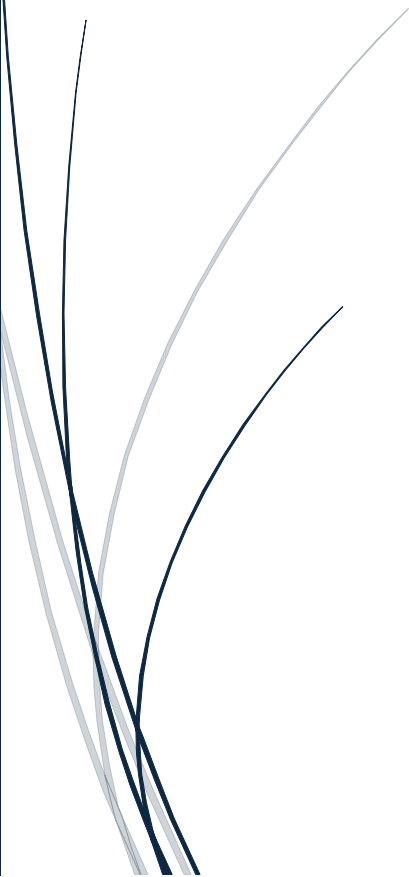


Version 2.3
Revision Date:
05/19/2026

PELICAN ELN Fiscal Management User's Guide



Office of Child Development and Early Learning (OCDEL)
COMMONWEALTH OF PENNSYLVANIA

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1. FINANCIAL MANAGEMENT OVERVIEW

PA Pre-K Counts (PKC) and Head Start Supplemental Assistance Program (HSSAP) Lead Agency (LA) and Partner users access the Financial Management functions of Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) to create financial documents, such as:

- Continuation Grants (*Lead Agency only*)
- Budgets (*Lead Agency only*)
- Pass Thru Budget (*Partners only*)
- Budget Revisions (*Lead Agency only*)
- Pass Thru Budget Revisions (*Partners only*)
- Quarterly Expenditure Reports (QER) (*Lead Agency only*)
- Final Expenditure Reports (FER) (*Lead Agency only*)
- Inventory Reports (*Lead Agency and Partners*)

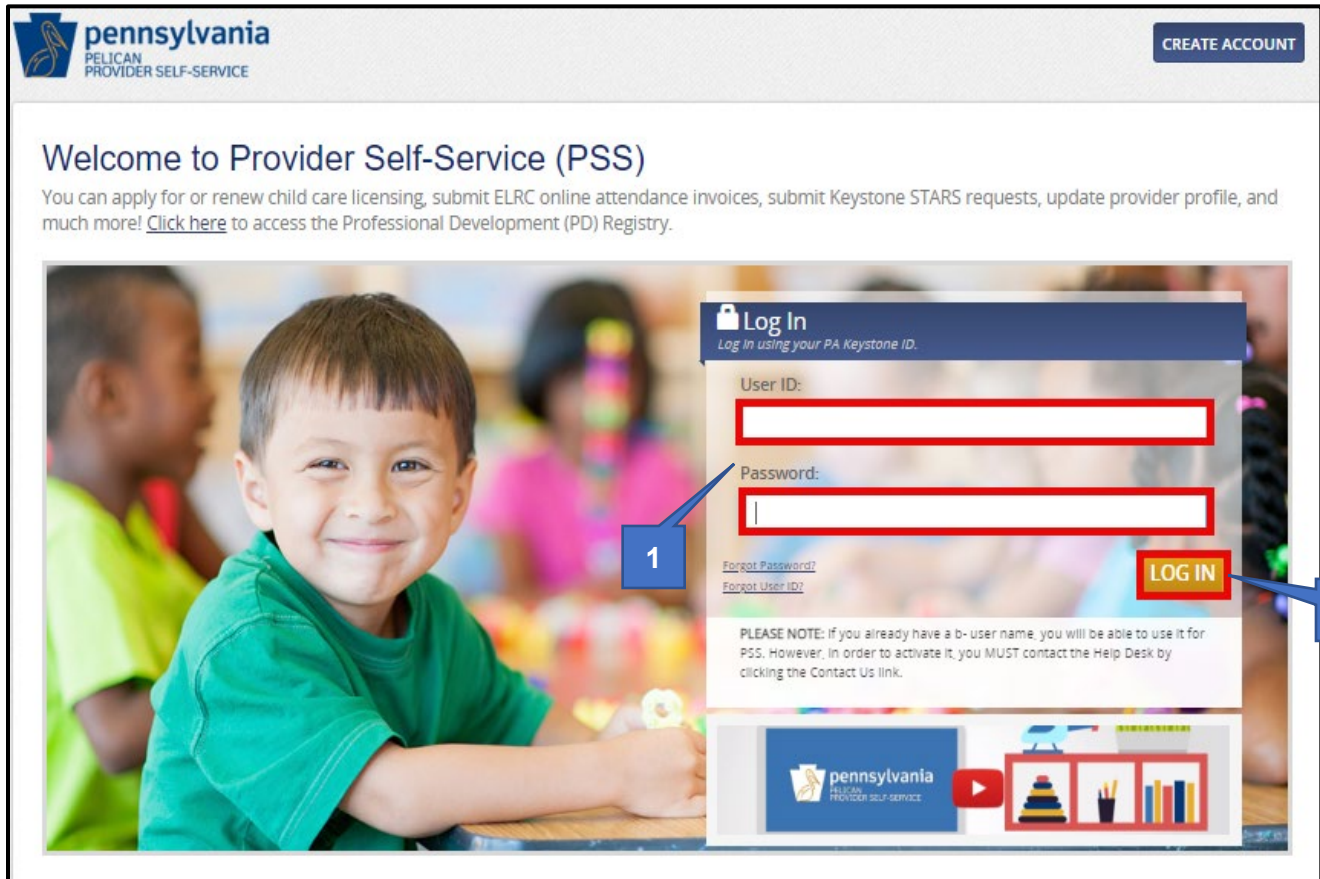
When participating in Pre-K Counts and/or HSSAP, as an LA/Grantee or as a Partner, the Financial Management process is required for each grant.

Grantees can refer to this user guide for the steps to create any of the financial documents listed above. Grantees also participating in the HSSAP will follow the same steps to submit a HSSAP Continuation Grant Application. The process itself does not change, only how some information is populated in the system.

This user guide is intended as a reference tool and is specific to Financial Management Documents. It does not address every scenario. Please contact your Preschool Program Specialist (PPS) or the PELICAN Help Desk for additional assistance. If needed, contact the PELICAN Help Desk at 877-491-3818 or send an email to RA-ELN@pa.gov.

2. PSS Login View

Begin by logging in to the [Provider Self-Service \(PSS\) system](#) with an **LA User ID** and **Password**.



pennsylvania
PELICAN
PROVIDER SELF-SERVICE

CREATE ACCOUNT

Welcome to Provider Self-Service (PSS)

You can apply for or renew child care licensing, submit ELRC online attendance invoices, submit Keystone STARS requests, update provider profile, and much more! [Click here](#) to access the Professional Development (PD) Registry.

Log In

Log in using your PA Keystone ID.

User ID:

Password:

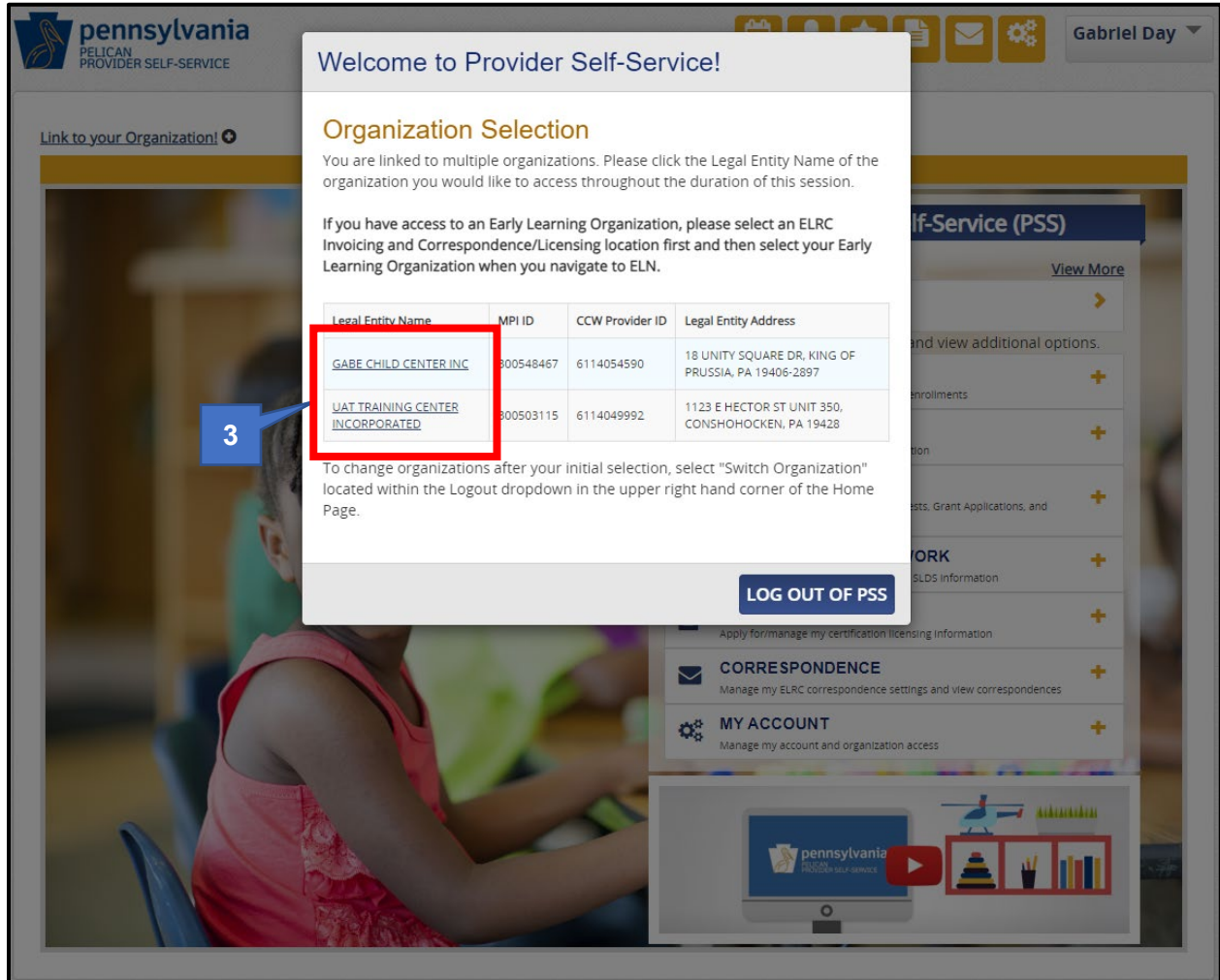
[Forgot Password?](#)
[Forgot User ID?](#)

LOG IN

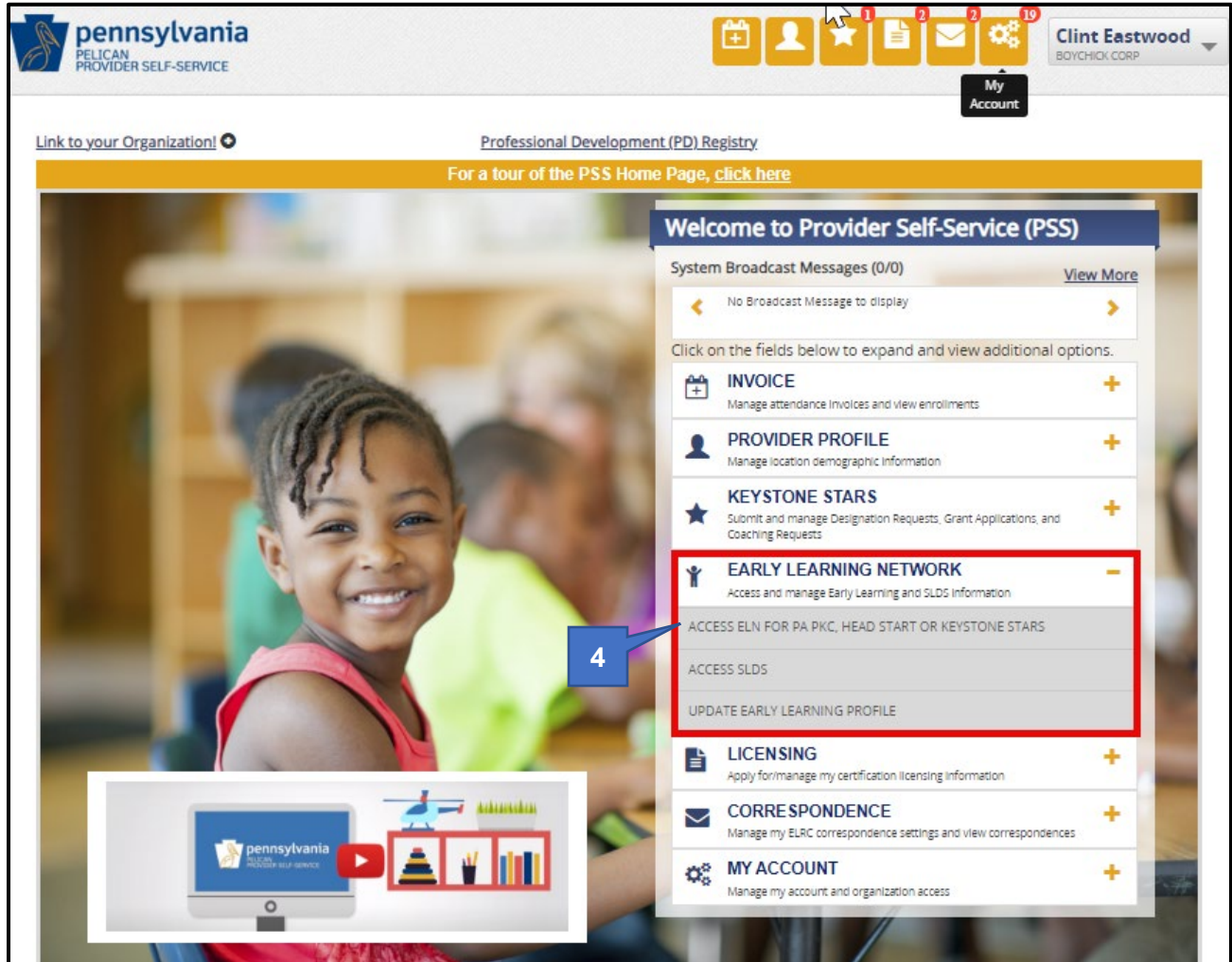
PLEASE NOTE: If you already have a b-user name, you will be able to use it for PSS. However, in order to activate it, you **MUST** contact the Help Desk by clicking the Contact Us link.

pennsylvania
PELICAN
PROVIDER SELF-SERVICE

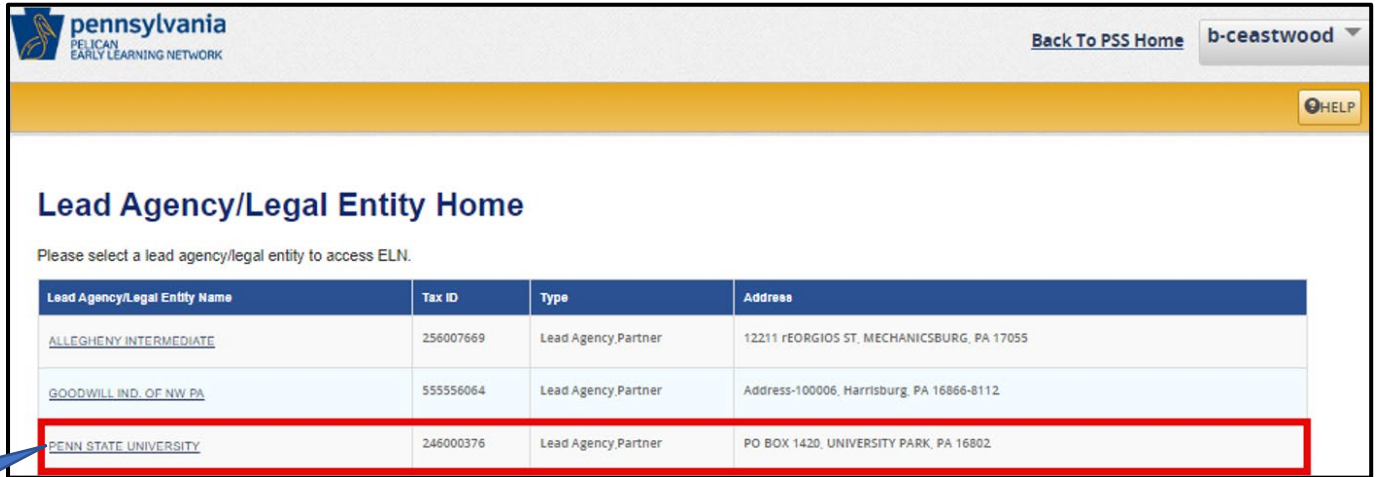
1. Enter your **User ID** and **Password**.
2. Select **LOG IN**. The **PSS Home Page** displays.



3. Select the desired **Legal Entity Name** link in the table. (**NOTE:** If the user is linked to a single Organization, this screen will not display.)



4. Select the drawer for **EARLY LEARNING NETWORK**, then select **ACCESS ELN FOR PA PKC, HEAD START OR KEYSTONE STARS** to navigate to the **Early Learning Network (ELN)**.



5

Lead Agency/Legal Entity Name	Tax ID	Type	Address
ALLEGHENY INTERMEDIATE	256007669	Lead Agency,Partner	12211 rEORGIOS ST, MECHANICSBURG, PA 17055
GOODWILL IND. OF NW PA	555556064	Lead Agency,Partner	Address-100006, Harrisburg, PA 16866-8112
PENN STATE UNIVERSITY	246000376	Lead Agency,Partner	PO BOX 1420, UNIVERSITY PARK, PA 16802

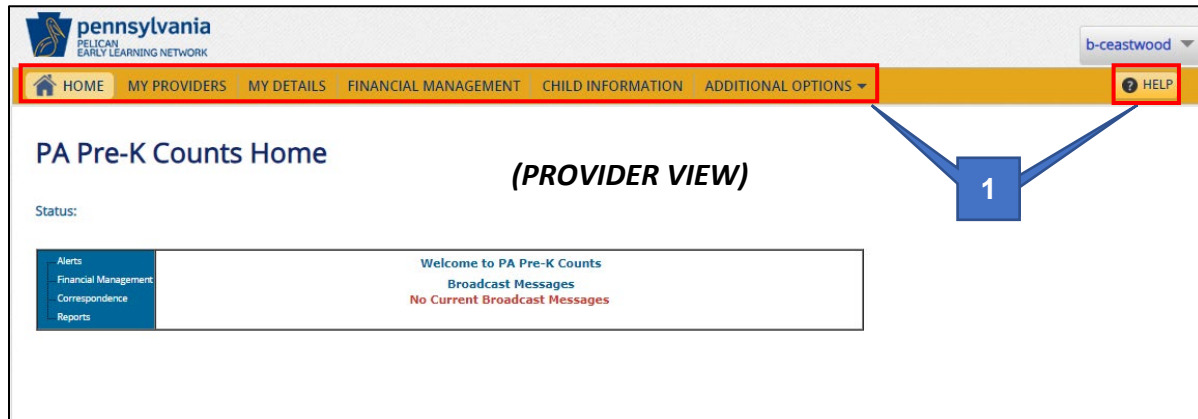
(NOTE: If the LA/Grantee user ID is linked to more than one Lead Agency/Legal Entity (LA/LE), the Lead Agency/Legal Entity Home Page will display.)

5. Select the desired Lead Agency/Legal Entity Name link to navigate to the **PA Pre-K Counts Home Page**. **(NOTE:** If the user is linked to a single Organization, the Lead Agency/Legal Entity Home screen will not display.)

3. PA Pre-K Counts Home

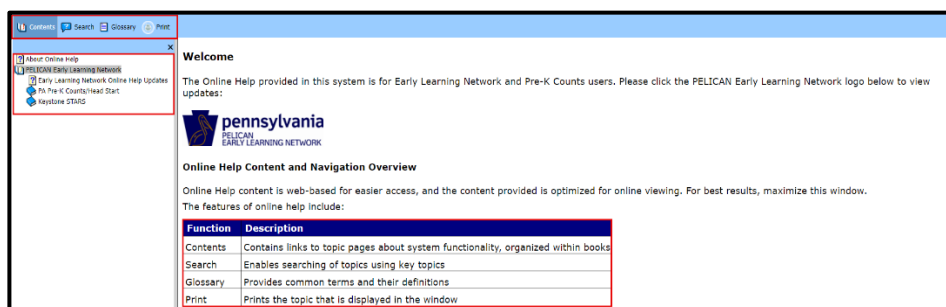
The **PA Pre-K Counts Home** screen enables users to navigate to different sections in the **PA Pre-K Counts (PKC)** system, utilized by Lead Agencies, Partners, and Locations with at least one of the following programs:

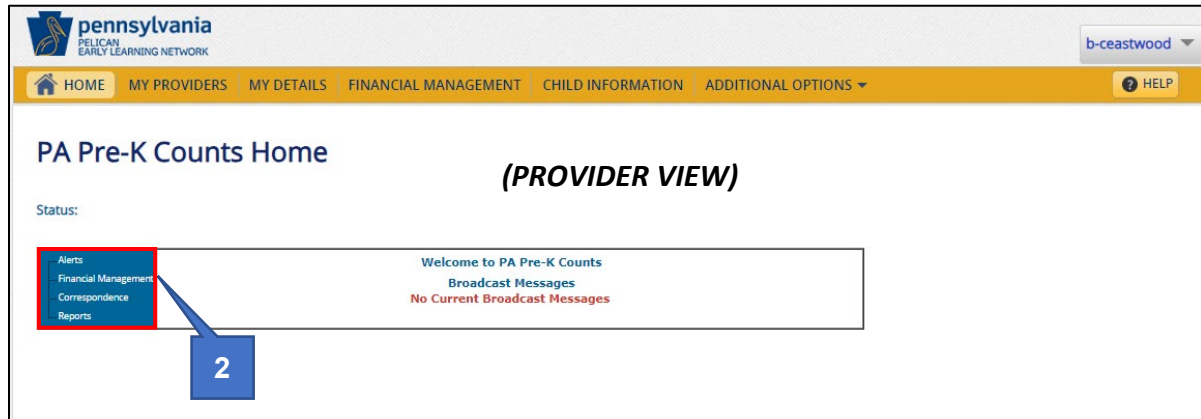
- HSSAP
- PKC



1. Main Navigation Bar

- **HOME** – Select this option to access the **PA Pre-K Counts Home** screen.
- **MY PROVIDERS** – Select this option to access the **My Providers** screen.
- **MY DETAILS** – Select this option to access the **Providers Details** screen.
- **FINANCIAL MANAGEMENT** – Select to access the **Financial Management** screen.
- **CHILD INFORMATION** – Select this option to access the **Location Home** screen.
- **ADDITIONAL OPTIONS** – Select this menu to access the following (access **PKC Online Help** for more details about these screens):
 - **TOOLS** – Select to access **Alerts, Transfers, and Correspondence**.
 - **QUALITY MANAGEMENT** – Select to access **Quarterly Narrative, Program Review Instrument, and Waivers**.
 - **REPORTS** – Select to generate reports and view them in the **Reports Inbox**.
- **HELP** – Select to access **PKC Online Help** in a new browser tab (as seen below).



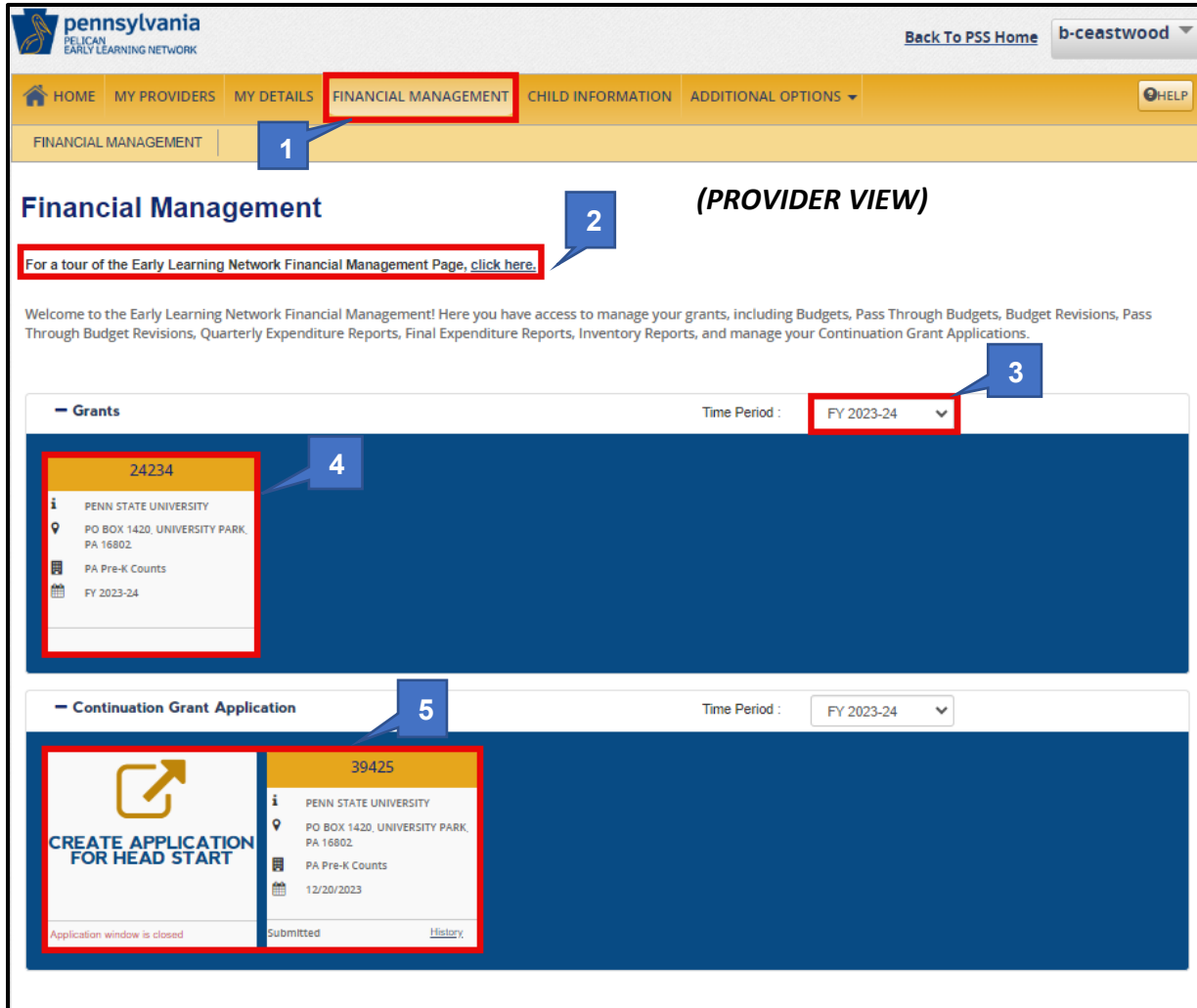


2. Blue Box

- **Alerts** – Select to access the **Alert Inbox** screen.
- **Financial Management** – Select to access the **Financial Management** screen.
- **Correspondence** – Select to access the **Correspondence** screen.
- **Reports** – Select to access the **Report Home** screen.

