indicate whether they are a "Teacher" or "Aide"**

The screenshot shows a web application interface for managing classroom sessions. A modal window titled "Staff Member Information" is open, prompting the user to enter staff member details for a specific classroom session. The background interface includes a table with columns for "MFI ID", "Location ID", "Location Name", "Location Now", and "Status". The "Classroom Session S" section is visible, showing a list of sessions with columns for "Classroom Session Name", "Classroom Session End Date", and "Approved Assessment: Teaching Strategy". The "Staff Information" section is also visible, showing a list of staff members with a "Show: Active" filter.

Staff Member Information

Please enter the staff member information below for the classroom session.

Staff Name: Classroom Session Role:

Staff Classroom Session Start Date: Staff Classroom Session End Date:

☐ Classroom Session Lead

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

Once this is all done you will see your classroom session listed.

Location Information

Welcome to the Location Information page! The below information shows all of the Location Information details. This page displays the contact information for the location, a list of the physical rooms at this location, as well as the various classroom sessions offered. Click the dropdown arrow on the right side of each section to edit the information in that section.

+ Contact Information

+ Physical Rooms

- Classroom Sessions

Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

Show: All

Classroom Session	Classroom Session	Physical Room	Children Enrolled		Class	Curriculum	Start Date	End Date
			Program	Class				
Infant Toddler Contracted Slots #1	04/01/19	Infant Room	0	0	0	Creative Curriculum	02/01/2019	
Infant Toddler Contracted Slots #2	04/01/19	Toddler Room Wing	0	0	0	Creative Curriculum	01/01/2019	
Infant Toddler Contracted Slots #3	04/01/19	Toddler Room Slots	0	0	0	Creative Curriculum	01/01/2019	

ADD CLASSROOM SESSIONS

PROVIDER DETAILS

System Acceptance Test for PA Pre-K County | Version 1.0.0.0

Child Enrollments

Infant Toddler Contracted Slots: Systems Webinar



After the classroom session is created and a staff member is attached, you can then enroll a child by clicking "Child Information" to view the child roster.

The screenshot shows the Pennsylvania Child Information System (PCIS) interface. At the top, there is a navigation bar with the following tabs: HOME, PROVIDER, FINANCIAL MANAGEMENT, TOOLS, REPORT, CHILD INFORMATION (highlighted with a red box), and ADDITIONAL OPTIONS. Below this is a sub-navigation bar with links: CHILD ROSTER, CHILD SEARCH, CHILD INFORMATION UPLOAD, and WAITLIST. The main content area is titled "Child Roster" and includes a "Select" dropdown menu and a "GO" button. Below the title, there is a section for "Active Children At This Location: 98" and "Active Enrollments At This Location: 117". A "Filter By:" section shows "Enrollment Status" with radio buttons for "Active" (selected) and "Inactive (past 2 years)". A table titled "Showing Results For Enrollment Status: Active" displays columns for Select All, Name, State of Birth, Schedule, Classroom Session, Program, Enrollment Begin Date, Enrollment End Date, and Risk Factors. The table is currently empty, and a "Print Enrollment List" button is visible at the bottom right.

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Please note that the “Create New Child” button *should never* be selected in entering a Contracted Slots enrollment in PELICAN ELN. If the child’s information does not populate during the child search, contact both the Contracted Slots Specialist and the ELRC Point of Contact for additional guidance.

You will then add parent/legal guardian information for the child. You do not need to enter income or risk factor information.

The screenshot shows the 'Child Information Summary' page in the Pennsylvania Early Learning Network system. The page has a header with the Pennsylvania logo and navigation links: MY LOCATIONS, HOME, LOCATION, CHILD INFORMATION, TOOLS, and ADDITIONAL OPTIONS. Below the header, there is a section for 'Child Information Summary' with a welcome message and an 'EXPAND ALL' button. The main content area contains several expandable sections: 'Child Demographic Information', 'Parent/Legal Guardian Information', 'Income Information', 'Risk Factor Information', 'Enrollment Information for This Location', and 'All Enrollments'. The 'Parent/Legal Guardian Information' section is currently expanded, showing a red box around the 'ADD PARENT/LEGAL GUARDIAN' button. At the bottom of the page, there is a footer with the names of the Governor and Secretary of Education, and a row of buttons: ASSESSMENTS, GENERATE CHILD/HOUSEHOLD UPDATE FORM, GENERATE CORRESPONDENCE, and DELETE CHILD.

3

Location ID

6666

Lead Agency

LEARN AND PLAY CENTERS INC

Child Information Summary

Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section.