4. Financial Management Home Page

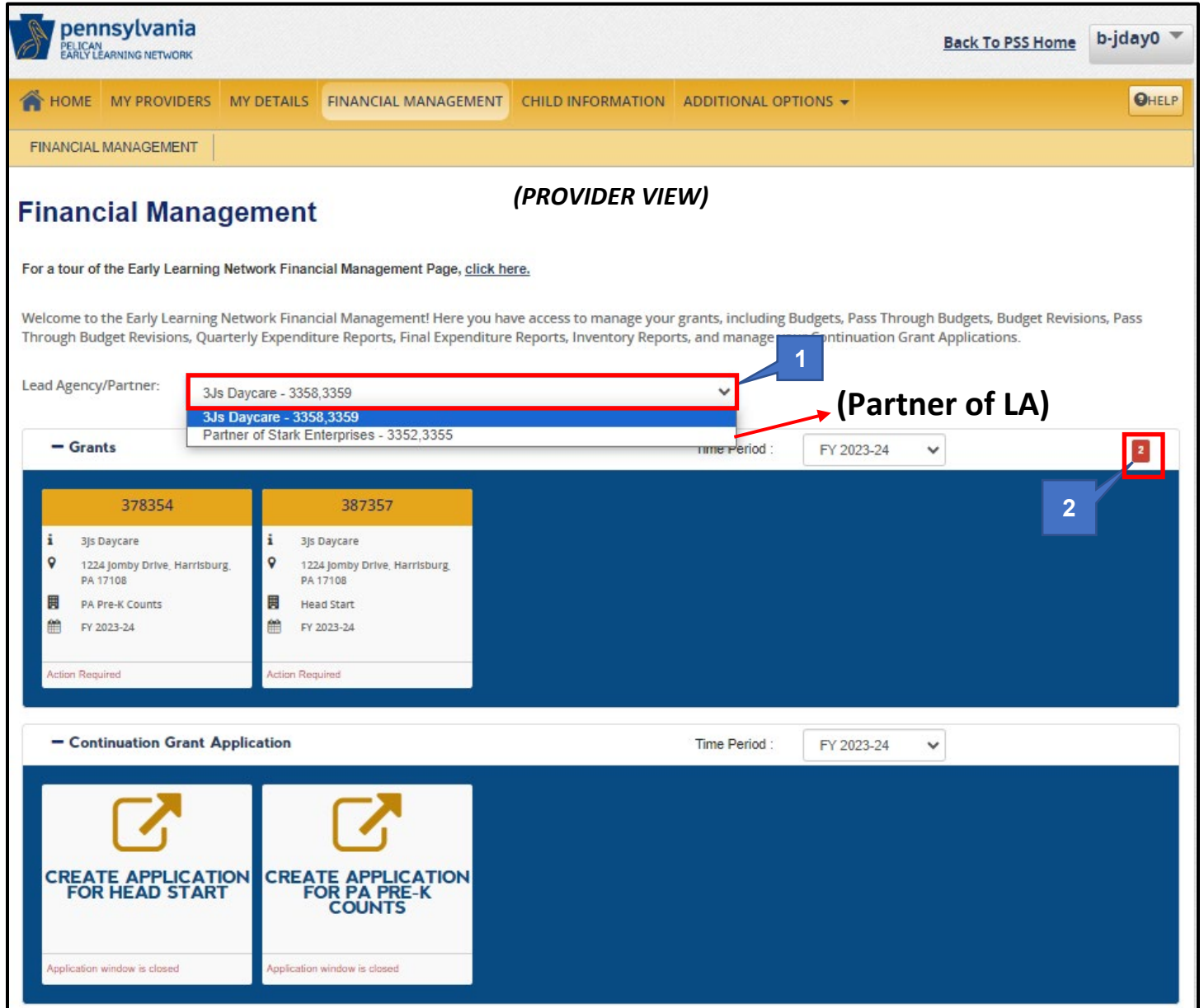
The **Financial Management** screen enables providers to access, create, and manage various grant-related documents, such as budget and budget revision documents, expenditure reports, inventory reports, and continuation grant applications. Navigate to this screen by selecting **FINANCIAL MANAGEMENT** from the main navigation bar.



The screenshot shows the 'Financial Management (PROVIDER VIEW)' page. At the top, a navigation bar includes 'HOME', 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT' (highlighted with a red box and callout 1), 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. Below this, a sub-navigation bar shows 'FINANCIAL MANAGEMENT' with a callout 1. The main heading is 'Financial Management (PROVIDER VIEW)' with a callout 2. A link 'For a tour of the Early Learning Network Financial Management Page, click here.' is highlighted with a red box and callout 2. A welcome message follows. Below, a 'Grants' section has a 'Time Period' dropdown set to 'FY 2023-24' (callout 3). A grant tile for '24234' is highlighted with a red box and callout 4, showing details for Penn State University. A 'Continuation Grant Application' section has a 'Time Period' dropdown set to 'FY 2023-24' and a 'CREATE APPLICATION FOR HEAD START' button highlighted with a red box and callout 5. Below the button, a submission status for '39425' is shown.

1. **FINANCIAL MANAGEMENT** – Select to access this screen.
2. **System Tour** link – A pop-up modal opens for system tour.
3. **Time Period** drop-down – Select a specific Fiscal Year.
4. **Grants** tiles – Provides summarized Grant information. Select to access the **Grant at a Glance** screen.
5. **Continuation Grant Application** tiles – Select to access the **Continuation Grant Application**.

(NOTE: Only Lead Agencies can access the Continuation Grant Application section. Partners do not see or have access to this section.)



Financial Management (PROVIDER VIEW)

For a tour of the Early Learning Network Financial Management Page, [click here](#).

Welcome to the Early Learning Network Financial Management! Here you have access to manage your grants, including Budgets, Pass Through Budgets, Budget Revisions, Pass Through Budget Revisions, Quarterly Expenditure Reports, Final Expenditure Reports, Inventory Reports, and manage Continuation Grant Applications.

Lead Agency/Partner: 3Js Daycare - 3358,3359 3Js Daycare - 3358,3359 Partner of Stark Enterprises - 3352,3355 Time Period: FY 2023-24 Alert Icon **(Partner of LA)**

378354	387357
<p>3Js Daycare</p> <p>1224 Jomby Drive, Harrisburg, PA 17108</p> <p>PA Pre-K Counts</p> <p>FY 2023-24</p> <p>Action Required</p>	<p>3Js Daycare</p> <p>1224 Jomby Drive, Harrisburg, PA 17108</p> <p>Head Start</p> <p>FY 2023-24</p> <p>Action Required</p>

Continuation Grant Application Time Period: FY 2023-24

CREATE APPLICATION FOR HEAD START

Application window is closed

CREATE APPLICATION FOR PA PRE-K COUNTS

Application window is closed

1. **Lead Agency/Partner** drop-down – When logging into PSS as a Partner to an LA, select the correct LA or Partner from this drop-down.
2. **Alert** icon – Displays the corresponding number of grants that require action.

(NOTE: When selecting from the **Lead agency/Partner** drop – down, various options may display depending on if the Lead Agency has multiple partners.)

[View the Financial Management for multiple partners.](#)

4.1 Grant at a Glance

The **Grant at a Glance** screen displays the high-level Grant Information, Key Dates, and details about associated Grant documents. This screen can be navigated to by selecting the Grant ID in the orange banner of a Grants tile on the **Financial Management** screen.

Grant at a Glance

(LEAD AGENCY VIEW)

1

Select...
 Select.
 Provider Detail
 Contacts
 Contact Log
 Grant Structure
 Grant Information
 Program Review Instrument
 Quarterly Narrative
 Waivers
 View Locations

GO

Grant Summary

Grant Information

Grantee: PENN STATE UNIVERSITY
 Program: PA Pre-K Counts
 Fiscal Year: 2023-24
 Grant ID: 2

Key Dates

Budget due by: 01/29/2023
 Quarterly Expenditure Report I due by: 10/15/2023
 Quarterly Expenditure Report II due by: 01/15/2024
 Quarterly Expenditure Report III due by: 04/15/2024
 Final Expenditure Report due by: 08/31/2024

2

GRANT INFORMATION | GRANT STRUCTURE

3

Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
16	17	106.25%

Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	39394	PENN STATE UNIVERSITY	07/31/2023	07/31/2023	Final Approved	08/11/2023	Status History	✓
Budget Revision	39484	PENN STATE UNIVERSITY	12/07/2023	12/11/2023	Final Approved	12/11/2023	Status History	✓
Pass Through Budget Revision	39485	ALLEGHENY CHILD CARE ACADEMY INC	12/07/2023	12/07/2023	Final Approved	12/12/2023	Status History	✓

NEW BUDGET REVISION
NEW QUARTERLY EXPENDITURE I
NEW QUARTERLY EXPENDITURE II
NEW QUARTERLY EXPENDITURE III

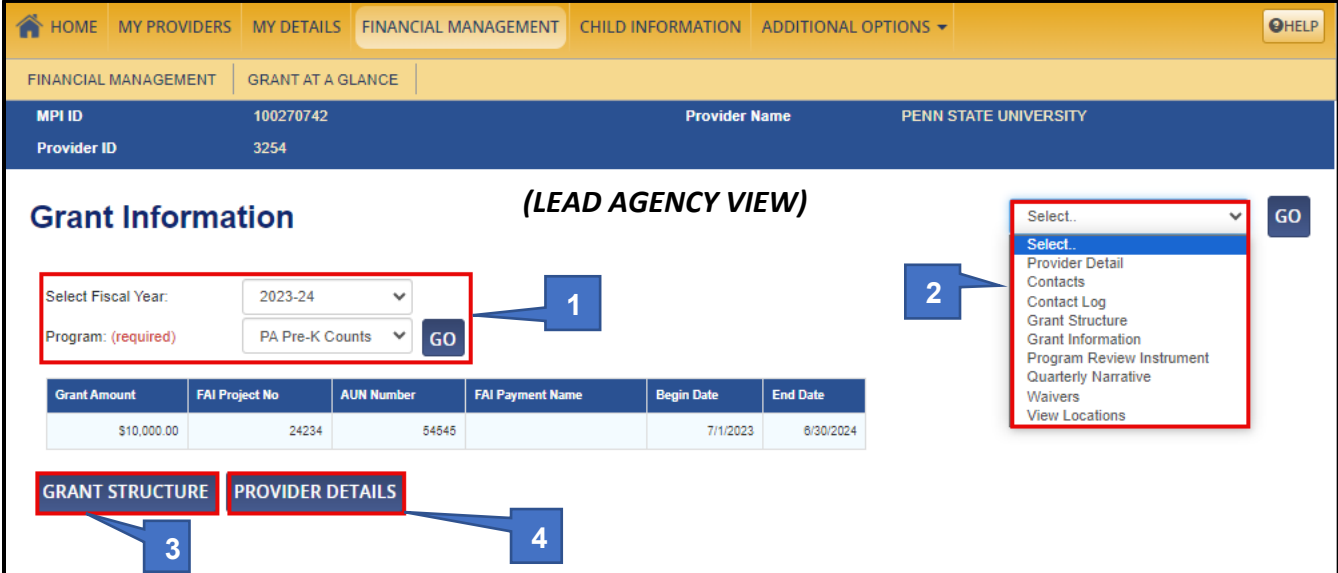
4

1. **Select...** drop-down – Select a screen title from this drop-down to access the selected screen.
2. **GRANT INFORMATION** – Select to access the **Grant Information** screen.
3. **GRANT STRUCTURE** – Select to access the **Grant Structure** screen.
4. **Documents** buttons – Select to access the specified document screen.

(NOTE: [View the Partner Grant at a Glance page.](#))

4.2 Grant Information

The **Grant Information** screen allows a user to view grant information and associated slot information by Fiscal Year and Program. This screen can be navigated to by selecting **FINANCIAL MANAGEMENT** from the **PA Pre-K Counts Home** page, then selecting the Grant ID from the orange banner of a Grants tile on the **Financial Management** screen. Once on the **Grant at a Glance** screen, select the **GRANT INFORMATION** button.



Grant Information (LEAD AGENCY VIEW)

Select Fiscal Year: 2023-24

Program: (required) PA Pre-K Counts **GO**

Grant Amount	FAI Project No	AUN Number	FAI Payment Name	Begin Date	End Date
\$10,000.00	24234	54545		7/1/2023	8/30/2024

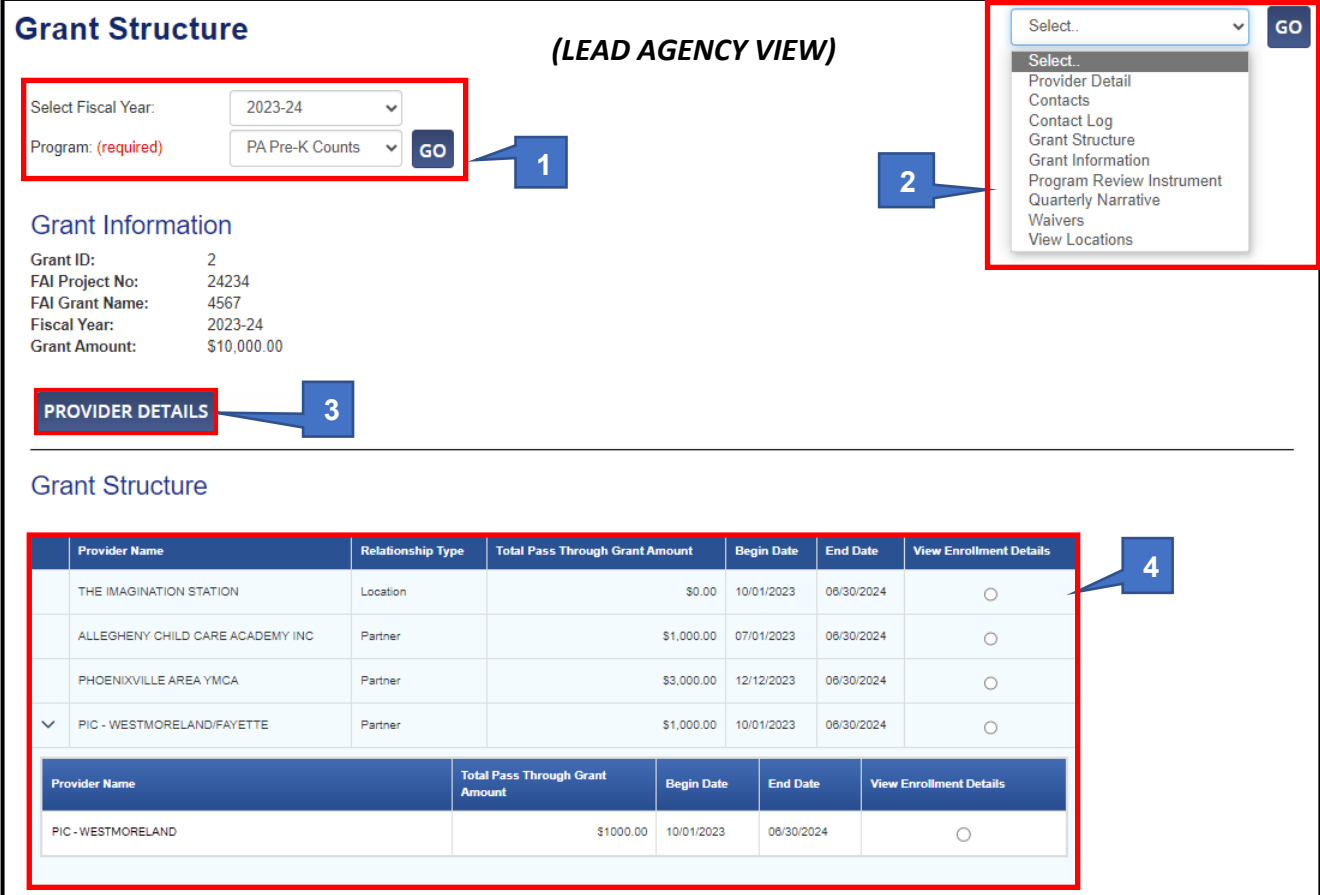
GRANT STRUCTURE **PROVIDER DETAILS**

Select...
 Select...
 Provider Detail
 Contacts
 Contact Log
 Grant Structure
 Grant Information
 Program Review Instrument
 Quarterly Narrative
 Waivers
 View Locations

1. **Select Fiscal Year** drop-down – Select the fiscal year for which the grant information for the selected provider is applicable.
 - **Program** drop-down – Select the program for which the grant information for the selected provider and fiscal year are applicable.
 - **GO** button – Select to see the requested Grant Information.
2. **Select...** drop-down – Select a screen title from this drop-down to access the selected screen.
3. **GRANT STRUCTURE** – Select to access the **Grant Structure** screen.
4. **PROVIDER DETAILS** – Select to access the **Provider Detail** screen.

4.3 Grant Structure

The **Grant Structure** screen allows users to view the Grant Structure associated with a particular grant by Fiscal Year and Program. Grant information such as Grant Amount, Slots, and Fiscal Year is displayed on the page. This screen can be navigated to by selecting **FINANCIAL MANAGEMENT** from the **PA Pre-K Counts Home** page, then selecting the Grant ID in the orange banner of a Grants tile on the **Financial Management** screen. Once on the **Grant at a Glance** screen, select the **GRANT STRUCTURE** button.



Grant Structure (LEAD AGENCY VIEW)

Select Fiscal Year: 2023-24
 Program: (required) PA Pre-K Counts **GO** **1**

Select... **GO** **2**

- Select...
- Provider Detail
- Contacts
- Contact Log
- Grant Structure
- Grant Information
- Program Review Instrument
- Quarterly Narrative
- Waivers
- View Locations

Grant Information

Grant ID: 2
 FAI Project No: 24234
 FAI Grant Name: 4567
 Fiscal Year: 2023-24
 Grant Amount: \$10,000.00

PROVIDER DETAILS **3**

Grant Structure

Provider Name	Relationship Type	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
THE IMAGINATION STATION	Location	\$0.00	10/01/2023	06/30/2024	<input type="radio"/>
ALLEGHENY CHILD CARE ACADEMY INC	Partner	\$1,000.00	07/01/2023	06/30/2024	<input type="radio"/>
PHOENIXVILLE AREA YMCA	Partner	\$3,000.00	12/12/2023	06/30/2024	<input type="radio"/>
▼ PIC - WESTMORELAND/FAYETTE	Partner	\$1,000.00	10/01/2023	06/30/2024	<input type="radio"/>

Provider Name	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
PIC - WESTMORELAND	\$1000.00	10/01/2023	06/30/2024	<input type="radio"/>

4

- Select Fiscal Year** drop-down – Select the fiscal year for which the grant information for the selected provider is applicable.
 - Program** drop-down – Select the program for which the grant information for the selected provider and fiscal year are applicable.
 - GO** button – Select to see the requested Grant Information.
- Select...** drop-down – Select a screen title from this drop-down to access the selected screen.
- PROVIDER DETAILS** – Select to navigate to the **Provider Detail** page.
- Grant Structure** table – Displays the Provider Name, Relationship Type, Total Pass Through Grant Amount, Begin Date, and End Date. Select a radio button under **View Enrollment Details** to view the number of slots per enrollment for the provider.

Grant Structure (LEAD AGENCY VIEW)

Provider Name	Relationship Type	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
THE IMAGINATION STATION	Location	\$0.00	10/01/2023	06/30/2024	<input type="radio"/>
ALLEGHENY CHILD CARE ACADEMY INC	Partner	\$1,000.00	07/01/2023	06/30/2024	<input type="radio"/>
PHOENIXVILLE AREA YMCA	Partner	\$3,000.00	12/12/2023	06/30/2024	<input type="radio"/>
▼ PIC - WESTMORELAND/FAYETTE	Partner	\$1,000.00	10/01/2023	06/30/2024	<input type="radio"/>

Provider Name	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
PIC - WESTMORELAND	\$1000.00	10/01/2023	06/30/2024	<input checked="" type="radio"/>

Enrollment Details

Enrollment	Number Of Slots
Half Day	12
Full Day	8
PKC SKRP Full Day	8
PKC SKRP Half Day	12
Total	40

LOCATION MAINTENANCE

LOCATION DETAIL

5. Select the drop-down arrow next to a provider in the Grant Structure table to view Partner Pass Through details.
6. Select a radio button under **View Enrollment Details** to view the number of slots per enrollment for the provider.
7. **LOCATION MAINTENANCE** – Select to navigate to the **Location Information** screen to add classroom sessions. (**NOTE:** This button only displays when the **View Enrollment Details** radio button is selected for a Location.)
8. **LOCATION DETAIL** – Select to navigate to the **Provider Detail** screen to view general information about the provider location or to view **Program Participation** or **STARS Rating history** screens. (**NOTE:** This button only displays when the **View Enrollment Details** radio button is selected for a Location.)

5. Lead Agency Financial Management Document Processes

5.1 Lead Agency Continuation Grant Application

To begin the **Continuation Grant Application** process, log into [PSS](#) and navigate to [ELN](#) as described previously. Select **FINANCIAL MANAGEMENT** from the orange header, then select the desired Continuation Grant application for Head Start or PA Pre-K Counts tile. The **Grant Structure** screen displays. **Only a Lead Agency has access to the Continuation Grant application.**

1

Grant Structure

Please read and respond to the question(s) on this page. If there are any updates to the Grant Structure, please document these changes both as answers to the applicable questions below, and within the Grant Structure table. Failure to do so will result in a processing delay.

1. TOTAL SLOTS required

Is this Grantee requesting a reduction in the total number of either Full-Day or Half-Day Slots?

Yes
 No

1.1. If you answered "Yes" to the above, please indicate these change(s) in the Grant Structure chart below and provide the rationale for these change(s). (2000 characters) required

2. PARTNERSHIPS required

Is this Grantee requesting a change in one or more Partners (Adding or Dropping Partners)?

Yes
 No

2.1. If you answered "Yes" to the above, please indicate the Partnership change(s) in the Grant Structure chart below and provide the rationale for these change(s). (2000 characters) required

3. SLOT DISTRIBUTION required

Is this Grantee requesting a change in the distribution of Full-Day and/or Half-Day Slots across its Partners and/or Locations?

Yes
 No

3.1. If you answered "Yes" to the above, please indicate these change(s) in the Grant Structure chart below and provide the rationale for these change(s). (2000 characters) required

4. SERVICE LOCATIONS required

Is this Grantee requesting a change in one or more Locations (Adding or Closing Locations)?

Yes
 No

4.1. If you answered "Yes" to the above, please indicate the Service Location change(s) in the Grant Structure chart below and provide the rationale for these change(s). *NOTE* Any Service Location being added to the Grant Structure **MUST** meet the eligibility requirement for its provider type before beginning program operations or it cannot be included in this application. (2000 characters) required

4.2. Additionally, for any Service Location change to a zip code with a poverty level less than 30%, please provide the rationale for proposing this Location. (2000 characters)

5. Additional Changes required

Detail requests for any changes from the original FY 2023-2024 grant application with the exception of partner and location changes already detailed in previous questions. (2000 characters)

1. On the **Grant Structure** page, fill out the required five sections which include TOTAL SLOTS, PARTNERSHIPS, SLOT DISTRIBUTION, SERVICE LOCATIONS, and Additional Changes.

(NOTE: When the Application Window is open, the following alert will be generated: “The Continuation Grant application window for <Program Type> is open for fiscal year <Fiscal Year> From <Start Date> to <End Date>.”)

(NOTE: Updates to the Continuation Grant page are made annually. Although screenshots displayed in this document may not match the current page, the process for working through Continuation Grant remains the same.)

Please modify the below table based on the answers you provided above. If you need to provide justification click the Add icon in the Justification column for that partner or location. If you would like to view or edit a previously added justification, click the Note icon in the Justification column for that partner or location.

			Fiscal Year 2023-2024	Fiscal Year 2024-2025			
Remove?	Provider Name	Relationship Type	Grant Amount	Projected Grant Amount	Actual Pass Through Amount	Justification	Action
	PENN STATE UNIVERSITY	Lead Agency	\$10,000.00	\$8,000.00			+ Partner + Location 👁 Enrollment
<input type="checkbox"/>	PHOENIXVILLE AREA YMCA	Partner Location	\$3,000.00	\$0.00	\$0.00	+	+ Location 👁 Enrollment
<input type="checkbox"/>	ALLEGHENY CHILD CARE ACADEMY INC	Partner	\$0.00	\$0.00	\$100.00	📄	+ Location 👁 Enrollment
<input checked="" type="checkbox"/>	THE IMAGINATION STATION	Location	\$0.00	\$0.00			👁 Enrollment
<input type="checkbox"/>	PIC - WESTMORELAND/FAYETTE	Partner	\$1,000.00	\$0.00	\$0.00	+	+ Location 👁 Enrollment
			Total Previous Grant Amount	Total New Grant Amount	Total Actual Pass Through Amount		
			\$10,000.00	\$8,000.00	\$100.00		

CALCULATE

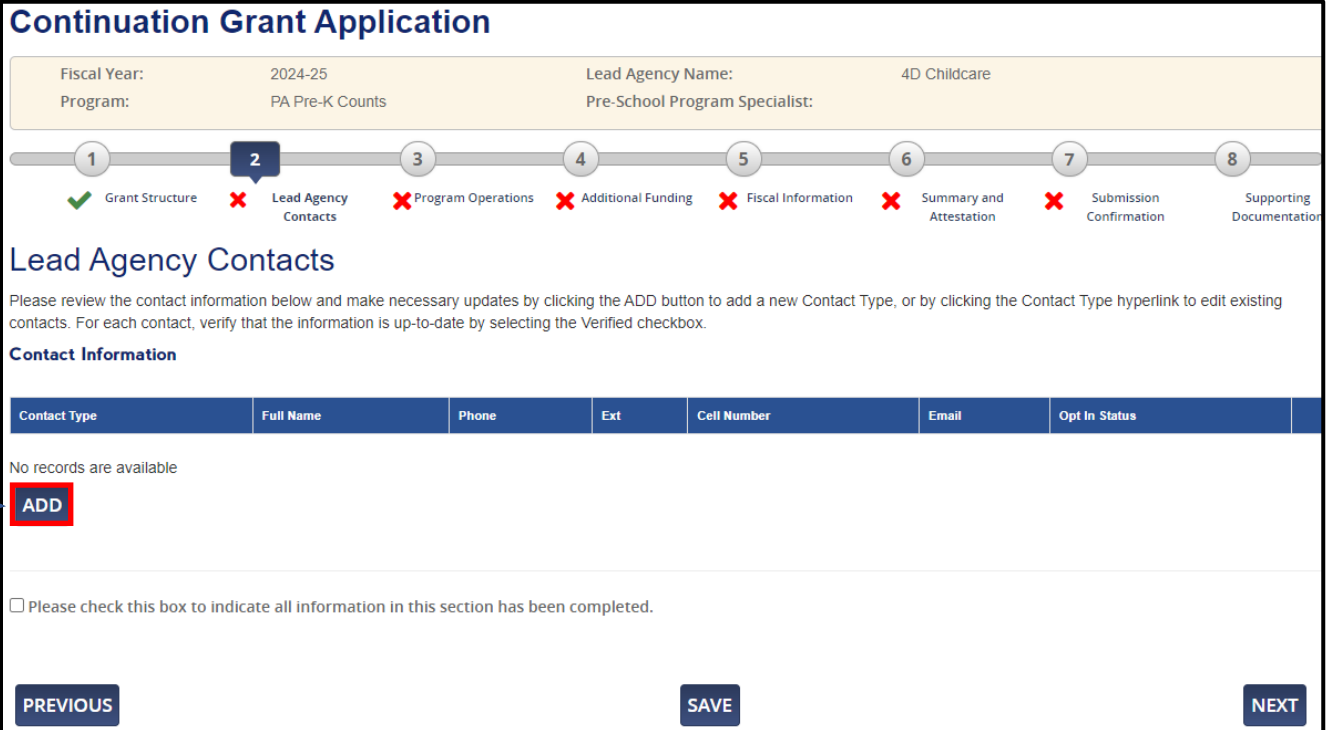
Please check this box to indicate all information in this section has been completed.

SAVE **NEXT**

The table at the bottom of the screen enables the actions listed below. **(NOTE: Entries made in this table should be based on answers provided in the previous sections.)**

- Remove a Partner or Location by selecting the appropriate checkbox in the **Remove?** column prior to saving or navigating to the next screen.
- Enter the Projected Grant Amount for the LA.
- View enrollment information for the LAs, Partners, and Locations by clicking **Enrollment** in the **Action** column.
- For Partners and their Locations, enter the Actual Pass Through Amount and add a Justification for why it differs from the Grant Amount.
 - + Indicates that a justification must be entered. Select the icon to view a window to enter the justification.
 - 📄 Indicates that a justification has already been entered. Select the icon to edit the justification that was previously entered.
- When changes are entered in the Projected Grant Amount or Actual Pass Through Amount fields, select **CALCULATE** to view the updated totals at the bottom of the table.

7. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then select **SAVE**. When the **Confirmation** window displays, select **SAVE** again.
8. After the **Confirmation** window closes, select **NEXT** to navigate to the **Lead Agency Contacts** screen.



Continuation Grant Application

Fiscal Year: 2024-25 Lead Agency Name: 4D Childcare
Program: PA Pre-K Counts Pre-School Program Specialist:

1 Grant Structure ✓ 2 Lead Agency Contacts 3 Program Operations ✗ 4 Additional Funding ✗ 5 Fiscal Information ✗ 6 Summary and Attestation ✗ 7 Submission Confirmation ✗ 8 Supporting Documentation

Lead Agency Contacts

Please review the contact information below and make necessary updates by clicking the ADD button to add a new Contact Type, or by clicking the Contact Type hyperlink to edit existing contacts. For each contact, verify that the information is up-to-date by selecting the Verified checkbox.

Contact Information

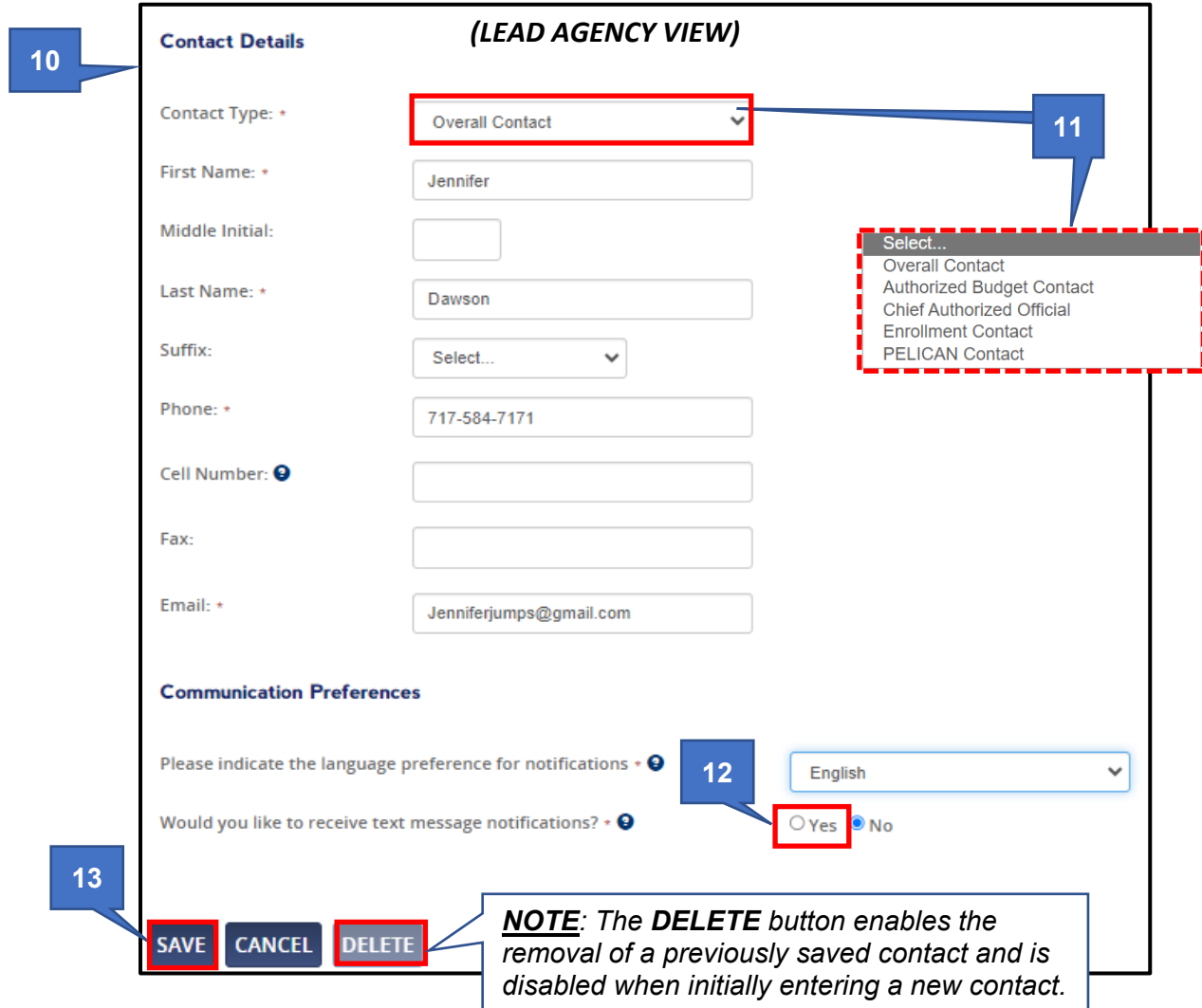
Contact Type	Full Name	Phone	Ext	Cell Number	Email	Opt In Status
No records are available						

ADD

Please check this box to indicate all information in this section has been completed.

PREVIOUS **SAVE** **NEXT**

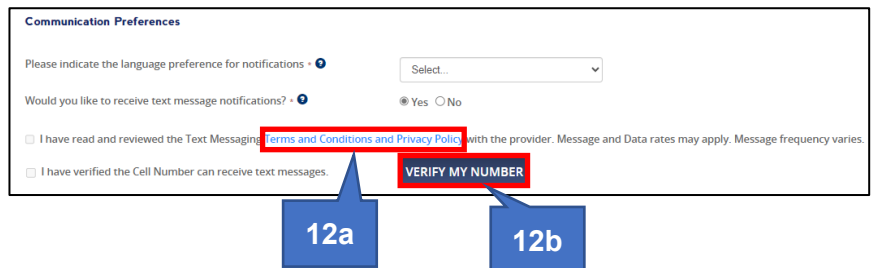
9. If no contacts have been entered, select **ADD** to navigate to the **Contact Information** screen.
(NOTE: Continue to Page 20 to view options for when contacts have already been entered.)



- 10. Fill out the required information.
- 11. Select the **Contact Type** from the drop-down menu.
- 12. To opt in to receive notifications via text messaging, select the radio button for **Yes**.

If Yes is selected, follow the steps below:

- 12a. Select the **Terms and Conditions and Privacy Policy** link.
- 12b. Select **VERIFY MY NUMBER**. A verification text will be sent to the phone number entered in the Cell Number field.



- 13. Once all information is entered, select **SAVE**.

Lead Agency Contacts (LEAD AGENCY VIEW)

Please review the contact information below and make necessary updates by clicking the ADD button to add a new Contact Type, or by clicking the Contact Type hyperlink to edit existing contacts. For each contact, verify that the information is up-to-date by selecting the Verified checkbox.

Contact Information

Contact Type	Full Name	Phone	Ext	Cell Number	Email	Opt In Status	Verified
PELICAN Contact	Steven Smith	717-123-4567			StevenSmith@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollment Contact	Ashley Anderson	717-234-5678			AshleyAnderson@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chief Authorized Official	Matt Martin	717-345-6789			MattMartin@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall Contact	Jimmy Johnson	717-456-7890			JimmyJohnson@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Authorized Budget Contact	Tim Thompson	717-567-8901			TimThompson@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please check this box to indicate all information in this section has been completed.

14. To edit a previously saved contact, select the appropriate **Contact Type** link.
15. This field indicates if a contact is opted in to receive text message notifications as well as email.
16. Select checkboxes in the **Verified** column for each contact whose information has been verified.
17. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then select **SAVE**. When the **Confirmation** window displays, select **SAVE** again.
18. After the **Confirmation** window closes, select **NEXT** to navigate to the **Program Operations** screen.

Program Operations (LEAD AGENCY VIEW)

Please read and respond to the question(s) on this page.

Staff Qualifications

1. LEAD TEACHER CERTIFICATION *(required)*

Complete a row for each provider that will be funded through this Grantee and provide the information indicated based on your CURRENT LEAD TEACHERS. Please verify that the Lead Agency and ALL Partners identified in the Grant Structure are listed.

Provider Name (*)	Total Number of Lead Teachers (*)	Number of Lead Teachers with ECE Instructional Certification (*)	Reason Lead Teacher does not hold ECE Instructional Certification (NA if columns 3 and 4 are equal) (*)	
Smith Elementary	2	2	NA	<input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>

Grantee-Specific Requirements

1. AGENCY-SPECIFIC QUESTION *(required)*

Please obtain an agency specific question from your Preschool Program Specialist. Copy the question and paste it here along with your response to that question. (2000 characters or less)

Please check this box to indicate all information in this section has been completed.

19. Fill out the required **Staff Qualifications** and **Grantee-Specific Requirements** sections.

20. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then select **SAVE**. When the **Confirmation** window displays, select **SAVE** again.

21. After the **Confirmation** window closes, select **NEXT** to navigate to the **Additional Funding** screen.

(NOTE: Punctuation is allowed within the free form text fields.)

22

Additional Funding (LEAD AGENCY VIEW)

Please read and respond to the question(s) on this page.

1. ADDITIONAL FUNDING REQUEST (required)

IF THERE ARE ADDITIONAL FUNDS AVAILABLE, would this Grantee be interested in requesting additional funds for standard slots?

Yes
 No

1.1. If you answered "Yes" to the above, please fill out the chart below, showing ONLY the Total Additional Funding & Slots this Grantee would like to request IF AVAILABLE FOR RE-DISTRIBUTION.(required)

Funding Requested (Enter Whole Numbers ONLY - No Symbols) (*)	Standard Full-Day Slots Requested (*)	Standard Half-Day Slots Requested (*)
ADD		

1.2. Additionally, please provide rationale for any Additional Funding and Slots. Are you currently fully enrolled? What is your waitlist number? Describe the need in this community (2000 characters or less) (required)

Please check this box to indicate all information in this section has been completed.

PREVIOUS **23** **SAVE** **24** **NEXT**

- 22. Fill out the required **Additional Funding Request** section.
- 23. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then select **SAVE**. When the **Confirmation** window displays, select **SAVE** again.
- 24. After the **Confirmation** window closes, select **NEXT** to continue.

Grant Summary (LEAD AGENCY VIEW)

Please review the Grant Summary below. If any details need to be updated, please return to the Grant Summary screen to make the necessary changes.

	2023-2024	2024-2025
Grant Amount	\$10,000.00	\$10,000.00
Half Day	10	10
Full Day	6	6
PKC SKRP Full Day	6	6
PKC SKRP Half Day	6	6

Attestation

hereby declare that the information in this application is true, complete, and accurate to the best of my knowledge. (required)

Submission Comments

Please enter your text. You can expand the text box by clicking and dragging the bottom right hand corner.

Characters Remaining: 3500

CANCEL
SAVE

27
SUBMIT

PREVIOUS
NEXT

25. Ensure that all entered information is correct, then select the **Attestation** checkbox.
26. Enter any **Submission Comments** in the field.
27. Select **SAVE**.
28. Select **SUBMIT** to navigate to the **Submission Confirmation** screen.

Continuation Grant Application (LEAD AGENCY VIEW)

Fiscal Year:	2024-25	Lead Agency Name:	4D Childcare
Program:	PA Pre-K Counts	Pre-School Program Specialist:	

1 Grant Structure ✓ 2 Lead Agency Contacts ✓ 3 Program Operations ✓ 4 Additional Funding ✓ 5 Fiscal Information ✓ 6 Summary and Attestation ✓ 7 Submission Confirmation ✓ 8 Supporting Documentation

PRINT

Submission Confirmation

Thank you!

Your Continuation Grant Application (**Document ID 39930**) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy for your records. If applicable, please upload relevant supporting documents by clicking UPLOAD SUPPORTING DOCUMENTS. If not applicable, please exit the document by clicking EXIT DOCUMENT.

Your document has been submitted for review.

PREVIOUS **EXIT DOCUMENT** 29 **UPLOAD SUPPORTING DOCUMENT**

NOTES:

- Select **PREVIOUS** to navigate back one step in the **Wayfinder**.
- Select **EXIT DOCUMENT** to navigate to the **Financial Management** screen.
- Select **PRINT** to download a copy of the submitted document.

29. Select **UPLOAD SUPPORTING DOCUMENT** to access the **Supporting Documentation** window.

Supporting Documentation

(LEAD AGENCY VIEW)

Instructions to Manage Documents:

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type from the drop-down and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.
Maximum File Size: 10 MB.

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
Additional Information	Continuation Grant Application Test 226	2/29/2024	2/29/2024	b-janjohnso	0.01 MB

Document Received Date

30

Select Document Type...
 Select Document Type...
 Additional Information
 Other

ADD DOCUMENT 31

32 SUBMIT

PREVIOUS

When prompted, follow the steps below:

30. Select the **Select Document Type...** drop-down and select a document type.
31. Select **ADD DOCUMENT**. A File Explorer window opens. Select the appropriate file and select Open.
32. Select **SUBMIT**. The **Document Upload Confirmation** modal displays.
33. Select **CLOSE**.

Document Upload Confirmation

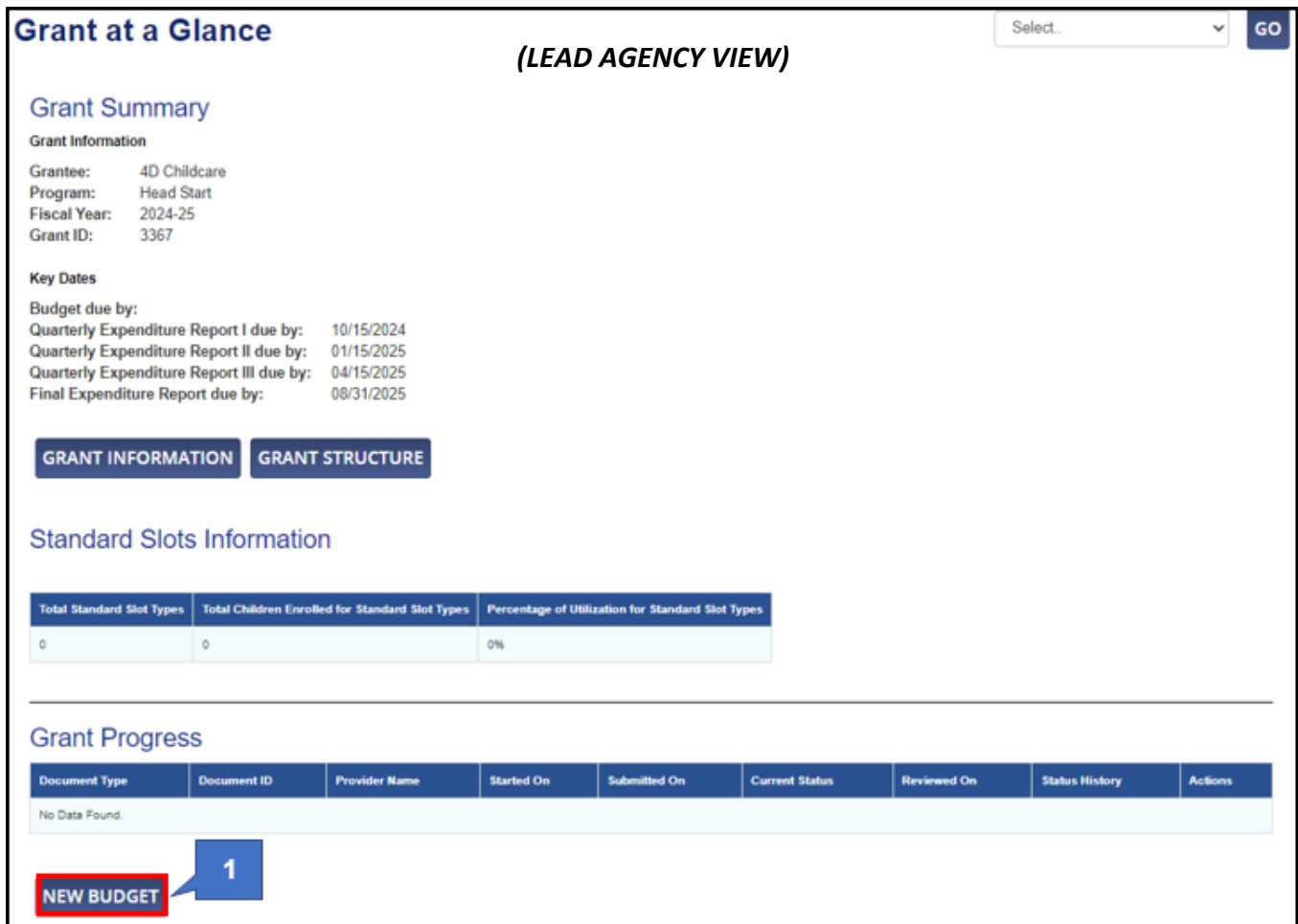
Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

33 CLOSE

(NOTE: After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.)

5.2 Lead Agency Budget Detail

To begin the **Budget Detail** process, log into [PSS](#) and [navigate to ELN](#) as described previously, select **FINANCIAL MANAGEMENT** from the header, select the desired Grant tile in the Grants section. Once on the **Grant at a Glance** screen, select **NEW BUDGET**.



Grant at a Glance (LEAD AGENCY VIEW)

Grant Summary

Grant Information

Grantee: 4D Childcare
 Program: Head Start
 Fiscal Year: 2024-25
 Grant ID: 3367

Key Dates

Budget due by:
 Quarterly Expenditure Report I due by: 10/15/2024
 Quarterly Expenditure Report II due by: 01/15/2025
 Quarterly Expenditure Report III due by: 04/15/2025
 Final Expenditure Report due by: 08/31/2025

GRANT INFORMATION **GRANT STRUCTURE**

Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
0	0	0%

Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
No Data Found.								

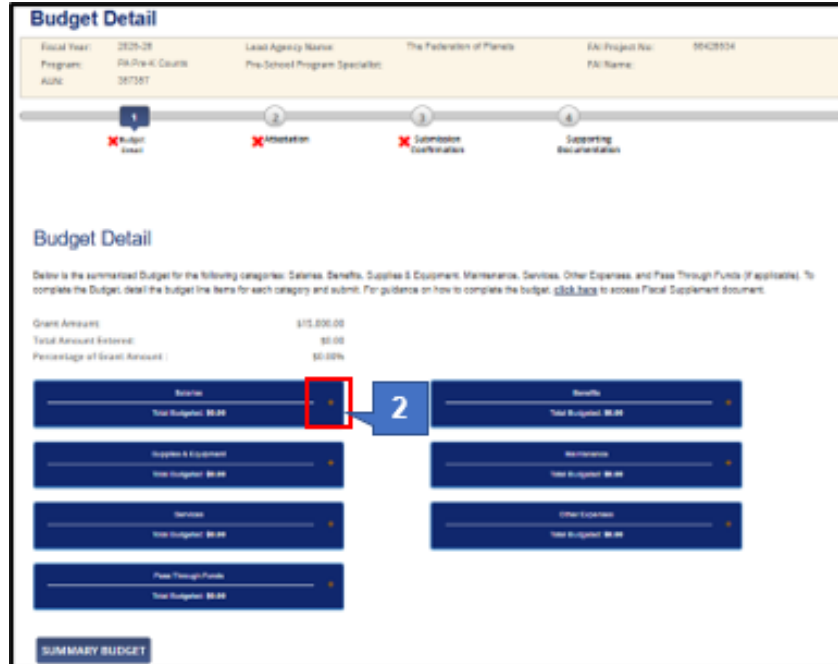
NEW BUDGET 1

1. Click the **NEW BUDGET** button. The **Budget Detail** screen will display.

NOTES:

- When the Budget Due Date is set on the Grant Information screen, you will receive the following Alert: “Budget for <Program Type> grant is due by <Due Date>.”
- When the Budget Due Date is within 10 days of the due date, you will receive the following Alert: “Budget for <Program Type> grant is due in 10 days.”
- When the Budget Due Date is 10 days past due and has not been submitted, you will receive the following Alert: “Budget for <Program Type> grant is 10 days past due.”
- Refer to the Fiscal Supplement that can be found at your PKC/HSSAP Provider Portal or the Budget Detail page.

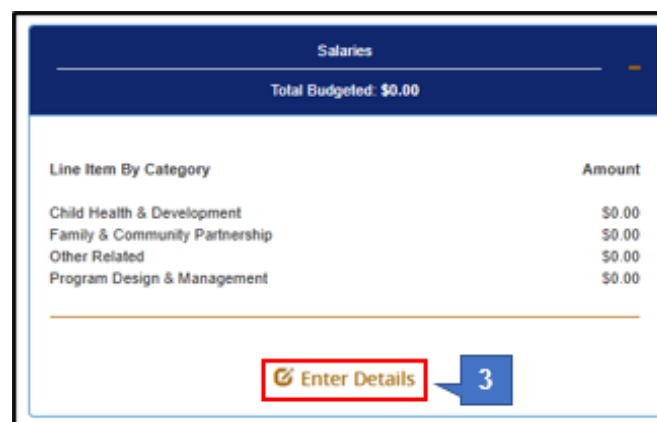
(LEAD AGENCY VIEW)



(NOTE: Before the Grantee/LA can submit a budget, Pass Through Budgets from ALL partners must have been previously submitted. Also, if a Line Item is not being used, it does not need to be opened and saved.)

(NOTE: If the final budget should show 100% of the grant amount when all information has been entered and saved, double-check to ensure that the total of all lines matches the award amount).

2. Select the **+** button for the Salaries drawer. The drawer opens to reveal a list of the line items by category.





3. Select **Enter Details**.


Salaries Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Child Development	(\$5250 - \$6750) (35% - 45%)	\$0.00		
<input type="radio"/>	Family & Community Partnership	(\$0 - \$1200) (0% - 8%)	\$0.00		
<input type="radio"/>	Other Related	(\$0 - \$750) (0% - 5%)	\$0.00		
<input type="radio"/>	Program Design & Management	(\$750 - \$1500) (5% - 10%)	\$0.00		
	Total		\$0.00		



4. Select a **Line Item**.
5. Select **EDIT**.

Category Modal Steps:

6. Enter the **Amount**.
7. Enter the **Description**.
8. Enter the **Justification** (if applicable).
9. Select **SAVE**.

Budget Detail

Budget Line Item: Child Health & Development

Amount: (required) 6

Description: (required) 7

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

Justification: 8

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

Characters Remaining: 3500

CANCEL
SAVE 9

CLOSE

Salaries Details

• Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Health & Development	(\$250 - \$6750) (35% - 45%)	\$50.00	Text Salary Details	Text Justification
<input type="radio"/>	Family & Community Partnership	(\$0 - \$1200) (8% - 8%)	\$0.00		
<input type="radio"/>	Other Related	(\$0 - \$750) (8% - 5%)	\$0.00		
<input type="radio"/>	Program Design & Management	(\$750 - \$1500) (5% - 10%)	\$0.00		
Total			\$50.00		

EDIT

CLOSE

(NOTE: The entered information has been saved. Repeat steps 4-9 for each Line Item under the Salaries Drawer.)