EXPAND ALL

– Child Demographic Information

Full Name: CECILIA HANZLY

Gender: Female

Ethnicity: Unknown

Outcome ID: 692548657

Date of Birth: 06/14/2016

Race: Unknown

Programs: PA Pre-K Counts

+ Parent/Legal Guardian Information

+ Income Information

+ Risk Factor Information

– Enrollment Information for This Location

Classroom Section Name: Pioneers

Program: PA Pre-K Counts

Begin Date: 09/01/2019

Physical Room: 7

Schedule: Full Day

End Date:

+ADD ENROLLMENT

+ADD TO WAITING LIST

+ All Enrollments

ASSESSMENTS

GENERATE CHILD/HOUSEHOLD UPDATE FORM

GENERATE CORRESPONDENCE

DELETE CHILD

Under Classroom Session, select your Infant Toddler Contracted Slots Classroom Session. Also select Program "Other" and Subprogram "Infant Toddler Contracted Slots"

Child Information Summary

Welcome to the Child Information Summary system.

Enrollment Information

Please enter the enrollment information below for the classroom session.

Location:

Classroom Session: **Program:** **Sub-Program:**

Lead Agency - Grant #: **Funding Source:**

Enrollment Begin Date: **Enrollment End Date:**

Days for this Session: **Hours for this Session:** **Schedule for this Session:**

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

For Funding Source, select "Infant Toddler Contracted Slots"

Child Information Summary

Welcome to the Child Information Summary

Enrollment Information

Please enter the enrollment information below for the classroom session.

Location: test

Classroom Session: required infant toddler contracted slots #2

Program: required Other

Sub-Program: required Infant Toddler Contracted Slots

Lead Agency - Grant ID: required

Funding Source: required

Enrollment Begin Date: required

End Date Reason: required

Days for this Session: required

Hours for this Session: required

Schedule for this Session: required

Funding Source dropdown menu:

- Select
- CCW Subsidy & Federal HS Funding
- CCW Subsidy & No Federal HS Funding
- Federal HS Funding & No CCW Subsidy
- Private Pay over CCW Subsidy with Federal HS Funding
- Infant Toddler Contracted Slots**

Buttons: CANCEL, SAVE AND ADD ANOTHER, SAVE

No Data Found

End dating an enrollment

Infant Toddler Contracted Slots: Data Quality Webinar



To un-enroll children in ITCSP in PELICAN you must first get them to show up on your child roster by clicking child information.

Child Roster Page URL: [http://roster.cdp.pa.gov:8119/117212502194711584pg_main/ChildRoster@pg_subv](#)

Search...

bwiestling

HOME PROVIDER FINANCIAL MANAGEMENT TOOLS REPORTS **CHILD INFORMATION** ADDITIONAL OPTIONS HELP

CHILD ROSTER CHILD SEARCH CHILD INFORMATION UPLOAD WAITLIST

MPH ID	Location Name	Status	ACTIVE
Location ID	Lead Agency		

Child Roster

Select... GO

For a tour of the Child Roster page, [click here](#).

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the Inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 93
Active Enrollments At This Location: 117

Filter By: @

Enrollment Status

Active
Inactive (past 2 years)

Showing Results For Enrollment Status: Active

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
------------	------	---------------	----------	-------------------	---------	-----------------------	---------------------	--------------

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Scroll down on the child roster, and uncheck "Pre-K Counts" and "HSSAP" under Program. Please make sure you leave "Other" checked. Then click "Apply"

When the inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 3
Active Enrollments At This Location: 3

Filter By:

Enrollment Status

☒ Active
☐ Inactive (over 2 years)
☐ In Progress
☐ On Waiting List

Classroom Sessions

Select One

☐ Show All
☐ Classroom 2
☐ Classroom
☐ Home
☐ Out of State
☐ Out of State
☐ Out of State
☐ Out of State
☐ Out of State

☐ Program

☐ Pre-K Counts
☐ Head Start
☒ Other

☒ Half Day
☐ Full Day

APPLY

Showing Results For Enrollment Status: Active

Child ID	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Work Factors
<input type="checkbox"/>	022.6366	09/13/2017	Full Day	Classroom 2	Pre-K Counts	09/13/2018		Individualized Education Plan
<input type="checkbox"/>	022.6366	09/13/2018	Full Day	Classroom 2	Pre-K Counts	09/13/2018		Individualized Education Plan
<input type="checkbox"/>	022.6366	12/13/2017	Full Day	Classroom 2	Other	09/13/2018		Individualized Education Plan

Number of Results: 3 Page 1 of 1 Children Selected: 0

CREATE ENROLLMENT **END DATE ENROLLMENT** **CREATE NEW CHILD** **CHILD UPLOAD SUMMARY**

You will then see all your children enrolled in Program "Other" to be able to end date the enrollment.