Salaries Details

- Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Health & Development	(\$5250 - \$6750) (35% - 45%)	\$50.00	Test Salary Details	Test Justification
<input type="radio"/>	Family & Community Partnership	(\$0 - \$1200) (0% - 8%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Other Related	(\$0 - \$750) (0% - 0%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Program Design & Management	(\$750 - \$1500) (5% - 10%)	\$10.00	Test Description	Test Justification
Total			\$80.00		

EDIT

10
CLOSE

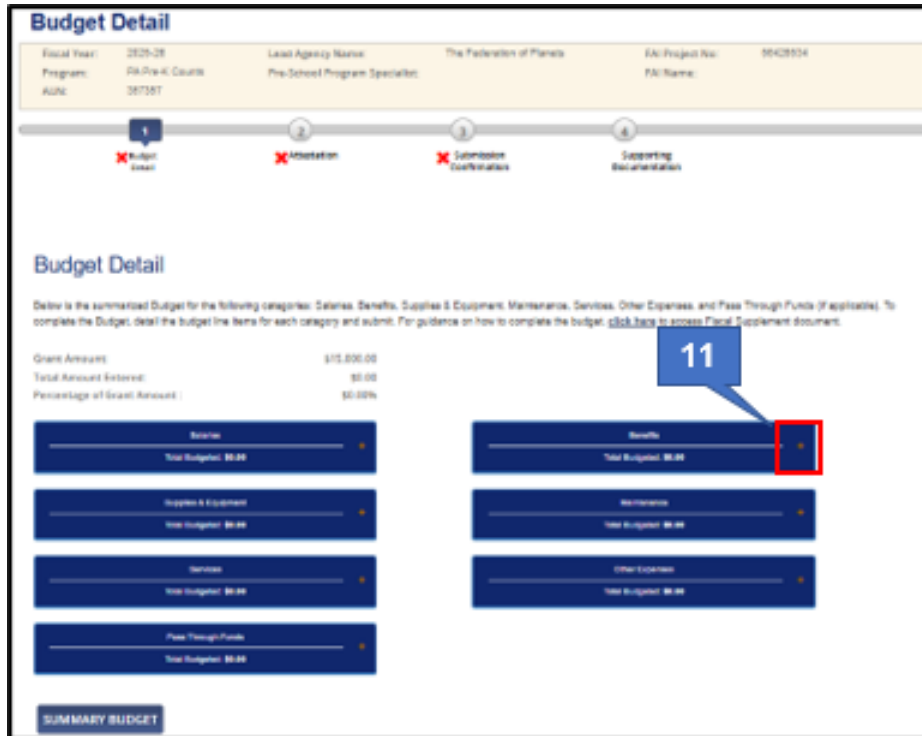
(NOTE: All Line Items have been entered when the Amounts, Description, and Justification, if applicable, have been entered/updated.)

(NOTE: If a Line Item is not being used, it does not need to be opened and saved.)

(NOTE: Before the Grantee/Lead Agency can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

10. Select **CLOSE**.

(LEAD AGENCY VIEW)



Budget Detail

Fiscal Year: 2025-26 Lead Agency Name: The Federation of Plans ELP Project No: 0042004
 Program: 0A/0a-K Counts Pre-School Program Specialist Title Name:
 AUC: 007307

1 **X** Budget 2 **X** Allocation 3 **X** Submission 4 Supporting Documentation

Budget Detail

Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

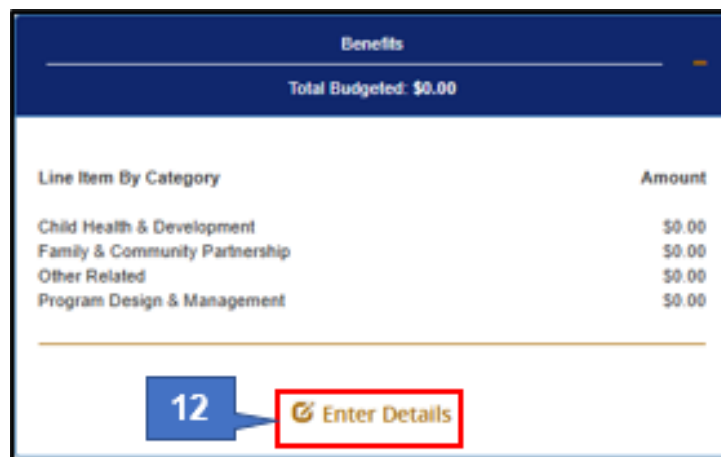
Grant Amount: \$15,000.00
 Total Amount Entered: \$0.00
 Percentage of Grant Amount: 0.00%

Benefits Total Budgeted: \$0.00
 Supplies & Equipment Total Budgeted: \$0.00
 Services Total Budgeted: \$0.00
 Pass Through Funds Total Budgeted: \$0.00

Maintenance Total Budgeted: \$0.00
 Other Expenses Total Budgeted: \$0.00

SUMMARY BUDGET

11. Select the + button for the Benefits drawer. The drawer opens to reveal a list of the line items by category.



Benefits

Total Budgeted: \$0.00

Line Item By Category	Amount
Child Health & Development	\$0.00
Family & Community Partnership	\$0.00
Other Related	\$0.00
Program Design & Management	\$0.00

12 **Enter Details**

12. Select **Enter Details**.

Benefits Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Development	(\$1500 - \$2250) (10% - 15%)	\$0.00		
<input type="radio"/>	Family & Community Partnership	(\$0 - \$300) (0% - 2%)	\$0.00		
<input type="radio"/>	Other Related	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Program Design & Management	(\$150 - \$750) (1% - 5%)	\$0.00		
Total			\$0.00		

- 13. Select a **Line Item**.
- 14. Select **EDIT**.

Budget Detail

Budget Line Item: Child Health & Development

Amount: (required)

Description: (required)

Justification: (required)

Category Modal Steps:

- 15. Enter the **Amount**.
- 16. Enter the **Description**.
- 17. Enter the **Justification** (if applicable).
- 18. Select **SAVE**.


Salaries Details

Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Health & Development	(\$250 - \$675) (33% - 45%)	50.00	Test Salary Details	Test Justification
<input type="radio"/>	Family & Community Partnership	(\$0 - \$1200) (8% - 8%)	30.00		
<input type="radio"/>	Other Related	(\$0 - \$750) (8% - 5%)	50.00		
<input type="radio"/>	Program Design & Management	(\$750 - \$1500) (5% - 10%)	30.00		
Total			50.00		

(NOTE: The entered information has been saved. Repeat steps 13-18 for each Line Item under the Benefits Drawer.)




Benefits Details

Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Health & Development	(\$1500 - \$2250) (10% - 15%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Family & Community Partnership	(\$0 - \$300) (8% - 2%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Other Related	(\$0 - \$600) (8% - 4%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Program Design & Management	(\$150 - \$750) (1% - 5%)	\$10.00	Test Description	Test Justification
Total			\$40.00		

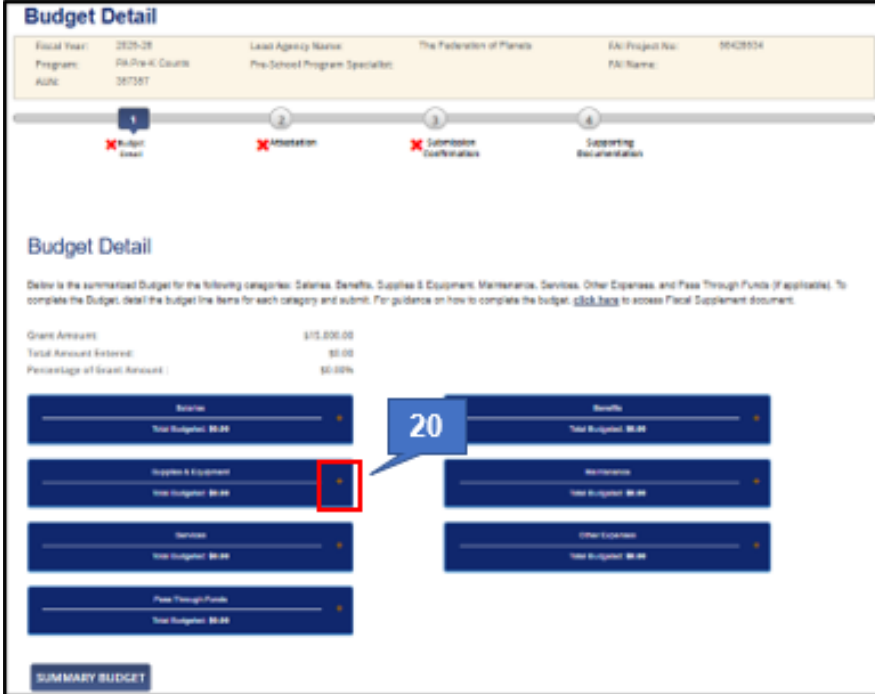
(NOTE: All Line Items have been entered when the Amounts, Description, and Justification, if applicable, have been entered/updated.)

(NOTE: If a Line item is not being used, it does not need to be opened and saved,

(NOTE: Before the Grantee/Lead Agency can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

19. Select **CLOSE**.

(LEAD AGENCY VIEW)



Budget Detail

Fiscal Year: 2025-26 Local Agency Name: The Federation of Plans E&L Project No: 0042874
 Program: 06-Pre-K Counts Pre-School Program Specialist FAI Name:
 AUC: 007387

1 Budget (X) 2 Allocation (X) 3 Submit for Review (X) 4 Submitting Budget (X)

Budget Detail

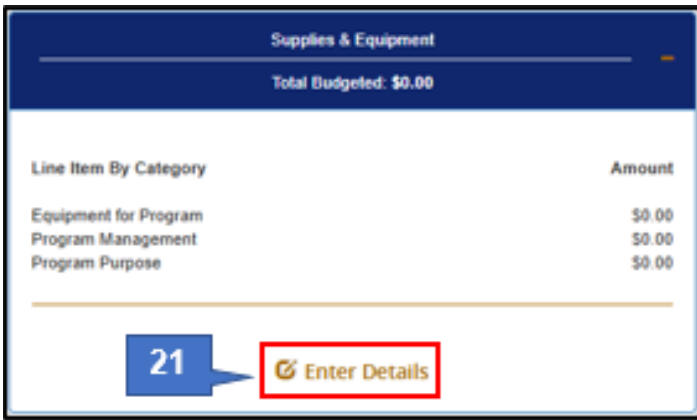
Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

Grant Amount: \$75,000.00
 Total Amount Entered: \$0.00
 Percentage of Grant Amount: 00.00%

Salaries Total Budgeted: \$0.00
 Benefits Total Budgeted: \$0.00
 Supplies & Equipment Total Budgeted: \$0.00
 Maintenance Total Budgeted: \$0.00
 Services Total Budgeted: \$0.00
 Other Expenses Total Budgeted: \$0.00
 Pass Through Funds Total Budgeted: \$0.00

SUMMARY BUDGET

20. Select the + button for the Supplies and Equipment drawer. The drawer opens to reveal a list of the line items by category.



Supplies & Equipment

Total Budgeted: \$0.00

Line Item By Category	Amount
Equipment for Program	\$0.00
Program Management	\$0.00
Program Purpose	\$0.00

21 Enter Details

21. Select **Enter Details**.

Supplies & Equipment Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Equipment for Program	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Program Management	(\$150 - \$600) (1% - 4%)	\$0.00		
<input type="radio"/>	Program Purpose	(\$300 - \$900) (2% - 6%)	\$0.00		
Total			\$0.00		

EDIT

CLOSE

- 22. Select a **Line Item**.
- 23. Select **EDIT**.

Category Modal Steps:

- 24. Enter the **Amount**.
- 25. Enter the **Description**.
- 26. Enter the **Justification** (if applicable).
- 27. Select **SAVE**.

Budget Detail

Budget Line Item: Equipment for Program

Amount: (required)

Description: (required)

Justification: (required)

CANCEL **SAVE**

CLOSE

Supplies & Equipment Details

• Information saved successfully.

Line item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Equipment for Program	(\$0 - \$800) (0% - 4%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Program Management	(\$100 - \$800) (1% - 4%)	\$0.00		
<input type="radio"/>	Program Purpose	(\$200 - \$800) (2% - 6%)	\$0.00		
Total			\$10.00		

EDIT

CLOSE

(NOTE: The entered information has been saved. Repeat steps 22-27 for each Line Item under the Supplies and Equipment Drawer.)

Supplies & Equipment Details

• Information saved successfully.

Line item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Equipment for Program	(\$0 - \$800) (0% - 4%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Program Management	(\$100 - \$800) (1% - 4%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Program Purpose	(\$200 - \$800) (2% - 6%)	\$10.00	Test Description	Test Justification
Total			\$30.00		

EDIT

28 **CLOSE**

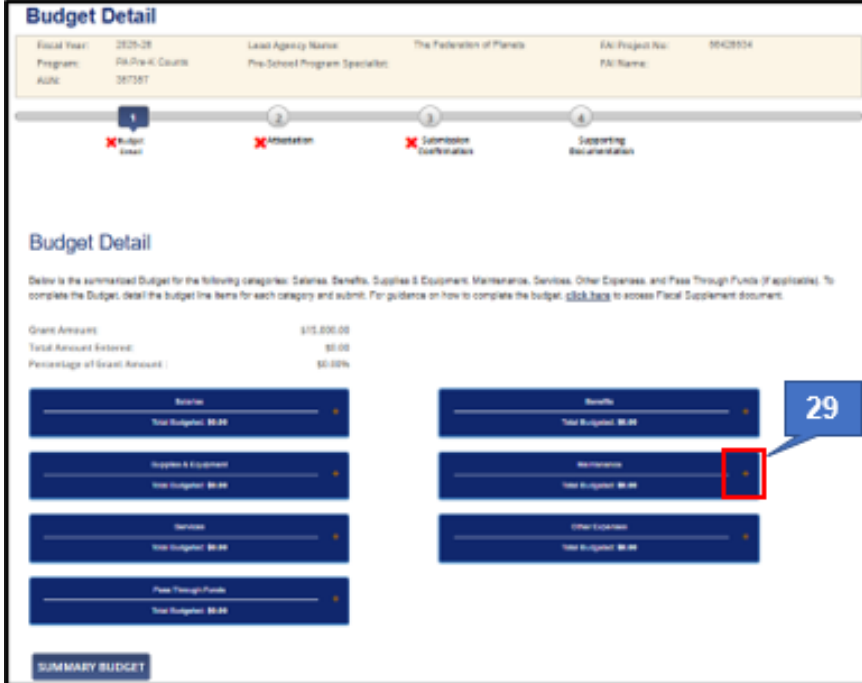
(NOTE: All Line Items have been entered when the Amounts, Description, and Justification, if applicable, have been entered/updated.)

(NOTE: If a Line Item is not being used, it does not need to be opened and saved.)

(NOTE: Before the Grantee/Lead Agency can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

28. Click **CLOSE**.

(LEAD AGENCY VIEW)



Budget Detail

Fiscal Year: 2025-26 Lead Agency Name: The Federation of Parents EA Project No: 00428534
 Program: 0A (Pre-K Counts) Pre-School Program Specialist PAI Name:
 AON: 387387

1 Budget Input 2 Allocation 3 Estimate Coordination 4 Supporting Documentation

Budget Detail

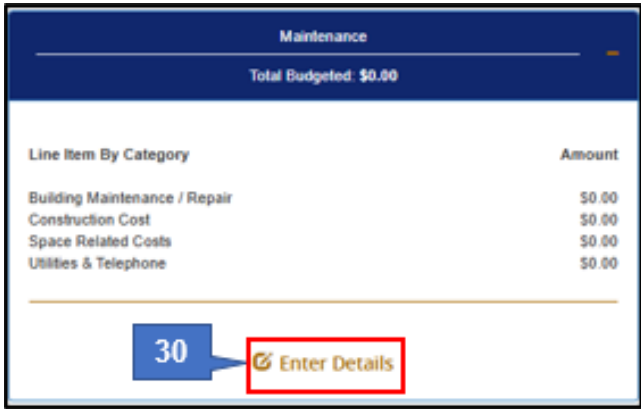
Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

Grant Amount: \$15,000.00
 Total Amount Entered: \$0.00
 Percentage of Grant Amount: 00.00%

Salaries	Total Budgeted: \$0.00
Benefits	Total Budgeted: \$0.00
Supplies & Equipment	Total Budgeted: \$0.00
Maintenance	Total Budgeted: \$0.00
Services	Total Budgeted: \$0.00
Other Expenses	Total Budgeted: \$0.00
Pass Through Funds	Total Budgeted: \$0.00

SUMMARY BUDGET

29. Select the **+** button for the Maintenance drawer. The drawer opens to reveal a list of the line items by category.



Maintenance

Total Budgeted: \$0.00

Line Item By Category	Amount
Building Maintenance / Repair	\$0.00
Construction Cost	\$0.00
Space Related Costs	\$0.00
Utilities & Telephone	\$0.00

30 Enter Details

30. Select **Enter Details**.

Maintenance Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building Maintenance / Repair	(\$0 - \$450) (0% - 3%)	\$0.00		
<input type="radio"/>	Construction Cost	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Space Related Costs	(\$450 - \$1500) (3% - 10%)	\$0.00		
<input type="radio"/>	Utilities & Telephone	(\$150 - \$450) (1% - 3%)	\$0.00		
Total			\$0.00		

- 31. Select a **Line Item**.
- 32. Select **EDIT**.

Category Modal Steps:

- 33. Enter the **Amount**.
- 34. Enter the **Description**.
- 35. Enter the **Justification** (if applicable).
- 36. Select **SAVE**.

Budget Detail

Budget Line Item: Building Maintenance / Repair

Amount: (required)

Description: (required)

Justification: (required)


Maintenance Details


• Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building Maintenance / Repair	(\$0 - \$450) (0% - 3%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Construction Cost	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Space Related Costs	(\$450 - \$1500) (3% - 10%)	\$0.00		
<input type="radio"/>	Utilities & Telephone	(\$150 - \$450) (1% - 3%)	\$0.00		
Total			\$10.00		





(NOTE: The entered information has been saved. Repeat steps 31-36 for each Line Item under the Maintenance Drawer.)


Maintenance Details



• Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building Maintenance / Repair	(\$0 - \$450) (0% - 3%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Construction Cost	(\$0 - \$600) (0% - 4%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Space Related Costs	(\$450 - \$1500) (3% - 10%)	\$10.00	Test Description	Test Justification
<input type="radio"/>	Utilities & Telephone	(\$150 - \$450) (1% - 3%)	\$10.00	Test Description	Test Justification
Total			\$40.00		



(NOTE: All Line Items have been entered when the Amounts, Description, and Justification, if applicable, have been entered/updated.)

(NOTE: If a Line Item is not being used, it does not need to be opened and saved.)

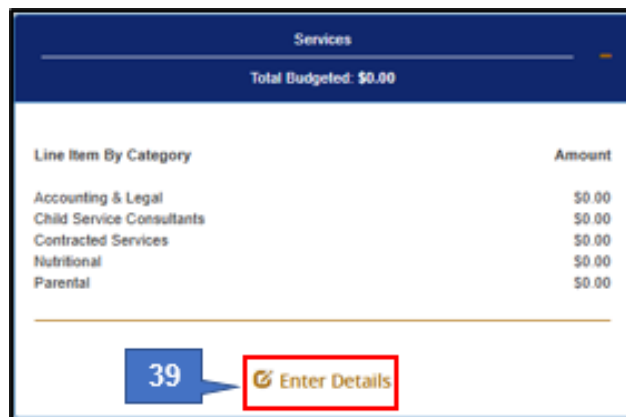
(NOTE: Before the Grantee/Lead Agency can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

37. Select **CLOSE**.

(LEAD AGENCY VIEW)



38. Select the + button for the Services drawer. The drawer opens to reveal a list of the line items by category.




39. Select **Enter Details**.

Services Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	40 Legal	(\$0 - \$450) (0% - 3%)	\$0.00		
<input type="radio"/>	Child Service Consultants	(\$0 - \$750) (0% - 5%)	\$0.00		
<input type="radio"/>	Contracted Services	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Nutritional	(\$0 - \$1200) (0% - 8%)	\$0.00		
<input type="radio"/>	Parental	(\$0 - \$300) (0% - 2%)	\$0.00		
Total			\$0.00		

 41

CLOSE

- 40. Select a **Line Item**.
- 41. Select **EDIT**.

Category Modal Steps:

- 42. Enter the **Amount**.
- 43. Enter the **Description**.
- 44. Enter the **Justification** (if applicable).
- 45. Select **SAVE**.

Budget Detail

Budget Line Item: Accounting & Legal

Amount: (required) 42

Description: (required) 43

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

Justification: 44

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

CANCEL **SAVE** 45

CLOSE



Services Details

• Information saved successfully.

Line item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Accounting & Legal	(\$0 - \$450) (0% - 3%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Child Service Consultants	(\$0 - \$750) (0% - 5%)	\$0.00		
<input type="radio"/>	Contracted Services	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Nutritional	(\$0 - \$1200) (0% - 8%)	\$0.00		
<input type="radio"/>	Parental	(\$0 - \$300) (0% - 2%)	\$0.00		
Total			\$5.00		

Note: The entered information has been saved. Repeat steps 40-45 for each Line Item under the Services Drawer.




Services Details

• Information saved successfully.

Line item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Accounting & Legal	(\$0 - \$450) (0% - 3%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Child Service Consultants	(\$0 - \$750) (0% - 5%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Contracted Services	(\$0 - \$600) (0% - 4%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Nutritional	(\$0 - \$1200) (0% - 8%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Parental	(\$0 - \$300) (0% - 2%)	\$5.00	Test Description	Test Justification
Total			\$25.00		

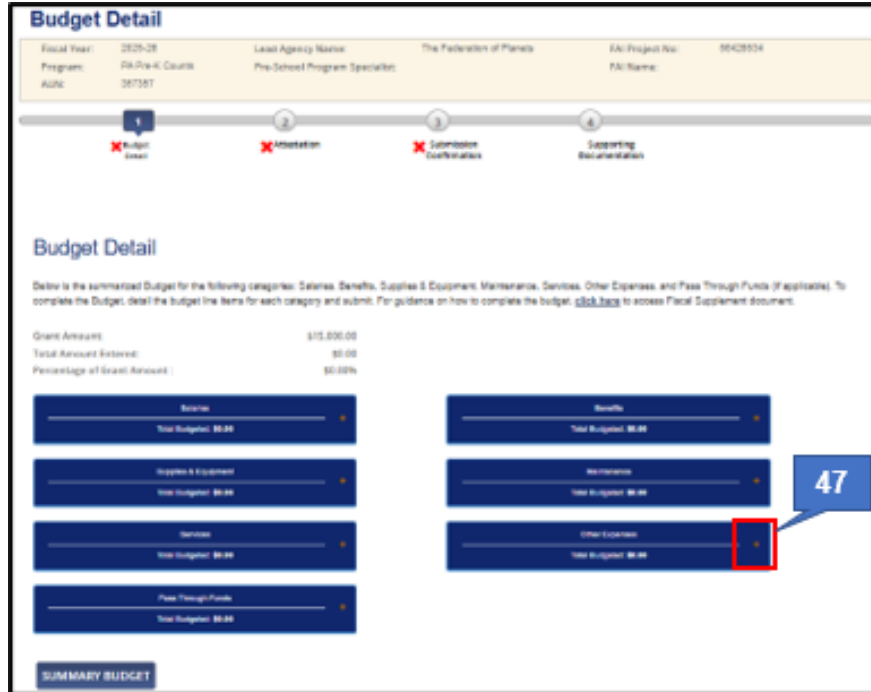
(NOTE: All Line Items have been entered when the Amounts, Description, and Justification, if applicable, have been entered/updated.)

(NOTE: If a Line Item is not being used, it does not need to be opened and saved.)

(NOTE: Before the Grantee/Lead Agency can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

46. Select **CLOSE**.

(LEAD AGENCY VIEW)



Budget Detail

Fiscal Year: 2025-26 Lead Agency Name: The Federation of Parents EAC/Project No: 9542824
 Program: PA Pre-K Counts Pre-School Program Specialist EAC Name:

1 Budget Detail (X) 2 Allocation (X) 3 Submission (X) 4 Supporting Documentation

Budget Detail

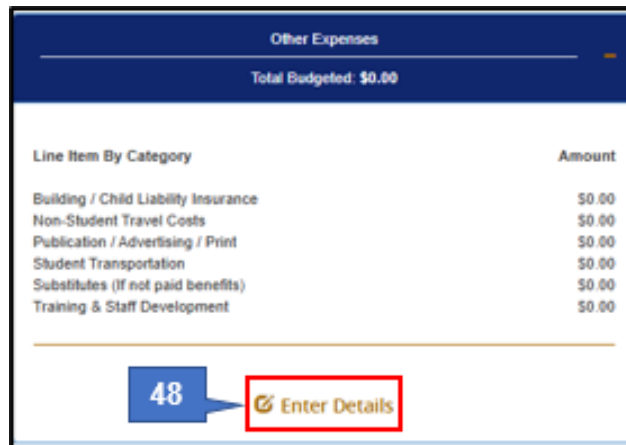
Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement documents.

Grant Amount: \$15,000.00
 Total Amount Entered: \$0.00
 Percentage of Grant Amount: 0.00%

Salaries	Total Budgeted: \$0.00	Benefits	Total Budgeted: \$0.00
Supplies & Equipment	Total Budgeted: \$0.00	Maintenance	Total Budgeted: \$0.00
Services	Total Budgeted: \$0.00	Other Expenses	Total Budgeted: \$0.00
Pass Through Funds	Total Budgeted: \$0.00		

SUMMARY BUDGET

47. Select the **+** button for the Other Expenses drawer. The drawer opens to reveal a list of the line items by category.