Active Children At This Location: 3
Active Enrollments At This Location: 3

Filter By:

Enrollment Status

- ☒ Active
- ☐ Inactive (past 2 years)
- ☐ In Process
- ☐ On Waiting List

Classroom Sessions

Selected (0)

- ☒ Evenings
- ☒ Center-based
- ☒ At-home
- ☒ Not
- ☒ Not
- ☒ Not
- ☒ Not
- ☒ Not
- ☒ Not
- ☒ Not

Program

- ☐ PA Pre-K Counts
- ☐ Head Start
- ☒ Other

Schedule

- ☒ Half Day
- ☒ Full Day

Showing Results For Enrollment Status: Active

Select	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	End Factors
<input type="checkbox"/>	OSL BASQ	12/11/2017	Full Day	Center-based	Other	02/18/2023		Individualized Education Plan

Number of Results: 1

Page 1 of 1

Children Selected: 0

CREATE ENROLLMENT **END DATE ENROLLMENT** **CREATE NEW CHILD** **CHILD UPLOAD SUMMARY**

APPLY

Reset Filters

To end date the enrollment, you can click the selection box next to the child(ren) you wish to end date. You will then click "End Date Enrollment". You can then enter the end date, and end date reason and click save.

Active Children At This Location: 2

Active Enrollments At This Location: 2

Filter By:

Enrollment Status

☒ Active

☐ In-Process

☐ On Waiting List

Classroom Sessions

Selected (0)

☒ lowWdgs

Showing Results For Enrollment Status: Active

Select	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
<input checked="" type="checkbox"/>	ONE PASO	12/11/2017	Full Day	Centennial 2	Other	09/18/2020		Individualized Education Plan

Number of Results: 1 Page 1 of 1 Children Selected: 1

CREATE ENROLLMENT **END DATE ENROLLMENT** **CREATE NEW CHILD** **CHILD UPLOAD SUMMARY**

End-Date Enrollments

1 Enrollments will be end-dated when you select SAVE.

Please select the Enrollment End Date and the Enrollment End Date Reason for the enrollments you are modifying.

Enrollment End Date: Enrollment End Date Reason:

CANCEL **SAVE**

Editing Information in PELICAN ELN

If you already have children entered in PELICAN ELN, along with the staff and Classroom Sessions, you just need to make edits to your current information to reflect how we want the information entered for ITCS. The areas that need updated are:

- Classroom Session Name
- Staff tied to Classroom Sessions
- Add Program "Other" to a child
- Add ITCS enrollment to child

We will also show you how to make the proper edits if you already have these created in PELICAN ELN.

If the child is already enrolled in “Keystone STARS” at your location you can locate them on the “Child Roster” screen.

<input type="checkbox"/>	[REDACTED] Logan	[REDACTED] 2017	Full Day	Infant	Keystone STARS	10/12/2017		
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Click on the child's name to bring up the Child Information Summary screen

bwiestling

[MY LOCATIONS](#)
[HOME](#)
[LOCATION](#)
[CHILD INFORMATION](#)
[TOOLS](#)
[ADDITIONAL OPTIONS](#)
HELP

MPI ID: [REDACTED] Location Name: [REDACTED]
Location ID: [REDACTED] Lead Agency: [REDACTED]

Child Information Summary

Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section.

EXPAND ALL

Child Demographic Information

Full Name: Logan [REDACTED]

Gender: Male

Ethnicity: Non-Hispanic

Outcomes ID: 9 [REDACTED]

Date of Birth: [REDACTED] 2017

Race: White

Programs: Keystone STARS

+ Parent/Legal Guardian Information

+ Enrollment Information for This Location

+ All Enrollments

ASSESSMENTS

GENERATE CHILD/HOUSEHOLD UPDATE FORM

GENERATE CORRESPONDENCE

DELETE CHILD

Click the Yellow arrow under Child Demographic Information and click "Edit".

Child Information Summary

Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section.

EXPAND ALL

— Child Demographic Information

Full Name: Logan [REDACTED]
Gender: Male
Ethnicity: Non-Hispanic
Outcome ID: [REDACTED]

Date of Birth: [REDACTED] 7
Race: White
Programs: Keystone STARS



+ Parent/Legal Guardian Information

Within the Child Demographic Information screen you will need to add the program "Other" under "Program Information". Please make sure to check "Other" and click save.

Child Demographic Information

Please enter the demographic information below for the child.

First Name: *(required)* Middle Initial: Last Name: *(required)* Suffix:

Date of Birth: *(required)* Gender: *(required)* Race: *(required)* Ethnicity: *(required)*

SSN: Is English the 1st language for the Child?
☐ Yes ☐ No

Program Information

Programs this child is enrolled in for this location: *(required)*

Selected (2) ▼

- ☐ Select all
- ☐ PA Pre-K Counts
- ☒ Keystone STARS
- ☒ Other

SAVE

Document Information for This Location

Once the child has the program "Other" attached to them you can then end date the Keystone STARS enrollment. Under the Enrollment Information for this Location you will click the arrow and "Edit" the enrollment. You can then enter the end date along with reason (Changed Program Participation) and hit save.

— Enrollment Information for This Location

Classroom Session Name: Infants
Program: Keystone STARS
Begin Date: 01/13/2020

Physical Room: Infants
Schedule: Full Day
End Date:

EDIT
DELETE
HISTORY

✚ADD ENROLLMENT ✚ADD TO WAITING LIST

Enrollment Information

Please enter the enrollment information below for the classroom session. When creating the enrollment, the child demographic information might be updated based on the most current information from NCI.

Location: Riverview Childrens Center

Classroom Session: (required)

Infants

Program: (required)

Keystone STARS

Sub-Program: (required)

Child Care

Lead Agency - Grant ID: (required)

Funding Source: (required)

Private Pay (No CCW Subsidy & No P)

Enrollment Begin Date: (required)

01/13/2020

Enrollment End Date:

04/08/2020

Enrollment End Date Reason:

Changed Program Participation

Days for this Session: (required)

3 Days/Week

Hours for this Session: (required)

24 Hours/Week

Schedule for this Session: (required)

Full Day

CANCEL

SAVE

Once you have end dated the Keystone STARS enrollment, you can then add the ITCSP enrollment. Under the Enrollment Information for this Location you will click "Add Enrollment". You can then follow the instructions on the next two slides to add the correct enrollment.

Location ID: 6566

Lead Agency: LEARN AND PLAY CENTERS INC

Child Information Summary

Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section.

EXPAND ALL

Child Demographic Information

Full Name: CECILIA HANDEY

Gender: Female

Ethnicity: Unknown

Outlook ID: 89282857

Date of Birth: 06/14/2016

Race: Unknown

Programs: PA Pre-K Counts

Parent/Legal Guardian Information

Income Information

Risk Factor Information

Enrollment Information for This Location

Classroom Session Name: Pioneers

Program: PA Pre-K Counts

Physical Room: T

Schedule: Full Day

End Date:

ADD ENROLLMENT

ADD TO WAITING LIST

All Enrollments

ASSESSMENTS

GENERATE CHILD/HOUSEHOLD UPDATE FORM

GENERATE CORRESPONDENCE

DELETE CHILD

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Under Classroom Session, select your Infant Toddler Contracted Slots Classroom Session. Also select Program "Other" and Subprogram "Infant Toddler Contracted Slots"

Enrollment Information

Please enter the enrollment information below for the classroom session.

Location: text

Classroom Session: required
infant toddler contracted slots #2

Program: required
Other

Sub-Program: required
Select
Early Head Start
Head Start (Pre-School)
Child Care
KeyStone STARS
School District Pre-K
Pre-K Choice
Infant Toddler Contracted Slots

Lead Agency - Grant ID: required
Select...

Funding Source: required
Select...

Enrollment Begin Date: required
Select...

Enrollment End Date:
Select...

Days for this Session: required
Select...

Hours for this Session: required
Select...

Schedule for this Session: required
Select...

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

For Funding Source, select "Infant Toddler Contracted Slots"

Child Information Summary

Welcome to the Child Information Summary

Enrollment Information

Please enter the enrollment information below for the classroom session.

Location: testyt

Classroom Session: *required*
infant toddler contracted slots #2

Program: *required*
Other

Sub Program: *required*
Infant Toddler Contracted Slots

Lead Agency - Grant ID: *required*

Funding Source: *required*

Enrollment Begin Date: *required*

Days for this Session: *required*

Hours for this Session: *required*

Schedule for this Session: *required*

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

No Data Found

If you are editing an already existing classroom session, you will click on the classroom session and then click "Edit" under General Information. You will need to rename the session use the same naming pattern on the next slide.