Other Expenses

Total Budgeted: \$0.00

Line Item By Category	Amount
Building / Child Liability Insurance	\$0.00
Non-Student Travel Costs	\$0.00
Publication / Advertising / Print	\$0.00
Student Transportation	\$0.00
Substitutes (if not paid benefits)	\$0.00
Training & Staff Development	\$0.00

48 **Enter Details**

48. Select **Enter Details**.

Other Expenses Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building Liability	(\$150 - \$450) (1% - 3%)	\$0.00		
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$300) (0% - 2%)	\$0.00		
<input type="radio"/>	Student Transportation	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Substitutes (if not paid benefits)	(\$0 - \$300) (0% - 2%)	\$0.00		
<input type="radio"/>	Training & Staff Development	(\$300 - \$900) (2% - 6%)	\$0.00		
Total			\$0.00		

49. Select a **Line Item**.

50. Select **EDIT**.

Category Modal Steps:

51. Enter the **Amount**.

52. Enter the **Description**.

53. Enter the **Justification** (if applicable).

54. Select **SAVE**.

Budget Detail

Budget Line Item: Building / Child Liability Insurance

Amount: (required)

Description: (required)

Justification:

Other Expenses Details

Information saved successfully

Line item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building / Child Liability Insurance	(\$150 - \$450) (1% - 2%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$200) (0% - 2%)	\$0.00		
<input type="radio"/>	Student Transportation	(\$0 - \$600) (0% - 4%)	\$0.00		
<input type="radio"/>	Substitutes (if not paid benefits)	(\$0 - \$200) (0% - 2%)	\$0.00		
<input type="radio"/>	Training & Staff Development	(\$100 - \$900) (2% - 8%)	\$0.00		
Total			\$5.00		

EDIT

CLOSE

(NOTE: The entered information has been saved. Repeat steps 49-54 for each Line Item under the Other Expenses Drawer.)

Other Expenses Details

Information saved successfully

Line item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building / Child Liability Insurance	(\$150 - \$450) (1% - 2%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$600) (0% - 4%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$200) (0% - 2%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Student Transportation	(\$0 - \$600) (0% - 4%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Substitutes (if not paid benefits)	(\$0 - \$200) (0% - 2%)	\$5.00	Test Description	Test Justification
<input type="radio"/>	Training & Staff Development	(\$100 - \$900) (2% - 8%)	\$5.00	Test Description	Test Justification
Total			\$30.00		

EDIT

55

CLOSE

(NOTE: All Line Items have been entered when the Amounts, Description, and Justification, if applicable, have been entered/updated.)

(NOTE: If a Line Item is no being used, it does not need to be opened and saved.)

(NOTE: Before the Grantee/Lead Agency can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

55. Select **CLOSE**.

Budget Detail (LEAD AGENCY VIEW)

Portable Document File (PDF) ▾ **PRINT**

Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

Grant Amount:	\$15,000.00
Total Amount Entered:	\$245.00
Percentage of Grant Amount:	\$1.63%

Salaries
Total Budgeted: \$80.00

Supplies & Equipment
Total Budgeted: \$30.00

Services
Total Budgeted: \$25.00

Pass Through Funds
Total Budgeted: \$0.00

Benefits
Total Budgeted: \$40.00

Maintenance
Total Budgeted: \$40.00

Other Expenses
Total Budgeted: \$30.00

SUMMARY BUDGET

+ 56

57 **NEXT**

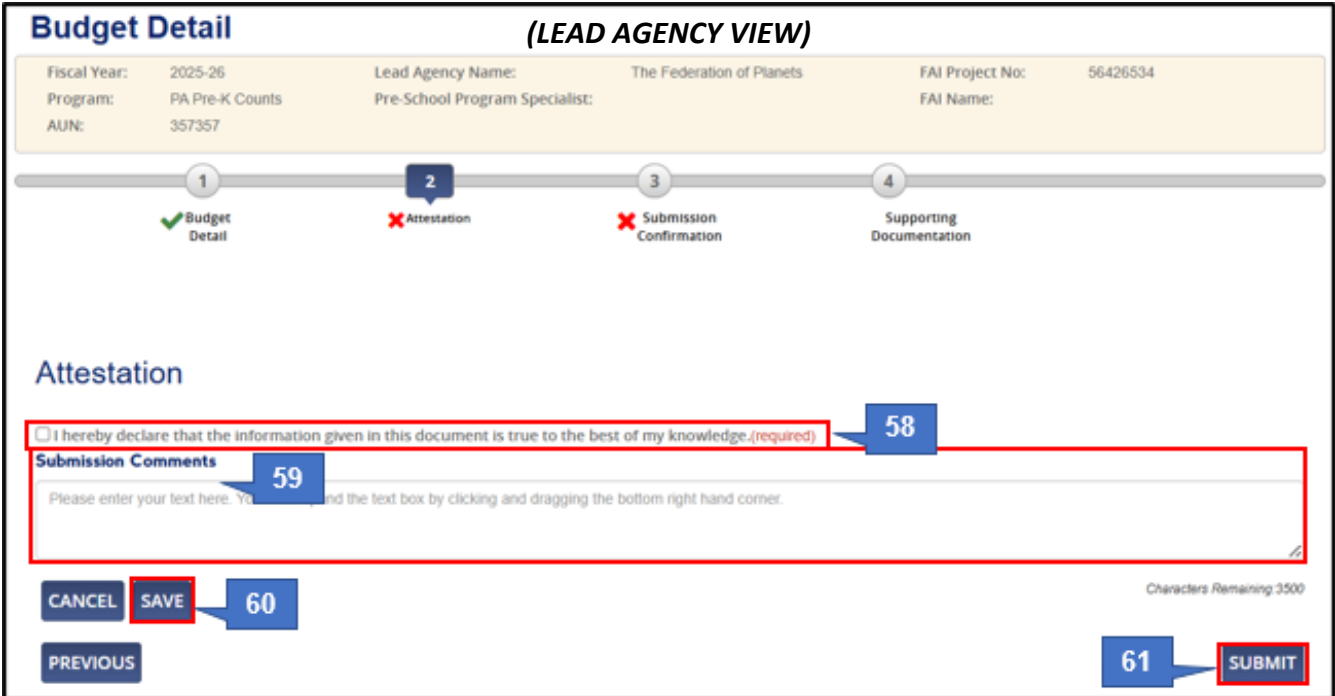
56. **Lead Agencies** without **Partners** do **NOT** fill out the **Pass Through Funds** drawer.

(NOTE: Not all drawers will be applicable. For example, if a grantee does not have a partner, they will not complete the Pass Through Funds drawer.)

(NOTE: If the Lead Agency has a Partner in the Grant Structure, a Pass Through Budget must be added for the Partner.)

(NOTE: Before the Grantee/LA can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

57. All applicable drawers have been completed. Select **NEXT**.. The **Attestation** screen will display.



Budget Detail (LEAD AGENCY VIEW)

Fiscal Year: 2025-26 Lead Agency Name: The Federation of Planets FAI Project No: 56426534
Program: PA Pre-K Counts Pre-School Program Specialist: FAI Name:
AUN: 357357

1 Budget Detail (✓) 2 Attestation (✗) 3 Submission Confirmation (✗) 4 Supporting Documentation

Attestation

I hereby declare that the information given in this document is true to the best of my knowledge.(required) **58**

Submission Comments **59**

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

CANCEL **SAVE** **60** Characters Remaining: 3500

PREVIOUS **61** **SUBMIT**

58. Check the **Attestation** checkbox.

59. Enter **Submission Comments**. **Hint:** Provide specifics that would help ensure that the Budget is approved.

60. Select **SAVE**.

61. Select **SUBMIT**. Then select **SUBMIT** again to confirm. The **Submission Confirmation** screen will display.

(NOTE: Before the Grantee/LA can submit a budget, a Pass Through Budgets from ALL partners must have been previously submitted.)

Submission Confirmation (LEAD AGENCY VIEW) Portable Document File (PDF) **PRINT**

Thank you!

Your Budget (**Document ID 40572**) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If not applicable, please exit the document by clicking **EXIT DOCUMENT**.

Your document has been submitted for review.

PREVIOUS **EXIT DOCUMENT** **62** **UPLOAD SUPPORTING DOCUMENTS**

Notes:

- Select *PREVIOUS* to navigate back one step in the Wayfinder.
- Select *EXIT DOCUMENT* to navigate to the Grant at a Glance screen.
- Select *PRINT* to download a copy of the submitted document.

62. Select **UPLOAD SUPPORTING DOCUMENT** to access the **Supporting Documentation** window.

Supporting Documentation (LEAD AGENCY VIEW)

Please upload relevant supporting documents for the Budget below.

Instructions to Manage Documents:

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF
Maximum File Size: 10 MB

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date

4/28/2025

Select Document Type... 63

ADD DOCUMENT 64

65 SUBMIT

PREVIOUS

When prompted, follow the steps below:

63. Select **Select Document Type...** drop-down and select a document type.
64. Select **ADD DOCUMENT**. A File Explorer window opens. Select the appropriate file and click Open.
65. Select **SUBMIT** button. The **Document Upload Confirmation** modal displays.
66. Select **CLOSE**.

Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

66 CLOSE

(NOTE: After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.)

(NOTE: The Preschool Program Specialist, PA Key/Fiscal Specialist, and OCDEL will either Approve or Return the Budget. If the Budget is Approved by the OCDEL reviewer, you will receive the following Alert: "Your Budget [document ID number] has been final approved." If the Budget is Returned, you will receive the following Alert: "Your Budget has been returned. Please check the comments section of document number [document ID number]." Alerts can be references in the Appendices section.)

5.3 Lead Agency Budget Revision

To begin the **Budget Revision** process, log into [PSS and navigate to ELN](#) as described previously, select **FINANCIAL MANAGEMENT**, then select the desired Grant tile in the Grants section. Once on the **Grant at a Glance** screen, select **NEW BUDGET REVISION**.

Grant at a Glance

Select..
GO

(LEAD AGENCY VIEW)

Grant Summary

Grant Information

Grantee: 3C Childcare
 Program: Head Start
 Fiscal Year: 2023-24
 Grant ID: 3364

Key Dates

Budget due by: 01/05/2024
 Quarterly Expenditure Report I due by: 10/15/2023
 Quarterly Expenditure Report II due by: 01/15/2024
 Quarterly Expenditure Report III due by: 04/15/2024
 Final Expenditure Report due by: 08/31/2024

GRANT INFORMATION
GRANT STRUCTURE

Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
0	0	0%

Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	39766	3C Childcare	01/26/2024	01/31/2024	Final Approved	01/31/2024	Status History	✓
Pass Through Budget	39767	4D Childcare	01/26/2024	01/31/2024	Final Approved	01/31/2024	Status History	✓

NEW BUDGET REVISION

1

1. Select **NEW BUDGET REVISION**.

(NOTE: A Budget Revision may be required for a number of reasons. For example, a Budget Revision is required to remove a Partner from a Grant during the fiscal year.)

(NOTE: Refer to the Fiscal Supplement that can be found at your PKC/HSSAP Provider Portal or Budget Detail page.)

(LEAD AGENCY VIEW)

Budget Revision

Fiscal Year: 2023-24	Lead Agency Name: SE Childcare	FAI Project No: 6356
Program: Head Start	Pre-School Program Specialist:	FAI Name:
AUN: 5736		

1

✖ Budget Revision

2

✖ Attestation

3

✖ Submission Confirmation

4

Supporting Documentation

Budget Revision

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date:	01/05/2024
Grant Amount:	\$10,000.00
Total Current Amount:	\$10,300.00
Total Revision Amount:	\$10,300.00
Percentage of Change :	0.00%

Salaries

Total Current Amount: \$2,000.00
Total Revised Amount: \$2,000.00

Supplies & Equipment

Total Current Amount: \$1,350.00
Total Revised Amount: \$1,350.00

Services

Total Current Amount: \$2,100.00
Total Revised Amount: \$2,100.00

Pass Through Funds

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Benefits

Total Current Amount: \$550.00
Total Revised Amount: \$550.00

Maintenance

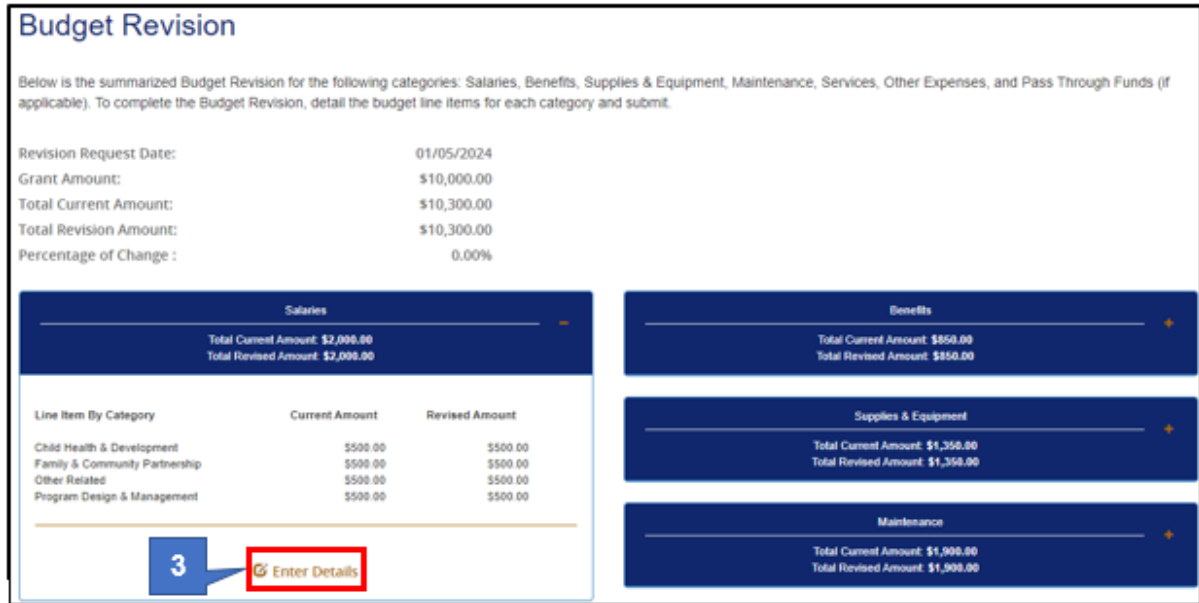
Total Current Amount: \$1,300.00
Total Revised Amount: \$1,300.00

Other Expenses

Total Current Amount: \$2,100.00
Total Revised Amount: \$2,100.00

SUMMARY BUDGET

2. Select **+** to expand the drawer that needs to be revised.



Budget Revision

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date: 01/05/2024
Grant Amount: \$10,000.00
Total Current Amount: \$10,300.00
Total Revision Amount: \$10,300.00
Percentage of Change: 0.00%

Line Item By Category	Current Amount	Revised Amount
Child Health & Development	\$500.00	\$500.00
Family & Community Partnership	\$500.00	\$500.00
Other Related	\$500.00	\$500.00
Program Design & Management	\$500.00	\$500.00

3. Select **Enter Details**.

Category Modal Steps:

4. Select a line item.
5. Select **EDIT**.
6. Enter the **Revised Amount**.
7. Enter the **Justification** (if applicable).
8. Select **SAVE**.
9. Repeat steps 4–8 for each line item, as needed.
10. When finished, select **CLOSE**.

(NOTE: Refer to the Fiscal Supplement that can be found at your PKC/HSSAP Provider Portal or the Budget Detail page.)

(NOTE:: For Budget Revisions, include a description in the justification box if there is a change made to the line. Justifications are still required in addition to the description if the amount for the line was outside the recommended range.)



Salaries Details

Line item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Child Health & Development	(0 - 500)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$500) (5% - 5%)	\$100.00	\$100.00	\$0.00	0.00%	
<input type="radio"/>	Other Related	(\$0 - \$500) (5% - 5%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Program Design & Management	(\$00 - \$1000) (5% - 10%)	\$0.00	\$0.00	\$0.00	0%	
Total			\$100.00	\$100.00	\$0.00	0.00%	

Budget Revision

Budget Line Item: Child Health & Development

Current Amount: 0

Revised Amount (required):

Justification:

Characters Remaining 2500

Budget Revision (LEAD AGENCY VIEW)

Fiscal Year: 2023-24	Lead Agency Name: PENN STATE UNIVERSITY	FAI Project No: 24234	
Program: PA Pre-K Counts	Pre-School Program Specialist: Bill Elbert	FAI Name:	
AUN: 54545			

1
✔ Budget Revision

2
✘ Attestation

3
✘ Submission Confirmation

4
Supporting Documentation

Budget Revision

Microsoft Excel Spreadsheet (xlsx) ▾ **PRINT**

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date:	
Grant Amount:	\$10,000.00
Total Current Amount:	\$200.00
Total Revision Amount:	\$1,600.00
Percentage of Change :	700.00%

Salaries

Total Current Amount: \$100.00
Total Revised Amount: \$100.00

Supplies & Equipment

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Maintenance

Total Current Amount: \$0.00
Total Revised Amount: \$400.00

Pass Through Funds

Total Current Amount: \$0.00
Total Revised Amount: \$1,000.00

Benefits

Total Current Amount: \$100.00
Total Revised Amount: \$100.00

Services

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Other Expenses

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

SUMMARY BUDGET

11

12 NEXT

11. Complete each applicable drawer by repeating steps 2–10 for each remaining drawer.

(NOTE: Lead Agency budget edits must be completed before the related Pass Through Budgets can be revised.)

(NOTE: Pass Through Budget revisions do not need to be opened for a partner unless that partner has changes to make.)

12. When finished, select **NEXT** to navigate to the **Attestation** screen.

Budget Revision (LEAD AGENCY VIEW)

Fiscal Year: 2023-24	Lead Agency Name: PENN STATE UNIVERSITY	FAI Project No: 24234
Program: PA Pre-K Counts	Pre-School Program Specialist: Bill Elbert	FAI Name:
AUN: 54545		

1 Budget Revision ✓
2 Attestation ✗
3 Submission Confirmation ✗
4 Supporting Documentation

Attestation 13

I hereby declare that the information given in this document is true to the best of my knowledge.(required)

Submission Comments 14

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

CANCEL SAVE 15

PREVIOUS 16 SUBMIT

Characters Remaining:3500

13. Check the **Attestation** checkbox.
14. Enter **Submission Comments**.
15. Select **SAVE**.
16. Select **SUBMIT**.. Select **SUBMIT** again to confirm. The **Submission Confirmation** screen will display.

Budget Revision *(LEAD AGENCY VIEW)*

Fiscal Year: 2023-24	Lead Agency Name: PENN STATE UNIVERSITY	FAI Project No: 24234
Program: PA Pre-K Counts	Pre-School Program Specialist: Bill Elbert	FAI Name:
AUN: 54545		

1 Budget Revision ✓
2 Attestation ✓
3 Submission Confirmation ✓
4 Supporting Documentation

Submission Confirmation Portable Document File (PDF) **PRINT**

Thank you!

Your Budget Revision (Document ID 39962) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the **PRINT** button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If not applicable, please exit the document by clicking **EXIT DOCUMENT**.

Your document has been submitted for review.

PREVIOUS **EXIT DOCUMENT** **17** **UPLOAD SUPPORTING DOCUMENTS**

NOTES:

- Select **PREVIOUS** to navigate back one step in the Wayfinder.
- Select **EXIT DOCUMENT** to navigate to the Grant at a Glance screen.
- Select **PRINT** button to download a copy of the submitted document.

17. Select **UPLOAD SUPPORTING DOCUMENTS** to access the **Supporting Documentation** window.

Budget Revision (LEAD AGENCY VIEW)

Fiscal Year: 2023-24	Lead Agency Name: PENN STATE UNIVERSITY	FAI Project No: 24234
Program: PA Pre-K Counts	Pre-School Program Specialist: Bill Elbert	FAI Name:
AUN: 54545		

1 2 3 4

✓ Budget Revision

✓ Attestation

✓ Submission Confirmation

Supporting Documentation

Supporting Documentation

Please upload relevant supporting documents for the Budget Revision below.

Instructions to Manage Documents:

- Select the document type from the drop-down.
- Click the ADD DOCUMENT button and a new window will appear.
- Select the correct file folder on your desktop/laptop and attach the desired document.
- To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
- If you wish to delete a file, click the trash can icon next to the file.
- Once you are done, click the SUBMIT button.

File Formats Accepted: .JPEO, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.
Maximum File Size: 10 MB.

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date

4/3/2024

Select Document Type...

Select Document Type...

Additional Description/Justification Text

Salary Scales

Quotes/Bids

Purchasing Process Policy

Cost Allocation Plan

Lease

Proof of Insurance

Contracts

Tuition Documents

Other

ADD DOCUMENT

SUBMIT

When prompted, follow the steps below:

18. Select the **Select Document Type...** drop-down and select a document type.
19. Select **ADD DOCUMENT**. A File Explorer window opens. Select the appropriate file and select Open.
20. Select **SUBMIT**. The **Document Upload Confirmation** modal displays.
21. Select **CLOSE**.

Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

21
CLOSE

(NOTE: After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.)

(NOTE: After the submission of the Budget Revision and Supporting Documentation, the Preschool Program Specialist, PA Key/Fiscal Specialist, and the OCDEL reviewer will either Approve or Return the Budget Revision. If Approved by all, you will receive the following Alert: "Your Budget Revision [document ID number] has been final approved.". If Returned, you will receive the following Alert: "Your Budget Revision has been returned. Please check the comments section of document number [document ID number]." Alerts can be referenced in the Appendices section.)

5.3.1 Lead Agency Pass Through Budget Revision

To begin the **Pass Through Budget Revision** process, the Lead Agency should log into [PSS](#) and [navigate to ELN](#), select **FINANCIAL MANAGEMENT**, then select the desired Grant tile in the Grants section. (**Note:** A Lead Agency must have a **Budget Revision** to move forward with the **Pass Through Budget Revision** process.) Once on the **Grant at a Glance** screen, select the **Budget Revision Document ID** hyperlink.

Grant Progress								
Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	45450	Stark Enterprises	07/25/2025	07/25/2025	Final Approved	07/28/2025	Status History	✓
Pass Through Budget	45451	Cardassian Empire	07/25/2025	07/25/2025	Final Approved	07/28/2025	Status History	✓
Budget Revision	45513	Stark Enterprises	02/12/2025		In-Process		Status History	!
Pass Through Budget Revision	45514	Cardassian Empire	02/12/2025		In-Process		Status History	!

NEW BUDGET REVISION

1. Select the **BUDGET REVISION** Document ID hyperlink.

Budget Revision (LEAD AGENCY VIEW)

Microsoft Excel Spreadsheet (xlsx) **PRINT**

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date:

Grant Amount: \$15,000.00

Total Current Amount: \$5,000.00

Total Revision Amount: \$5,000.00

Percentage of Change: 0.00%

Salaries

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Benefits

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Supplies & Equipment

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Maintenance

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Services

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Other Expenses

Total Current Amount: \$0.00
Total Revised Amount: \$0.00

Pass Through Funds

Total Current Amount: \$4,000.00
Total Revised Amount: \$4,000.00

SUMMARY BUDGET **NEXT**

2. Select **+** to expand the **Pass Through Funds** drawer.

Pass Through Funds		
Total Current Amount: \$5,000.00		
Total Revised Amount: \$5,000.00		
Line Item By Category	Current Amount	Revised Amount
Pass Through Fund	\$5,000.00	\$5,000.00
3 Enter Details		

3. Select **Enter Details**.

(LEAD AGENCY VIEW)

Pass Through Funds				
Pass Through Funds for partner providers can be found below. Review the details and verify that the pass through amounts are accurate before creating pass through documents. Contact your Pre-School Program Specialist to update the pass through amounts if they are not accurate.				
Line Item Detail				
Provider Name	Grant Structure Amount	Current Amount	4	Action
SMARTKIDS CHILD CARE AND LEARNING CENTER	\$299,325.00	\$292,950.00	\$292,950.00	CREATE
KID BIZ LLC	\$164,475.00	\$160,650.00	\$160,650.00	CREATE
MON VALLEY YMCA	\$261,225.00	\$255,150.00	\$255,150.00	CREATE
KIDDOS CENTER FOR LEARNING LLC	\$193,500.00	\$189,000.00	\$189,000.00	CREATE
DIVERSIFIED HUMAN SERVICES INC	\$116,100.00	\$113,400.00	\$113,400.00	CREATE
LITTLE RASCALS EARLY LEARNING CENTER LLC	\$174,150.00	\$170,100.00	\$170,100.00	CREATE
Total	\$1,209,375.00	\$1,181,250.00	\$1,181,250.00	
Page 1 of 1				
CLOSE				

4. Select **Create**.

(NOTE: If there is more than more partner (like shown above), the CREATE button only needs to be selected for the partner that needs the revision.)

(LEAD AGENCY VIEW)

Pass Through Funds

- Pass Through Budget Details has been saved.

Pass Through Funds for partner providers can be found below. Review the details and verify that the pass through amounts are accurate before creating pass through documents. Contact your Pre-School Program Specialist to update the pass through amounts if they are not accurate.

Line Item Detail

Provider Name	Grant Structure Amount	Current Amount	Revised Amount	Action
SMARTKIDS CHILD CARE AND LEARNING CENTER	\$299,925.00	\$299,950.00	\$299,925.00	
KID BIZ LLC	\$164,475.00	\$160,650.00	\$160,650.00	CREATE
MON VALLEY YMCA	\$261,225.00	\$255,150.00	\$255,150.00	CREATE
KIDDOS CENTER FOR LEARNING LLC	\$193,500.00	\$189,000.00	\$189,000.00	CREATE
DIVERSIFIED HUMAN SERVICES INC	\$116,100.00	\$113,400.00	\$113,400.00	CREATE
LITTLE RASCALS EARLY LEARNING CENTER LLC	\$174,150.00	\$170,100.00	\$170,100.00	CREATE

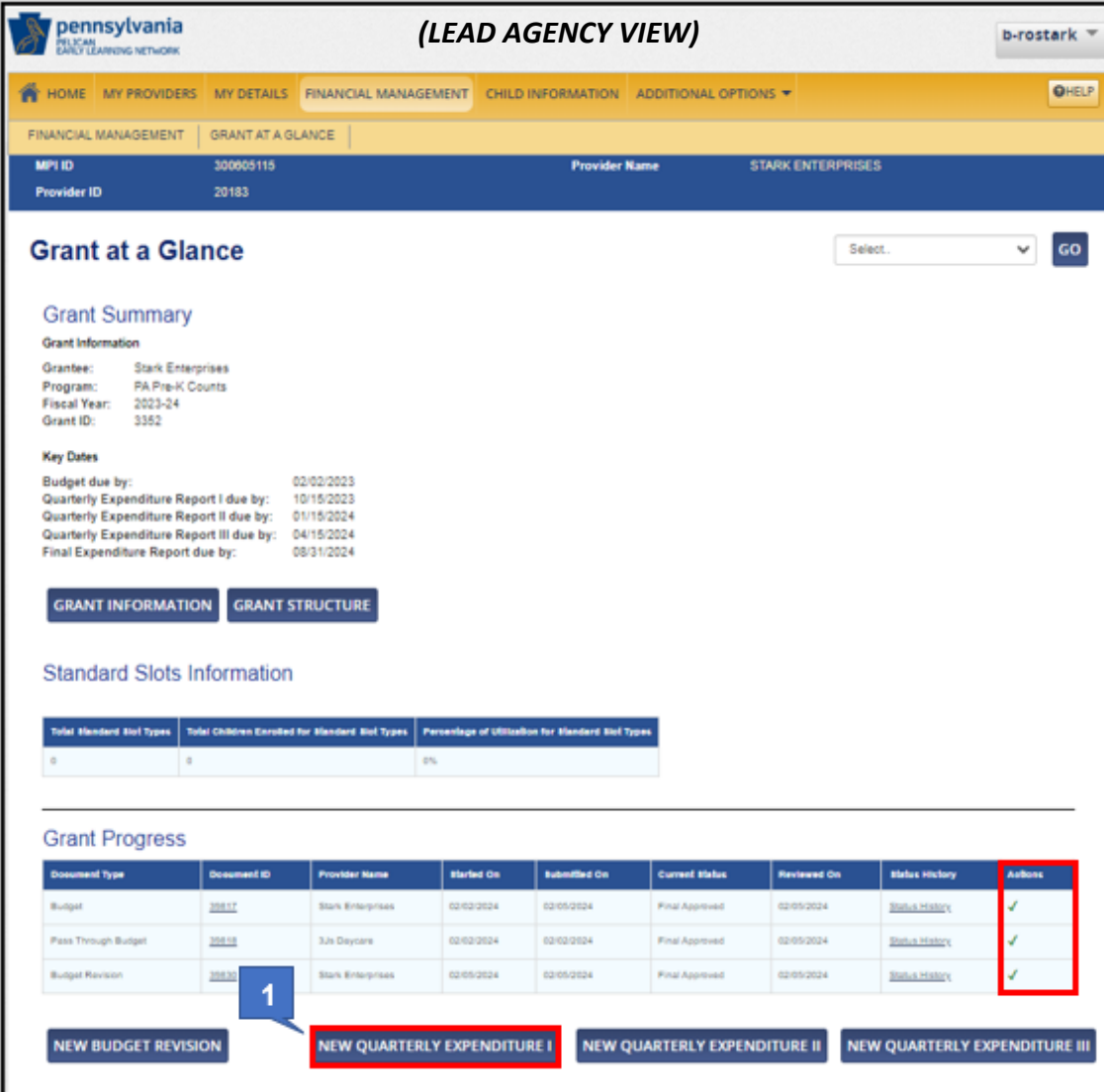
(NOTE: *Once the CREATE button has been selected, the modal will display the following success message: “Pass Through Budget Details have been saved.”*)

(NOTE: *If the Pass Through Budget Revision needs returned to the partner, the Return option can be used on the Review Decision screen.)*

(NOTE: [View the Pass Through Budget Revision information for a Partner.](#))

5.4 Lead Agency Quarterly Expenditure Report (QER)

Three times per year, the LA/Grantee is required to submit a **Quarterly Expenditure Report (QER)** which documents quarterly expenses that have been allocated against the approved budget. To begin the **Quarterly Expenditure Report** process, the Lead Agency should log into [PSS and navigate to ELN](#) as described previously. Select **FINANCIAL MANAGEMENT** from the navigation bar, then select the desired Grant tile in the Grants section. On the **Grant at a Glance** screen, select **NEW QUARTERLY EXPENDITURE (I, II, III)**.



(LEAD AGENCY VIEW)

HOME MY PROVIDERS MY DETAILS FINANCIAL MANAGEMENT CHILD INFORMATION ADDITIONAL OPTIONS

FINANCIAL MANAGEMENT GRANT AT A GLANCE

MP1 ID 300905115 Provider Name STARK ENTERPRISES
Provider ID 20183

Grant at a Glance Select... GO

Grant Summary

Grant Information
Grantee: Stark Enterprises
Program: PA Pre-K Counts
Fiscal Year: 2023-24
Grant ID: 3352

Key Dates
Budget due by: 02/02/2023
Quarterly Expenditure Report I due by: 10/15/2023
Quarterly Expenditure Report II due by: 01/15/2024
Quarterly Expenditure Report III due by: 04/15/2024
Final Expenditure Report due by: 08/31/2024

GRANT INFORMATION GRANT STRUCTURE

Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
0	0	0%

Grant Progress


Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	3352T	Stark Enterprises	02/02/2024	02/05/2024	Final Approved	02/05/2024	Status History	✓
Pass Through Budget	3352B	3 Jo Daycare	02/02/2024	02/02/2024	Final Approved	02/05/2024	Status History	✓
Budget Revision	3352R	Stark Enterprises	02/05/2024	02/05/2024	Final Approved	02/05/2024	Status History	✓

1

NEW BUDGET REVISION **NEW QUARTERLY EXPENDITURE I** NEW QUARTERLY EXPENDITURE II NEW QUARTERLY EXPENDITURE III

1. Select **NEW QUARTERLY EXPENDITURE I** to navigate to the first QER screen.

(NOTE: Budget Documents must be Final Approved (indicated by a green checkmark in the Actions column in the displayed table) before you can start a QER.)


(LEAD AGENCY VIEW)
b-rostark ▾

HOME MY PROVIDERS MY DETAILS FINANCIAL MANAGEMENT CHILD INFORMATION ADDITIONAL OPTIONS ▾
HELP

FINANCIAL MANAGEMENT GRANT AT A GLANCE

Quarterly Expenditure Report

Fiscal Year: 2023-24	Lead Agency Name: Stark Enterprises	FAI Project No: 98778
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:
AUN: 54357		

1
✗ Quarterly Expenditure Report

2
✗ Attestation

3
✗ Submission Confirmation

4
 Supporting Documentation

Quarterly Expenditure Report

Below is the summarized Quarterly Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Quarterly Expenditure Report, detail the budget line items for each category and submit.

QER Date:
 Quarter: I
 Grant Amount: \$10,000.00
 Amount Expended Prior to Close of Quarter: \$0.00
 Total Amount Projected to be Spent Close of Quarter - June 30th: \$0.00
 Total Potential Unexpended Funds: \$10,000.00

Salaries

Total Current Amount: **\$4,200.00**

Total Expended Amount: **\$0.00**

+

Benefits

Total Current Amount: **\$1,800.00**

Total Expended Amount: **\$0.00**

+

Supplies & Equipment

Total Current Amount: **\$800.00**

Total Expended Amount: **\$0.00**

+

Maintenance

Total Current Amount: **\$1,000.00**

Total Expended Amount: **\$0.00**

+

Services

Total Current Amount: **\$1,200.00**

Total Expended Amount: **\$0.00**

+

Other Expenses

Total Current Amount: **\$800.00**

Total Expended Amount: **\$0.00**

+

Pass Through Funds

Total Current Amount: **\$500.00**

Total Expended Amount: **\$0.00**

+

2. Select **+** to expand a drawer.

Quarterly Expenditure Report (LEAD AGENCY VIEW)

Below is the summarized Quarterly Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Quarterly Expenditure Report, detail the budget line items for each category and submit.

QER Date: _____
 Quarter: I
 Grant Amount: \$10,000.00
 Amount Expended Prior to Close of Quarter: \$0.00
 Total Amount Projected to be Spent Close of Quarter - June 30th: \$0.00
 Total Potential Unexpended Funds: \$10,000.00

Salaries

Total Current Amount: \$800.00
Total Expended Amount: \$0.00

Line Item By Category	Current Amount	Expended Amount
Child Health & Development	\$500.00	\$0.00
Family & Community Partnership	\$100.00	\$0.00
Other Related	\$100.00	\$0.00
Program Design & Management	\$100.00	\$0.00

3 Enter Details

Benefits

Total Current Amount: \$900.00
Total Expended Amount: \$0.00

Supplies & Equipment

Total Current Amount: \$400.00
Total Expended Amount: \$0.00

Maintenance

Total Current Amount: \$1,300.00
Total Expended Amount: \$0.00

3. Select **Enter Details**.

Category Modal Steps:

4. Select a line item.
5. Select **EDIT**.
6. Enter the **Amount Expended Prior to Close of Quarter**.
7. Enter the Amount Projected to be spent close of Quarter.
8. Select **SAVE**.
9. Repeat steps 4–8 for each line item as needed.
10. When finished, select **CLOSE**.

Salaries Details

Line item details for each category can be found below. Select a Line Item and click on the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the dollar amount.

Select	Line Item	Recommended Range	Current Amount Budgeted	Amount Expended Prior to Close of Quarter	Amount Projected to be spent close of Quarter - June 30th	Potential Unexpended Funds
<input checked="" type="radio"/>	Child Health & Development	(\$500 - \$4500) (5% - 40%)	\$500.00	\$0.00	\$0.00	\$500.00
<input type="radio"/>	Family & Community Partnership	(\$0 - \$500) (5% - 8%)	\$100.00	\$0.00	\$0.00	\$100.00
<input type="radio"/>	Other Related	(\$0 - \$500) (8% - 5%)	\$100.00	\$0.00	\$0.00	\$100.00
<input type="radio"/>	Program Design & Management	(\$500 - \$1000) (5% - 10%)	\$100.00	\$0.00	\$0.00	\$100.00
Total			\$800.00	\$0.00	\$0.00	\$800.00

4 EDIT **5**

Quarterly Expenditure Report

Budget Line Item: Child Health & Development

Current Amount Budgeted: 500

Amount Expended Prior to Close of Q: **6**

Amount Projected to be spent close of Q: **7**

CANCEL SAVE **8**

10 CLOSE

9

Quarterly Expenditure Report (LEAD AGENCY VIEW) Portable Document File (PDF)

Below is the summarized Quarterly Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Quarterly Expenditure Report, detail the budget line items for each category and submit.

QER Date:	01/05/2024
Quarter:	I
Grant Amount:	\$15,000.00
Amount Expended Prior to Close of Quarter:	\$271.00
Total Amount Projected to be Spent Close of Quarter - June 30th:	\$271.00
Total Potential Unexpended Funds:	\$14,458.00

Salaries

Total Current Amount: \$1,065.00
Total Expended Amount: \$271.00

Supplies & Equipment

Total Current Amount: \$0.00
Total Expended Amount: \$0.00

Services

Total Current Amount: \$0.00
Total Expended Amount: \$0.00

Pass Through Funds

Total Current Amount: \$0.00
Total Expended Amount: \$0.00

Benefits

Total Current Amount: \$0.00
Total Expended Amount: \$0.00

Maintenance

Total Current Amount: \$0.00
Total Expended Amount: \$0.00

Other Expenses

Total Current Amount: \$0.00
Total Expended Amount: \$0.00

11

12

NEXT

11. Complete each applicable drawer by repeating steps 2–10 for each remaining drawer.
12. When finished, select **NEXT** to navigate to the **Attestation** screen.

(LEAD AGENCY VIEW)



Quarterly Expenditure Report

Fiscal Year: 2025-28 Lead Agency Name: The Federation of Planets FAI Project No: 58428534
Program: PA Pre-K Counts Pre-School Program Specialist: FAI Name:
AUN: 357357

1 Quarterly Expenditure Report 2 Attestation 3 Submission Confirmation 4 Supporting Documentation

Attestation **13**

I hereby declare that the information given in this document is true to the best of my knowledge (required)

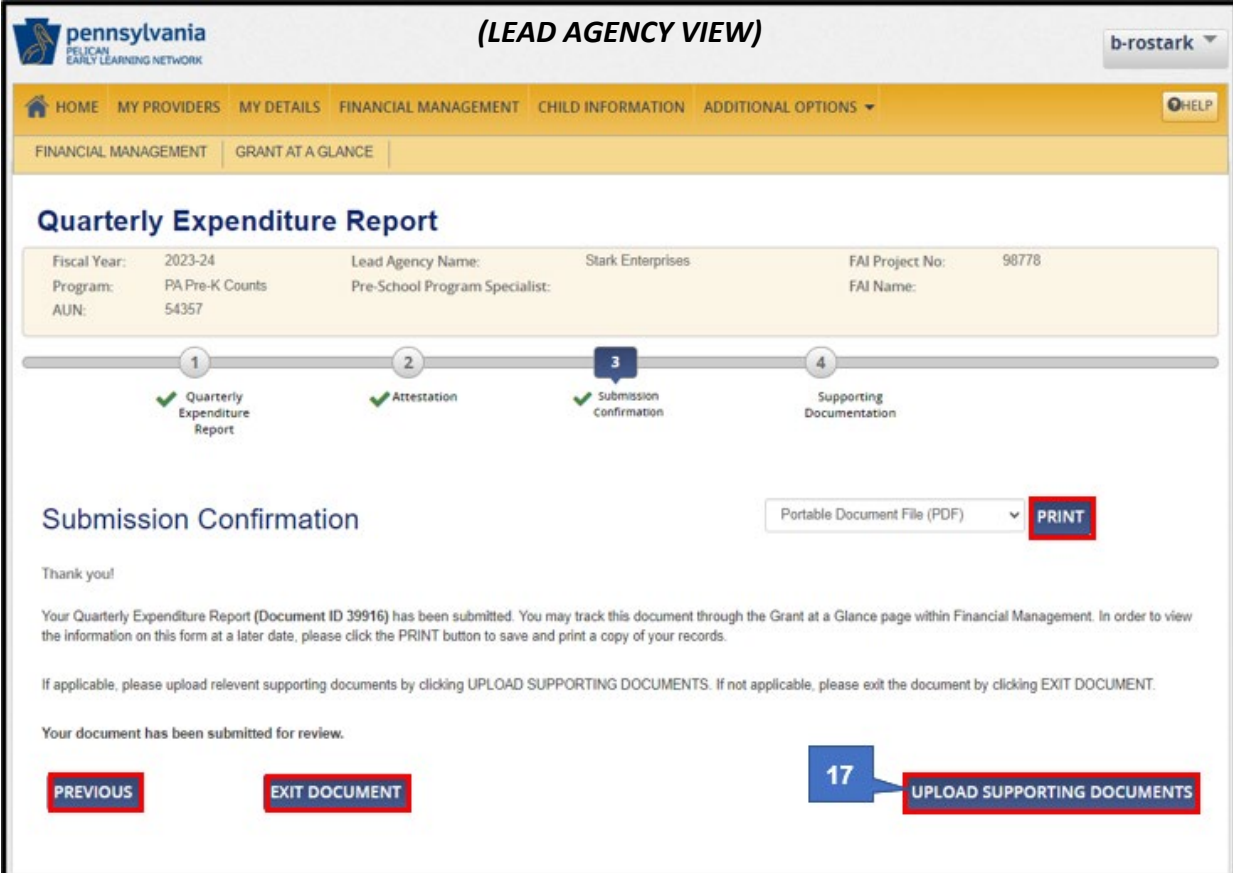
Submission Comments **14**

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

CANCEL SAVE **15** Characters Remaining: 3000 **16** SUBMIT

PREVIOUS

13. Check the **Attestation** checkbox.
14. Enter **Submission Comments**.
15. Select **SAVE**.
16. Select **SUBMIT**. Select **SUBMIT** again to confirm. The **Submission Confirmation** screen will display.



Quarterly Expenditure Report

Fiscal Year:	2023-24	Lead Agency Name:	Stark Enterprises	FAI Project No:	98778
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	54357				

1 Quarterly Expenditure Report
2 Attestation
3 Submission Confirmation
4 Supporting Documentation

Submission Confirmation Portable Document File (PDF) **PRINT**

Thank you!

Your Quarterly Expenditure Report (Document ID 39916) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If not applicable, please exit the document by clicking **EXIT DOCUMENT**.

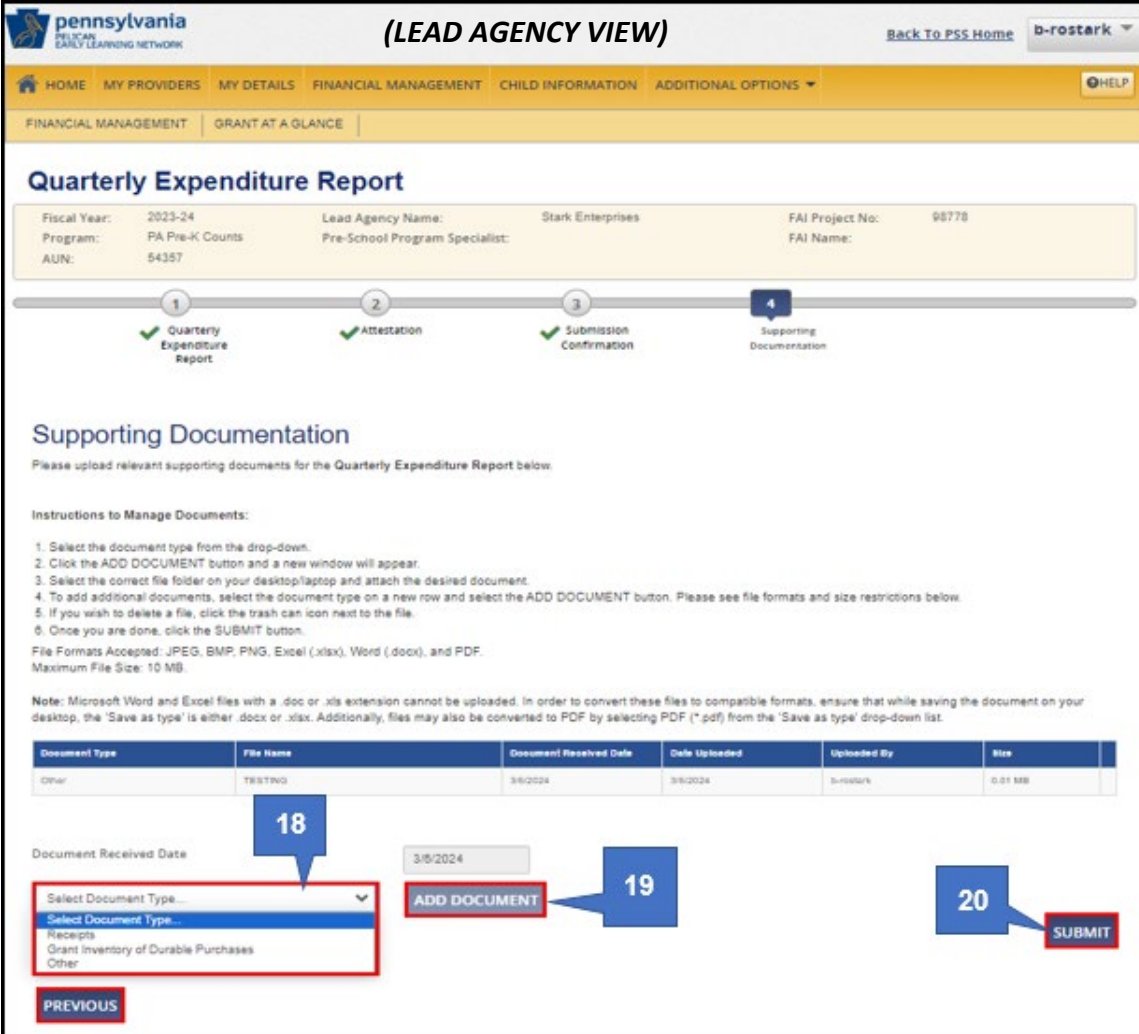
Your document has been submitted for review.

PREVIOUS **EXIT DOCUMENT** **17** **UPLOAD SUPPORTING DOCUMENTS**

NOTES:

- Select **PREVIOUS** to navigate back one step in the Wayfinder.
- Select **EXIT DOCUMENT** to navigate to the Grant at a Glance screen.
- Select **PRINT** to download a copy of the submitted document.

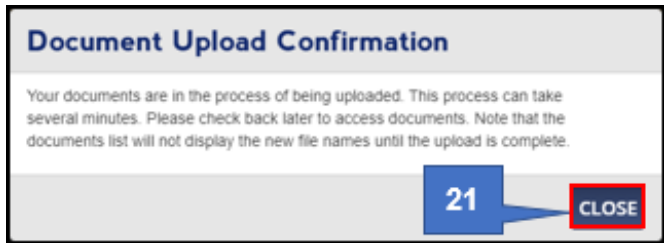
17. Select **UPLOAD SUPPORTING DOCUMENTS** to access the **Supporting Documentation** window.



The screenshot shows the 'Quarterly Expenditure Report' page. At the top, there is a navigation bar with 'HOME', 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT', 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. Below this is a sub-navigation bar with 'FINANCIAL MANAGEMENT' and 'GRANT AT A GLANCE'. The main content area is titled 'Quarterly Expenditure Report' and includes a summary table with fields for Fiscal Year (2023-24), Program (PA Pre-K Counts), AUN (54357), Lead Agency Name (Stark Enterprises), Pre-School Program Specialist, FAI Project No. (98778), and FAI Name. A progress bar below the summary shows four steps: 1. Quarterly Expenditure Report (checked), 2. Attestation (checked), 3. Submission Confirmation (checked), and 4. Supporting Documentation (active). The 'Supporting Documentation' section contains instructions for managing documents and a table with columns: Document Type, File Name, Document Received Date, Date Uploaded, Uploaded By, and Size. A table row shows 'Other' document type, file name 'TESTING', and date '3/5/2024'. Below the table, there is a 'Document Received Date' field with a date picker set to '3/5/2024'. A red box highlights a 'Select Document Type...' dropdown menu with options: Receipts, Grant Inventory of Durable Purchases, and Other. A blue callout '18' points to this dropdown. To the right, a red box highlights an 'ADD DOCUMENT' button with a blue callout '19'. Further right, a red box highlights a 'SUBMIT' button with a blue callout '20'. At the bottom left, there is a 'PREVIOUS' button. At the bottom right, there is a 'Document Upload Confirmation' modal with a 'CLOSE' button and a blue callout '21'.

When prompted, follow the steps below:

18. Select the **Select Document Type...** drop-down and select a document type.
19. Select **ADD DOCUMENT**. A File Explorer window opens. Select the appropriate file and click Open.
20. Select **SUBMIT**. The **Document Upload Confirmation** modal displays.
21. Select **CLOSE**.

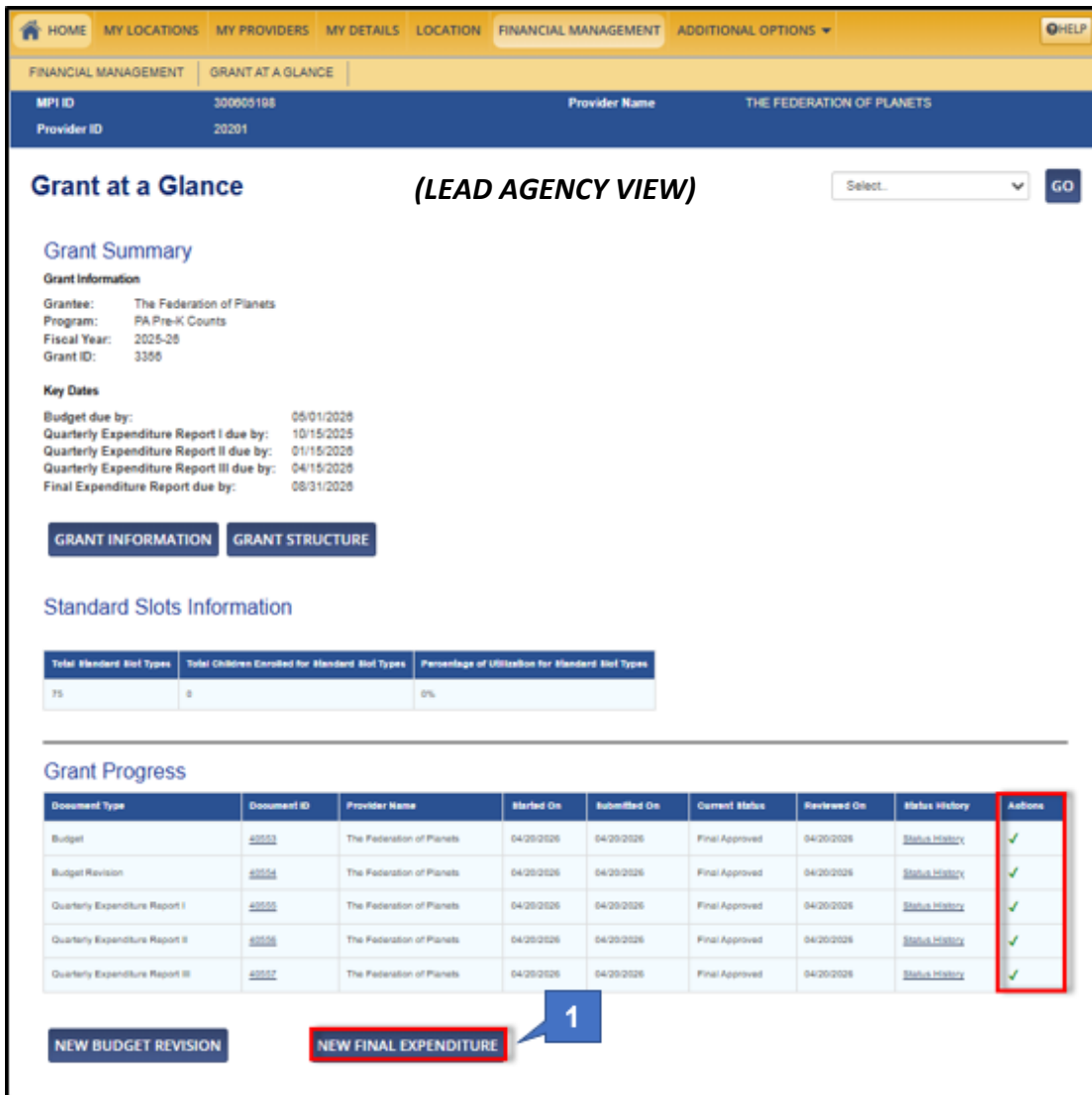


The screenshot shows a modal titled 'Document Upload Confirmation'. The text inside reads: 'Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.' At the bottom right, there is a 'CLOSE' button with a blue callout '21' pointing to it.