Classroom Session Summary

The below information shows all of the Classroom Session details. Click the dropdown arrow on the right side of each section to edit the information in that section. [EXPAND ALL](#)

General Information

Classroom Session Name: Infant Toddler Contract Slots #1	Classroom Session Start Date: 11/06/2019
Classroom Session End Date:	Physical Room: 123 class room
Approved Assessment: Teaching Strategies - GOLD	EDIT

+ School Year Information

+ Staff Information

+ Environmental Rating Scale (ERS) Score

[BACK TO LOCATION INFORMATION](#)

Use the classroom session name: **Infant-Toddler Contracted Slots #1** (use ascending numbers if more than one classroom is in a location).

The screenshot displays the 'Classroom Session Summary' form in the Pennsylvania Department of Education's system. A red arrow points to the 'CLASSROOM' tab. A 'General Information' modal is open, showing the following fields:

- Classroom Session Name: **Infant-Toddler Contracted Slots #1**
- Classroom Session Start Date: **2/1/2019**
- Classroom Session End Date: (empty)
- Physical Room: **infant room**
- Approved Assessment: **Selected (1)**

The background form shows the following sections:

- General Information**
 - Classroom Session Name
 - Classroom Session End Date
 - Approved Assessment
- School Year Information**
 - No Data Found
- Staff Information**
 - View: Active
 - No Data Found
- Environmental Rating Scale (ERS) Score**
 - View: Active
 - No Data Found

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Pedro A. Rivera,

[BACK TO LOCATION INFORMATION](#)

Choose the correct staff member from the drop down. If they are not in the drop down, you will have to create a new staff member.

LocationMaintenance.aspx?app_name=11754011247260372107505app_name=LocationMaintenance.aspx&app_name=

MP1 ID: 102035204-001 Location Name: LOCATION NEW Status: ACTIVE

Location ID: 12357

Staff Member Information

Please enter the staff member information below for the classroom session.

Staff Name: Classroom Session Role:

Staff Classroom Session Start Date: Staff Classroom Session End Date:

☐ Classroom Session Lead

CANCEL SAVE AND ADD ANOTHER SAVE

Classroom Session S

The below information shows all of the Classroom Session S

General Information

Classroom Session Name: Infant Toddler
Classroom Session End Date:
Approved Assessment: Teaching Strategies

School Year Information

No Data Found

[ADD CLASSROOM SESSION SCHOOL YEAR](#)

Staff Information

Show:

No Data Found

[ADD STAFF MEMBER TO SESSION](#)

Attendance

Infant Toddler Contracted Slots: Systems Webinar



Tracking of child attendance is found under "location information."

Location Information

Welcome to the Location Information page! The below information shows all of the location information details. This page displays the contact information for the location, a list of the physical rooms at this location, as well as the various classroom sessions offered. Click the dropdown arrow on the right side of each section to edit the information in that section.

+ Contact Information

+ Physical Rooms

- Classroom Sessions

Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

Show: **Active**

Classroom Session Name	Classroom Session Detail	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
infant.toddler.contracted.slots.02	Toddler Slots	toddler room 101		1	8	Creative Curriculum	8/1/2019	
infant.toddler.contracted.slots.01	Toddler Slots	toddler room 102		1	8	Creative Curriculum	8/1/2019	

[ADD CLASSROOM SESSION](#)

[PROVIDER DETAILS](#)

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Select "other" as program before entering attendance information. Operational days per month must be entered, as well as the number of days each child attended per month.

Attendance

Please select a Classroom Section, School Year, and Program, then click "GO" to view and enter attendance data. Please note that attendance must be entered one program at a time.

Classroom Section: School Year: Program:

GO

Year: July 01, 2018 - June 30, 2019

Operational Days per Month		Enter the Number of Days Each Child Attended per Month												Total		
Class Name	Program	Enrollment Start Date	Enrollment End Date	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
1. Value: Name	Other	Infant Toddler Contracted Slots	Full Day	None												

BACK TO LOCATION HOME Page 1 of 1 **SAVE**

Appendix B: Family Recruitment Resources

ITCS Family Brochure for Providers

May be used by Providers to advertise ITCS slots. Providers may share finalized flyers with families to assist in recruitment.

Providers in need of a fillable version of this template, email your **CS Specialist**.

ITCS Family Brochure for ELRCs

May be used by ELRC to advertise ITCS and provide a listing of currently funded providers. ELRCs may share finalized brochures with approved providers to assist in recruitment.

ELRCs in need of a fillable version of this template, email **CS Specialist**.