(NOTE: After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.)

5.5 Lead Agency Final Expenditure Report (FER) & Inventory Report (IR)

The Final Expenditure Report (FER) is required at the end of the Fiscal Year when there are three “Final Approved” QERs on file. The FER documents the total expenses that were allocated against the approved budget. To begin the FER process, the Lead Agency should log into [PSS and navigate to ELN](#) as described previously. Select **FINANCIAL MANAGEMENT** from the navigation bar, then select the desired Grant tile in the Grants section. From the **Grant at a Glance** page, select **NEW FINAL EXPENDITURE**.



Grant at a Glance (LEAD AGENCY VIEW)

Grant Summary

Grant Information

Grantee: The Federation of Planets
 Program: PA Pre-K Counts
 Fiscal Year: 2025-26
 Grant ID: 3356

Key Dates

Budget due by: 05/01/2026
 Quarterly Expenditure Report I due by: 10/15/2025
 Quarterly Expenditure Report II due by: 01/15/2026
 Quarterly Expenditure Report III due by: 04/15/2026
 Final Expenditure Report due by: 08/31/2026

Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
75	0	0%

Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	40553	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Budget Revision	40554	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Quarterly Expenditure Report I	40555	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Quarterly Expenditure Report II	40556	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Quarterly Expenditure Report III	40557	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓

NEW BUDGET REVISION **NEW FINAL EXPENDITURE** 1

1. Select **NEW FINAL EXPENDITURE**.

(NOTE: Budget Documents (e.g., Budget and Budget Revision, if applicable) and at least the QER III must be Final Approved (indicated by a green checkmark in the Actions column in the displayed table) to start a Final Expenditure Report.)

(LEAD AGENCY VIEW)

Final Expenditure Report

Fiscal Year: 2023-24 Lead Agency Name: 4D Childcare FAI Project No: 653465
Program: Head Start Pre-School Program Specialist: FAI Name:
AUN: 56264

1 Final Expenditure Report 2 Expense Summary 3 Attestation 4 Submission Confirmation 5 Supporting Documentation

Final Expenditure Report

Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:
Grant Amount: \$10,000.00 2
Total Amount Expended: \$0.00
Total Allowable Expenditure: \$0.00

Salaries Total Budgeted: \$400.00 Total Spent: \$0.00	Benefits Total Budgeted: \$900.00 Total Spent: \$0.00
Supplies & Equipment Total Budgeted: \$400.00 Total Spent: \$0.00	Maintenance Total Budgeted: \$1,300.00 Total Spent: \$0.00
Services Total Budgeted: \$500.00 Total Spent: \$0.00	Other Expenses Total Budgeted: \$1,100.00 Total Spent: \$0.00
Pass Through Funds Total Budgeted: \$5,000.00 Total Spent: \$0.00	

INVENTORY REPORT NEXT

- 2. Select + to expand a drawer.

Final Expenditure Report (LEAD AGENCY VIEW)

Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:
 Grant Amount: \$10,000.00
 Total Amount Expended: \$0.00
 Total Allowable Expenditure: \$0.00

Line Item By Category	Approved Amount	Total Spent
Child Health & Development	\$500.00	\$0.00
Family & Community Partnership	\$100.00	\$0.00
Other Related	\$100.00	\$0.00
Program Design & Management	\$100.00	\$0.00

3

3. Select **Enter Details**.

Category Modal Steps:

4. Select a line item.
5. Select **EDIT**.
6. Enter the **Amount Expended**.
7. Select **SAVE**.
8. Repeat steps 4–7 for each line item as needed.
9. When finished, select **CLOSE**.

8

Salaries Details

Line item details for each category can be found below. Select a Line Item and click on the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the dollar amount.

Select	Line Item	Recommended Range	Final Approved Budget	Total Grant Received Expended Through EOLN	Total Allowable Expenditure
<input checked="" type="radio"/>	Child Health & Development	(\$100 - \$450) (2% - 45%)	\$500.00	\$0.00	\$0.00
<input type="radio"/>	Family & Community Partnership	(\$0 - \$500) (0% - 5%)	\$100.00	\$0.00	\$0.00
<input type="radio"/>	Other Related	(\$0 - \$500) (0% - 5%)	\$100.00	\$0.00	\$0.00
<input type="radio"/>	Program Design & Management	(\$500 - \$1000) (5% - 10%)	\$100.00	\$0.00	\$0.00
Total			\$800.00	\$0.00	\$0.00

4 Child Health & Development

5

Final Expenditure Report

Budget Line Item: Child Health & Development

Final Approved Amount: \$500.00

Amount Expended: (required)

7

9

(LEAD AGENCY VIEW)



Final Expenditure Report Portable Document File (PDF)

Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:
Grant Amount: \$15,000.00
Total Amount Expended: \$100.00
Total Allowable Expenditure: \$100.00

Category	Total Budgeted	Total Spent
Salaries	\$100.00	\$100.00
Benefits	\$0.00	\$0.00
Supplies & Equipment	\$0.00	\$0.00
Maintenance	\$0.00	\$0.00
Services	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00
Pass Through Funds	\$0.00	\$0.00

11 **10**

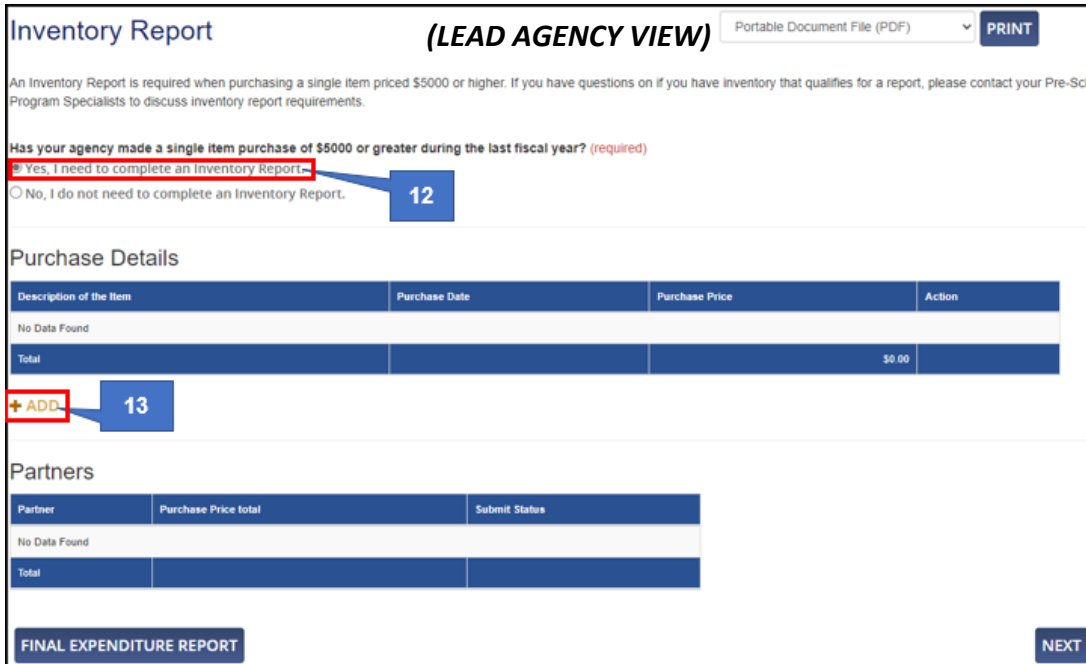
10. Continue entering the necessary information by repeating steps 2–9 for each remaining drawer.

(NOTE: An Inventory Report is required to be completed to enable the submission of a FER. An Inventory Report is required when purchasing higher priced items. Contact your Preschool Program Specialist to discuss inventory report requirements. To complete an Inventory Report, start from this screen and select the INVENTORY REPORT button.)

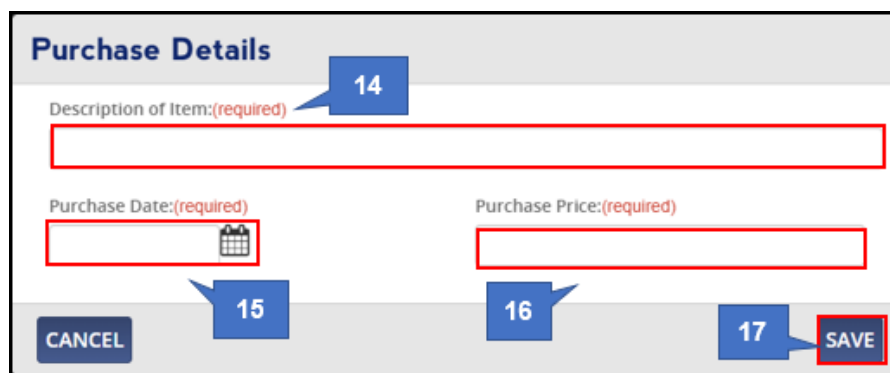
11. Select the **Inventory Report** button. The **Inventory Report** screen will display.

(NOTE: A Lead Agency must send an Inventory Report to its Partners for completion. See section 6.3 or follow this link for the Partner views.)

(NOTE: [View the Inventory report information for the partner.](#))



12. Select the **Yes, I need to complete an Inventory Report** radio button if there is anything over the single item threshold to report. If not, select the **No, I do not need to complete an Inventory Report** radio button.
13. If **Yes** is selected, select **+ ADD**. The **Purchase Details** modal then displays.



14. Enter the **Description of Item**.
15. Enter the **Purchase Date**.
16. Enter the **Purchase Price**.
17. Select **SAVE**.

Inventory Report (LEAD AGENCY VIEW)

Portable Document File (PDF) ▼
PRINT

An Inventory Report is required when purchasing a single item priced \$5000 or higher. If you have questions on if you have inventory that qualifies for a report, please contact your Pre-School Program Specialists to discuss inventory report requirements.

Has your agency made a single item purchase of \$5000 or greater during the last fiscal year? *(required)*

Yes, I need to complete an Inventory Report.
 No, I do not need to complete an Inventory Report.

Purchase Details

Description of the Item	Purchase Date	Purchase Price	Action
Best Desk Ever	04/08/2024	\$5,000.00	✏️ 🗑️
Total		\$5,000.00	

+ ADD

Partners

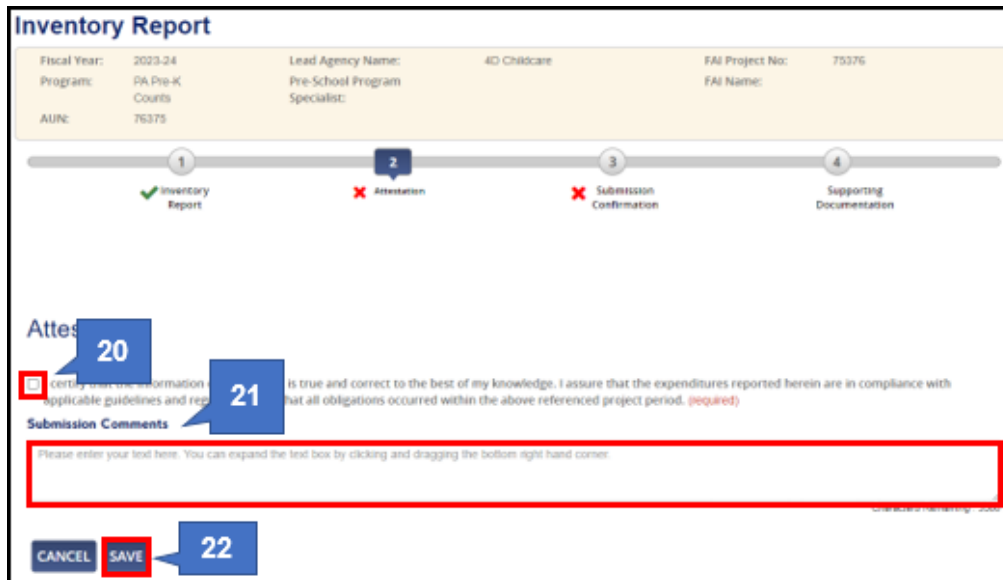
Partner	Purchase Price total	Submit Status
3C_Childcare	\$0.00	No
Total	0	

FINAL EXPENDITURE REPORT

19
NEXT

18. If a purchase was added, the **Purchase Details** table has been updated with your entry. Finish adding any additional items purchased of \$5,000 or greater during the last fiscal year.
19. When you are done adding purchase details, select **NEXT** to navigate to the Attestation screen.

(LEAD AGENCY VIEW)



Inventory Report

Fiscal Year: 2023-24 Lead Agency Name: 4D Childcare FAI Project No: 75376
Program: PA Pre-K Counts Pre-School Program Specialist: FAI Name:
AUN: 76375

1 Inventory Report 2 Attestation 3 Submission Confirmation 4 Supporting Documentation

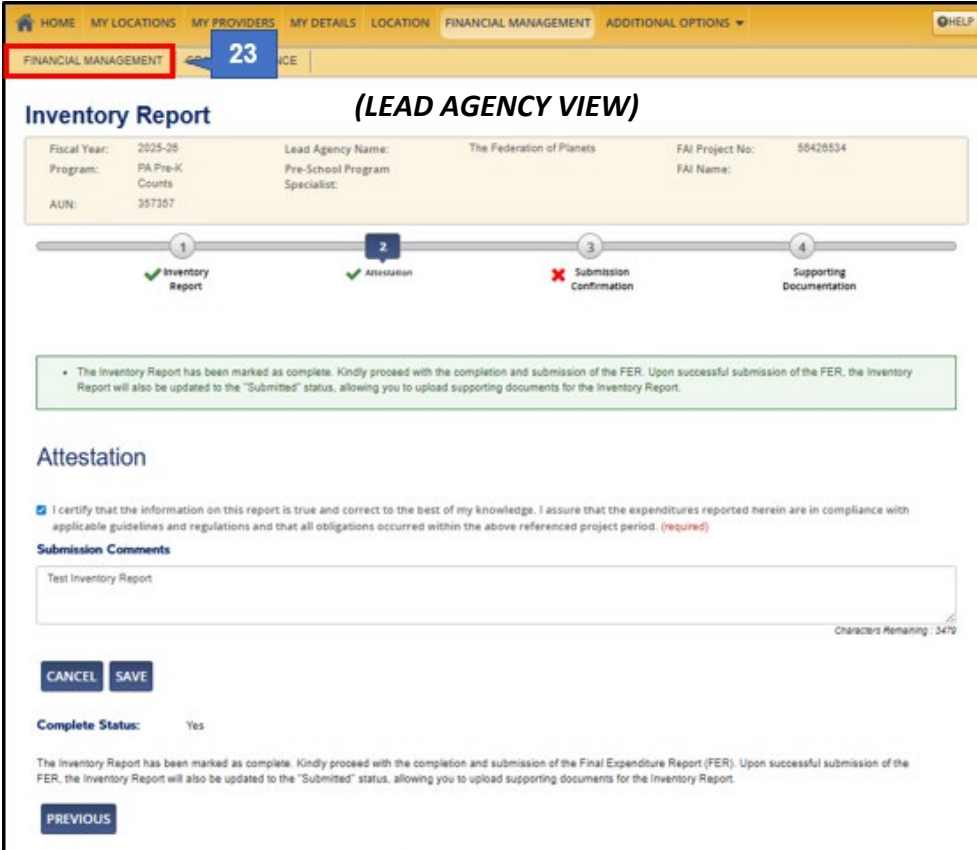
Attestation

I certify that the information reported herein is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations. I also assure that all obligations occurred within the above referenced project period. *(required)*

Submission Comments

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

- 20. Check the **Attestation** checkbox.
- 21. Enter **Submission Comments**.
- 22. Select **SAVE**.



HOME MY LOCATIONS MY PROVIDERS MY DETAILS LOCATION FINANCIAL MANAGEMENT ADDITIONAL OPTIONS

FINANCIAL MANAGEMENT 23

Inventory Report (LEAD AGENCY VIEW)

Fiscal Year:	2025-26	Lead Agency Name:	The Federation of Planets	FAI Project No:	58428534
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	357367				

1 Inventory Report ✓ 2 Attestation ✓ 3 Submission Confirmation ✗ 4 Supporting Documentation

The Inventory Report has been marked as complete. Kindly proceed with the completion and submission of the FER. Upon successful submission of the FER, the Inventory Report will also be updated to the "Submitted" status, allowing you to upload supporting documents for the Inventory Report.

Attestation

I certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period. (required)

Submission Comments

Test Inventory Report

Characters Remaining: 3470

CANCEL SAVE

Complete Status: Yes

The Inventory Report has been marked as complete. Kindly proceed with the completion and submission of the Final Expenditure Report (FER). Upon successful submission of the FER, the Inventory Report will also be updated to the "Submitted" status, allowing you to upload supporting documents for the Inventory Report.

PREVIOUS

(NOTE: After selecting *SAVE*, the Final Expenditure Report can now be completed. Once the Final Expenditure Report is completed, supporting documents can be uploaded to the Inventory Report.)

23. Select **FINANCIAL MANAGEMENT** from the navigation sub-header.

Financial Management (LEAD AGENCY VIEW)

For a tour of the Early Learning Network Financial Management Page, [click here](#).

Welcome to the Early Learning Network Financial Management! Here you have access to manage your grants, including Budgets, Pass Through Budgets, Budget Revisions, Pass Through Budget Revisions, Quarterly Expenditure Reports, Final Expenditure Reports, Inventory Reports, and manage your Continuation Grant Applications.

Grants Time Period: FY 2025-26

56426534 **24**

The Federation Of Planets
32165 Main Ave, Erie, PA 16509
PA Pre-K Counts
FY 2025-26
Action Required

Continuation Grant Application Time Period: FY 2025-26

CREATE APPLICATION FOR PA PRE-K COUNTS
Application window is closed

24. Select the **Grant ID** hyperlink.

Grant at a Glance (LEAD AGENCY VIEW)

Select. ▾ GO

Grant Summary

Grant Information

Grantee: The Federation of Planets
 Program: PA Pre-K Counts
 Fiscal Year: 2025-26
 Grant ID: 3356

Key Dates

Budget due by: 05/01/2026
 Quarterly Expenditure Report I due by: 10/15/2026
 Quarterly Expenditure Report II due by: 01/15/2028
 Quarterly Expenditure Report III due by: 04/15/2028
 Final Expenditure Report due by: 08/31/2028

GRANT INFORMATION
GRANT STRUCTURE

Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
75	0	0%

Grant Progress

Document Type	Document ID	Provider Name	Marked On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	40053	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Budget Revision	40054	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Quarterly Expenditure Report I	40055	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Quarterly Expenditure Report II	40056	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Quarterly Expenditure Report III	40057	The Federation of Planets	04/20/2026	04/20/2026	Final Approved	04/20/2026	Status History	✓
Final Expenditure Report	40070	The Federation of Planets	04/28/2026		In-Process		Status History	!
Inventory Report	40071	The Federation of Planets	04/28/2026		In-Process		Status History	!

NEW BUDGET REVISION

25. Select the **Final Expenditure Report Document ID** hyperlink.

(LEAD AGENCY VIEW)

Final Expenditure Report

Fiscal Year:	2025-26	Lead Agency Name:	The Federation of Planets	FAI Project No:	50426534
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	357357				

1 Final Expenditure Report 2 Expense Summary 3 Attestation 4 Submission Confirmation 5 Supporting Documentation

Final Expenditure Report Portable Document File (PDF)

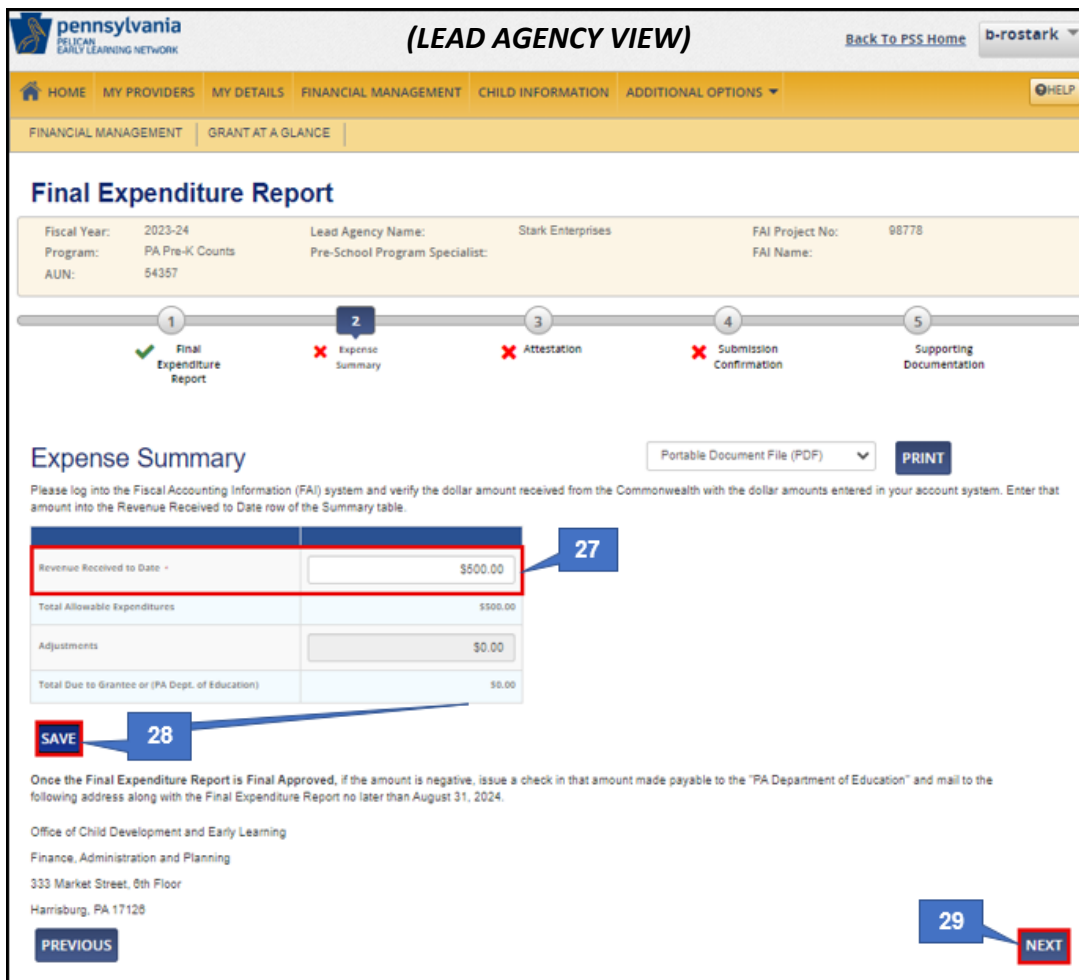
Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:
Grant Amount: \$15,000.00
Total Amount Expended: \$100.00
Total Allowable Expenditure: \$100.00

Salaries Total Budgeted: \$100.00 Total Spent: \$100.00	Benefits Total Budgeted: \$0.00 Total Spent: \$0.00
Supplies & Equipment Total Budgeted: \$0.00 Total Spent: \$0.00	Maintenance Total Budgeted: \$0.00 Total Spent: \$0.00
Services Total Budgeted: \$0.00 Total Spent: \$0.00	Other Expenses Total Budgeted: \$0.00 Total Spent: \$0.00
Pass Through Funds Total Budgeted: \$0.00 Total Spent: \$0.00	

26

26. Select **NEXT**. The **Expense Summary** screen will display.



Final Expenditure Report

Fiscal Year: 2023-24 Lead Agency Name: Stark Enterprises FAI Project No: 98778
 Program: PA Pre-K Counts Pre-School Program Specialist: FAI Name:
 AUN: 54357

1 Final Expenditure Report 2 Expense Summary 3 Attestation 4 Submission Confirmation 5 Supporting Documentation

Expense Summary Portable Document File (PDF) PRINT

Please log into the Fiscal Accounting Information (FAI) system and verify the dollar amount received from the Commonwealth with the dollar amounts entered in your account system. Enter that amount into the Revenue Received to Date row of the Summary table.

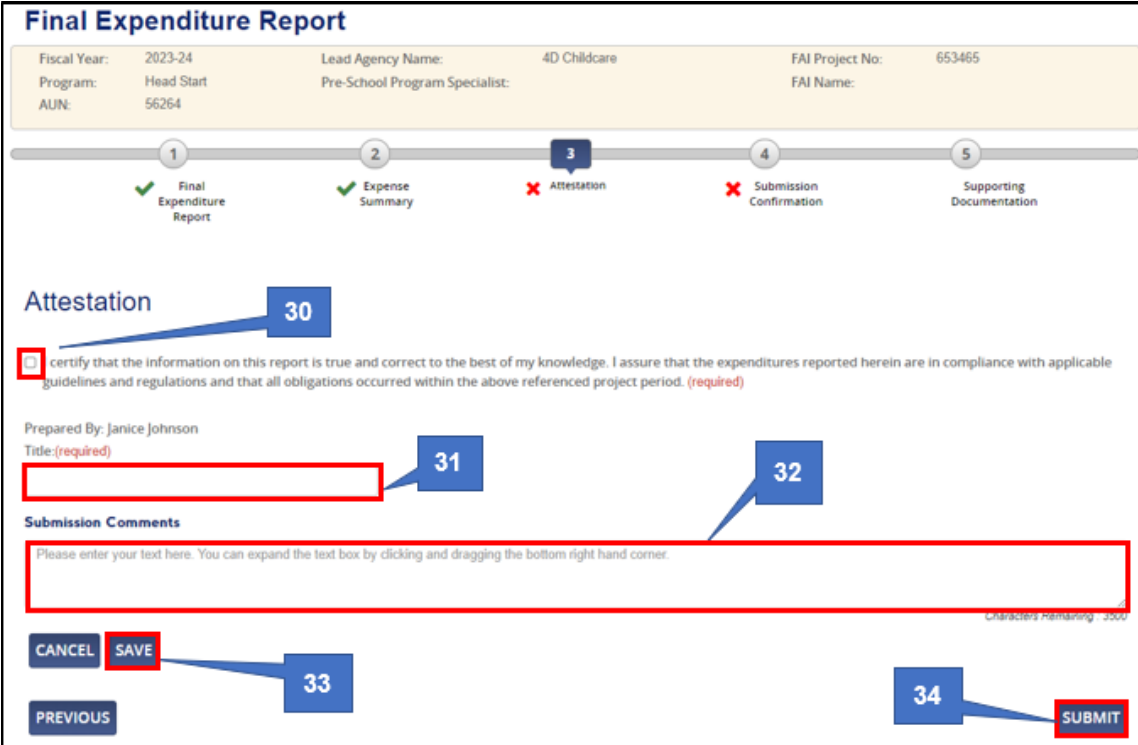
Revenue Received to Date -	\$500.00
Total Allowable Expenditures	\$500.00
Adjustments	\$0.00
Total Due to Grantee or (PA Dept. of Education)	\$0.00

SAVE PREVIOUS NEXT

Office of Child Development and Early Learning
 Finance, Administration and Planning
 333 Market Street, 8th Floor
 Harrisburg, PA 17126

27. Follow the instructions on this screen and enter the amount received from the **Commonwealth** for the **Fiscal Year** into the **Revenue Received to Date** field.
28. Select **SAVE**. The **Total Due to Grantee or (PA Dept. of Education)** field updates. As the on-screen instructions explain, if the amount is negative, the provider should issue a check in that amount to the **PA Dept. of Education**.
29. Select **NEXT**. The **Attestation** screen will display.

(LEAD AGENCY VIEW)



Final Expenditure Report

Fiscal Year: 2023-24 Lead Agency Name: 4D Childcare FAI Project No: 653465
Program: Head Start Pre-School Program Specialist: FAI Name:
AUN: 56264

1 Final Expenditure Report ✓ 2 Expense Summary ✓ 3 Attestation ✗ 4 Submission Confirmation ✗ 5 Supporting Documentation

Attestation 30

certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period. (required)

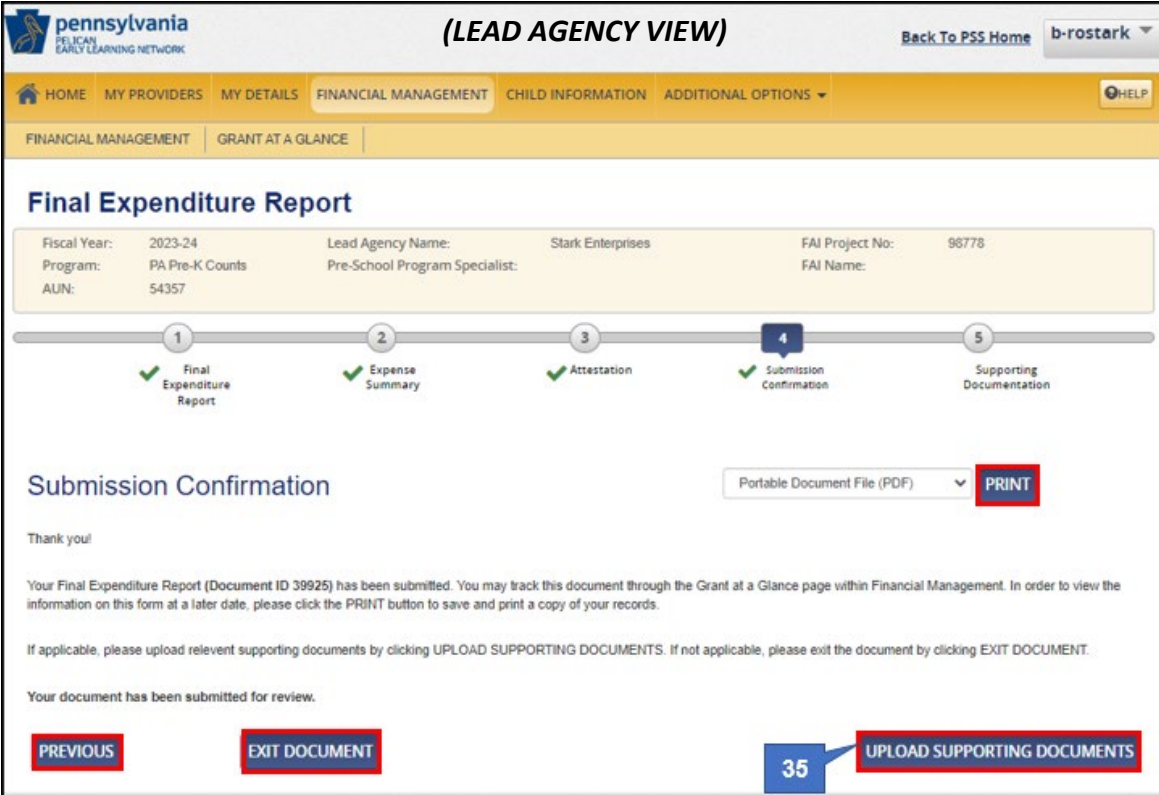
Prepared By: Janice Johnson
Title: (required) 31

Submission Comments 32
Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

CANCEL SAVE 33 PREVIOUS 34 SUBMIT

30. Check the **Attestation** checkbox.
31. Enter an appropriate **Title** in the field.
32. Enter **Submission Comments**.
33. Select **SAVE**.
34. Select **SUBMIT**. Select **SUBMIT** again to confirm. The **Submission Confirmation** screen will display.

(NOTE: After the FER is submitted, a Preschool Program Specialist will review the document and either Approve the FER or Return it to the provider for updates.)



Final Expenditure Report

Fiscal Year:	2023-24	Lead Agency Name:	Stark Enterprises	FAI Project No:	98778
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	54357				

1 Final Expenditure Report
2 Expense Summary
3 Attestation
4 Submission Confirmation
5 Supporting Documentation

Submission Confirmation

Thank you!

Your Final Expenditure Report (Document ID 39925) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking UPLOAD SUPPORTING DOCUMENTS. If not applicable, please exit the document by clicking EXIT DOCUMENT.

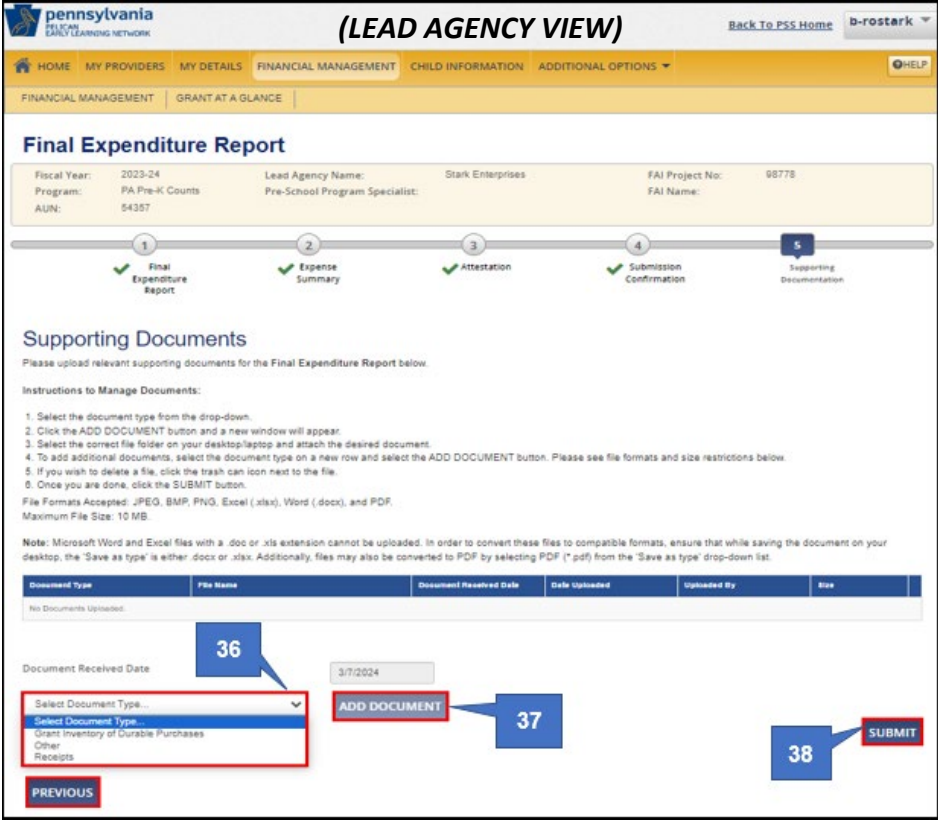
Your document has been submitted for review.

PREVIOUS EXIT DOCUMENT 35 UPLOAD SUPPORTING DOCUMENTS

NOTES:

- Select **PREVIOUS** to navigate back one step in the Wayfinder.
- Select **EXIT DOCUMENT** to navigate to the Grant at a Glance screen.
- Select **PRINT** to download a copy of the submitted document.

35. Select **UPLOAD SUPPORTING DOCUMENT** to navigate to the **Supporting Documentation** screen.



(LEAD AGENCY VIEW)

Back To PSS Home b-rosterk

HOME MY PROVIDERS MY DETAILS FINANCIAL MANAGEMENT CHILD INFORMATION ADDITIONAL OPTIONS HELP

FINANCIAL MANAGEMENT GRANT AT A GLANCE

Final Expenditure Report

Fiscal Year: 2023-24 Lead Agency Name: Stark Enterprises FAI Project No: 98778
 Program: PA Pre-K Counts Pre-School Program Specialist: FAI Name:
 AUN: 54357

1 Final Expenditure Report 2 Expense Summary 3 Attestation 4 Submission Confirmation 5 Supporting Documentation

Supporting Documents

Please upload relevant supporting documents for the Final Expenditure Report below.

Instructions to Manage Documents:

- Select the document type from the drop-down.
- Click the ADD DOCUMENT button and a new window will appear.
- Select the correct file folder on your desktop/laptop and attach the desired document.
- To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
- If you wish to delete a file, click the trash can icon next to the file.
- Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.
 Maximum File Size: 10 MB

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

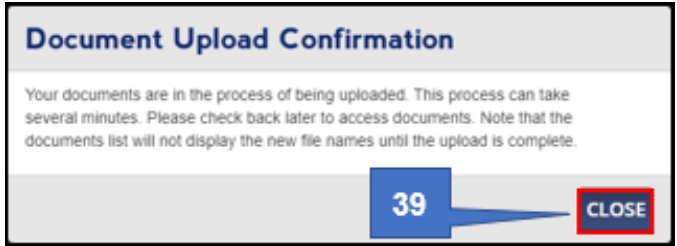
Document Received Date: 3/7/2024

Select Document Type...
 Select Document Type...
 Grant Inventory of Durable Purchases
 Other
 Receipts

ADD DOCUMENT SUBMIT PREVIOUS

When prompted, follow the steps below:

36. Select the **Select Document Type...** drop-down and select a document type.
37. Select **ADD DOCUMENT**. A File Explorer window opens. Select the appropriate file and select Open.
38. Select **SUBMIT**. The **Document Upload Confirmation** modal displays.
39. Select **CLOSE**.



Document Upload Confirmation

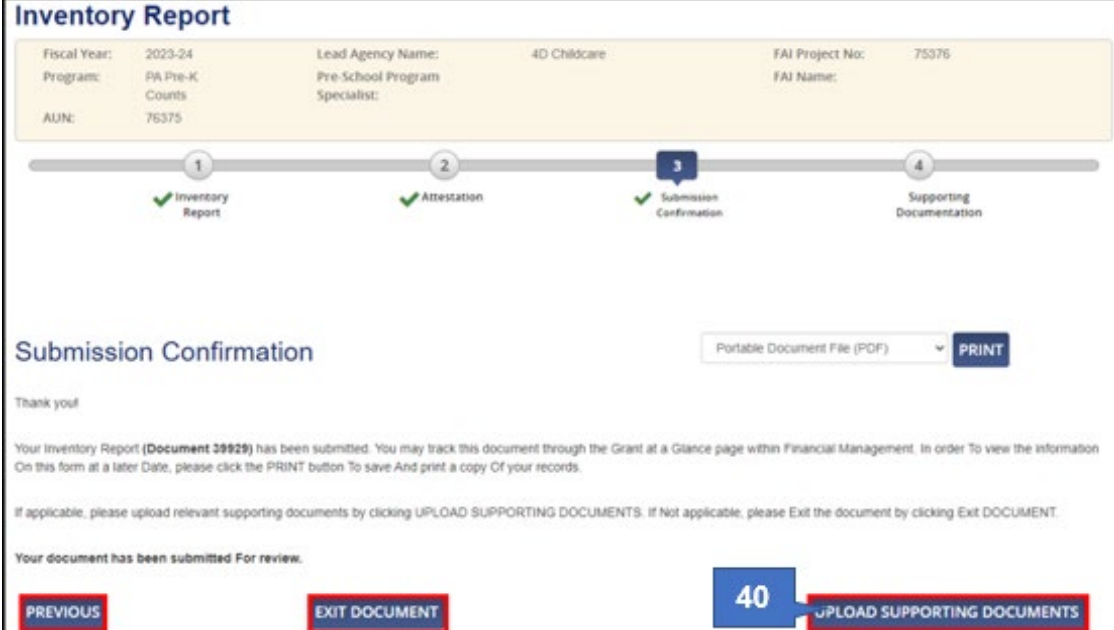
Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

39 CLOSE

(NOTE: After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.)

(NOTE: After documents have been successfully uploaded, navigate back to the Inventory Report and go to the Submission Confirmation screen.)

(LEAD AGENCY VIEW)



Inventory Report

Fiscal Year:	2023-24	Lead Agency Name:	4D Childcare	FAI Project No:	75376
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	75375				

1 ✓ Inventory Report 2 ✓ Attestation 3 ✓ Submission Confirmation 4 Supporting Documentation

Submission Confirmation Portable Document File (PDF) **PRINT**

Thank you!

Your Inventory Report (**Document 39929**) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the **PRINT** button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If not applicable, please exit the document by clicking **EXIT DOCUMENT**.

Your document has been submitted for review.

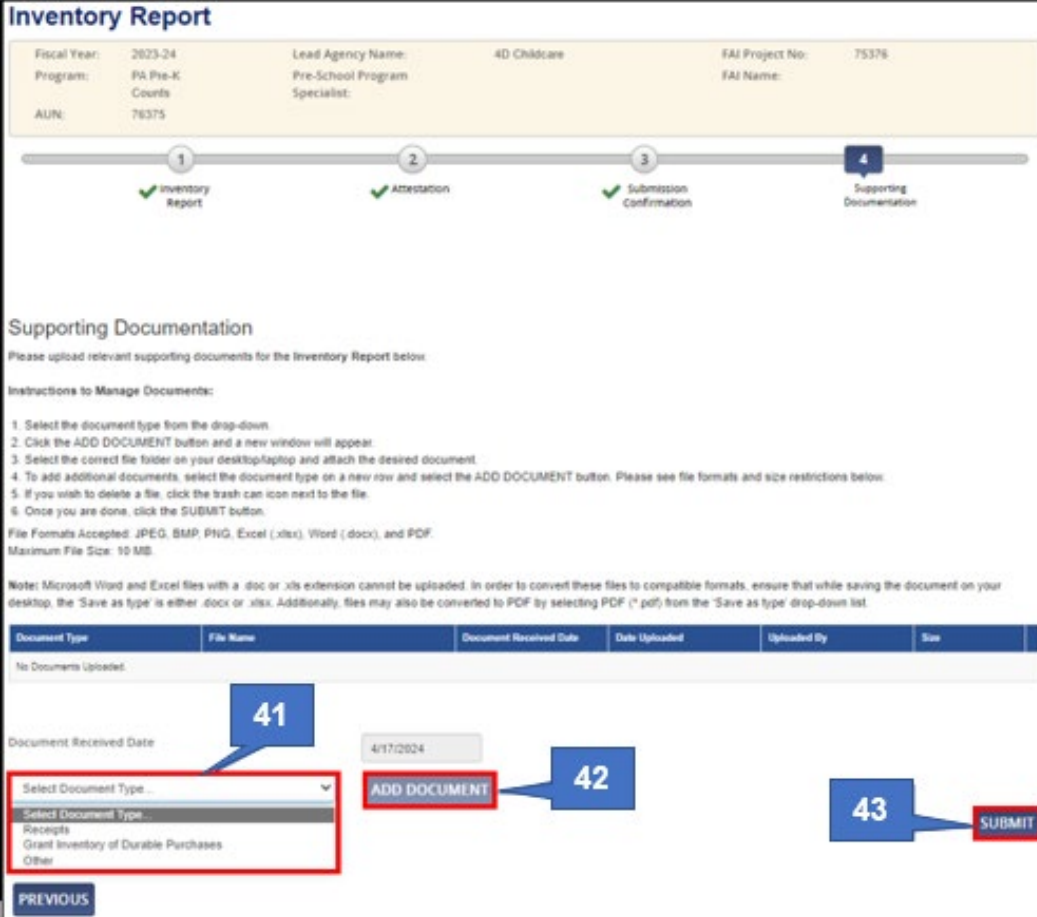
PREVIOUS **EXIT DOCUMENT** **40** **UPLOAD SUPPORTING DOCUMENTS**

40. Select **UPLOAD SUPPORTING DOCUMENT** to navigate to the **Supporting Documentation** screen.

NOTES:

- Select **PREVIOUS** to navigate back one step in the Wayfinder.
- Select **EXIT DOCUMENT** to navigate to the Grant at a Glance screen.
- Select the **PRINT** to download a copy of the submitted document.

(LEAD AGENCY VIEW)



Inventory Report

Fiscal Year: 2023-24 Lead Agency Name: 4D Childcare FAI Project No: 75375
 Program: PA Pre-K Counts Pre-School Program Specialist:
 AUN: 76375

1 ✓ Inventory Report 2 ✓ Attestation 3 ✓ Submission Confirmation 4 Supporting Documentation

Supporting Documentation

Please upload relevant supporting documents for the Inventory Report below.

Instructions to Manage Documents:

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.
 Maximum File Size: 10 MB

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date: 4/17/2024

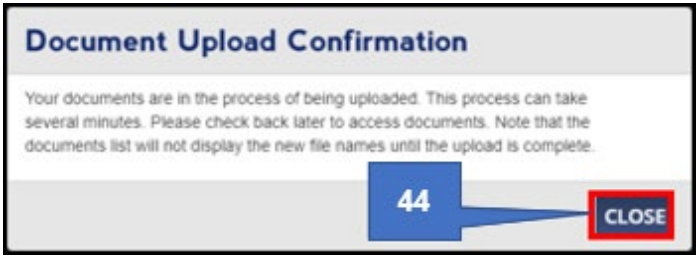
Select Document Type...
 Select Document Type...
 Receipts
 Grant Inventory of Durable Purchases
 Other

ADD DOCUMENT SUBMIT

PREVIOUS

When prompted, follow the steps below:

41. Select the **Select Document Type...** drop-down and select a document type.
42. Select **ADD DOCUMENT**. A File Explorer window opens. Select the appropriate file and select Open.
43. Select **SUBMIT**. The **Document Upload Confirmation** modal displays.
44. Select **CLOSE**.



Document Upload Confirmation

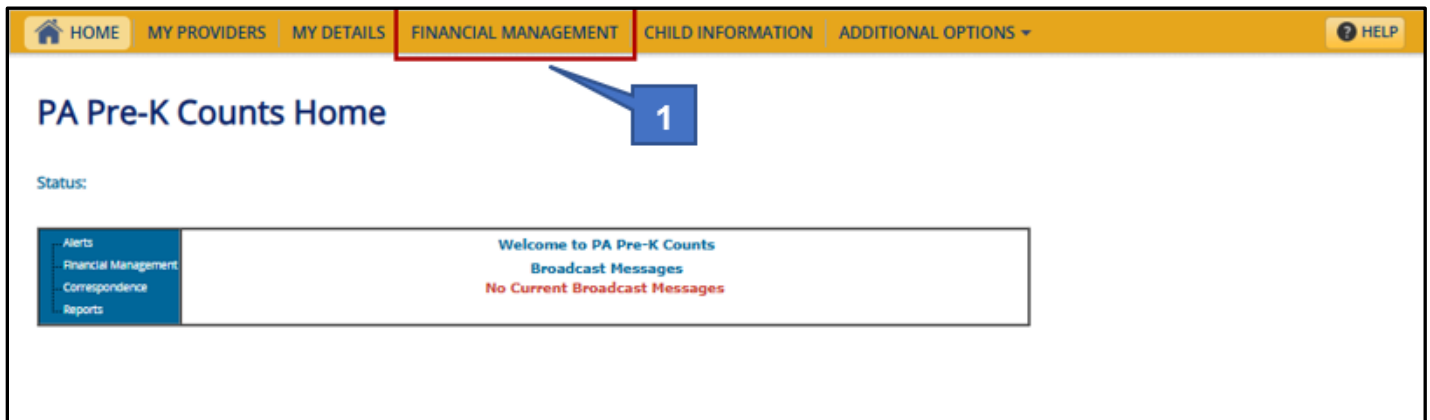
Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

CLOSE

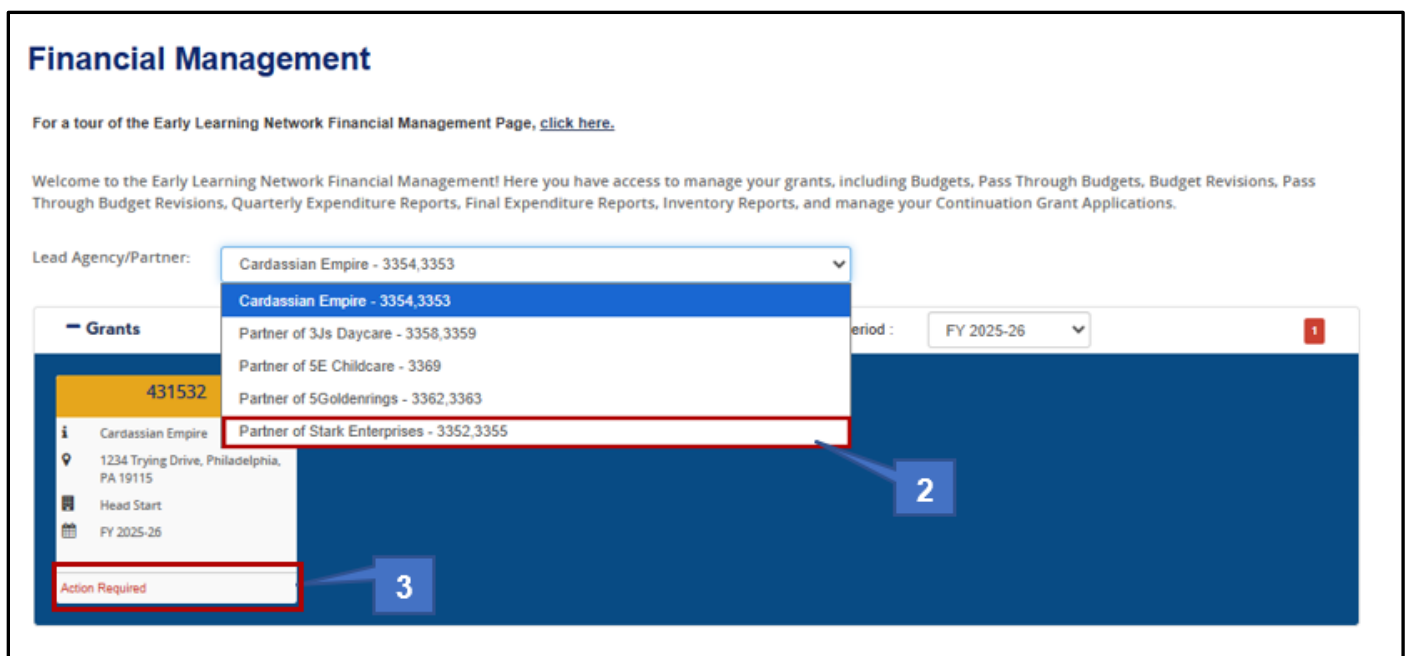
(NOTE: After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.)

6. Partner Login/Financial Management Navigation

The **Financial Management** screen enables partners to access and manage various grant-related documents, such as Pass Through Budget and Pass Through Budget Revision documents, and Inventory Reports. Partners can navigate to this screen by selecting **FINANCIAL MANAGEMENT** in the main navigation bar.



1. Select **FINANCIAL MANAGEMENT** from the navigation bar.



2. Select the Partner from the drop-down.
3. Select the Grant tile to navigate to the **Grant at a Glance** page.

6.1 Partner Pass Through Budget Detail

To begin the **Pass Through Budget** process for a Partner, log into [ELN](#) as described previously, select **FINANCIAL MANAGEMENT** on the orange header, Once on the **Grant at a Glance** screen, select the **Document ID** hyperlink.

Grant at a Glance (PARTNER VIEW) Select.

Grant Summary

Grant Information

Grantee: Stark Enterprises
 Program: PA Pre-K Counts
 Fiscal Year: 2025-26
 Grant ID: 3352

Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Pass Through Budget	40550	Cardassian Empire	04/16/2026	04/16/2026	Final Approved	04/16/2026	Status History	✓

6. Select the **Document ID hyperlink** to navigate to the **Budget Detail** screen.

NOTES:

- When the Budget Due Date is set on the **Grant Information** screen, you will receive the following Alert: “Budget for <Program Type> grant is due by <Due Date>.”
- When the Budget Due Date is within 10 days of the due date, you will receive the following Alert: “Budget for <Program Type> grant is due in 10 days.”
- When the Budget Due Date is 10 days past due and has not been submitted, you will receive the following Alert: “Budget for <Program Type> grant is 10 days past due.”
- Refer to the **Fiscal Supplement** that can be found at your **PKC/HSSAP Provider Portal** or the **Budget Detail** page.

Budget Detail (PARTNER VIEW)

Fiscal Year: 2025-26	Lead Agency Name: Stark Enterprises	FAI Project No: 254325435	
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:	
AUN:	Partner Name: Cardassian Empire		

1
✗ Budget Detail

2
✗ Attestation

3
✗ Submission Confirmation

4
Supporting Documentation

Budget Detail

Portable Document File (PDF) ▾ **PRINT**

Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

Grant Amount:	\$5,000.00
Total Amount Entered:	\$0.00
Percentage of Grant Amount :	\$0.00%

Salaries

Total Budgeted: \$0.00

Supplies & Equipment

Total Budgeted: \$0.00

Services

Total Budgeted: \$0.00

Benefits

Total Budgeted: \$0.00

Maintenance

Total Budgeted: \$0.00

Other Expenses

Total Budgeted: \$0.00

3

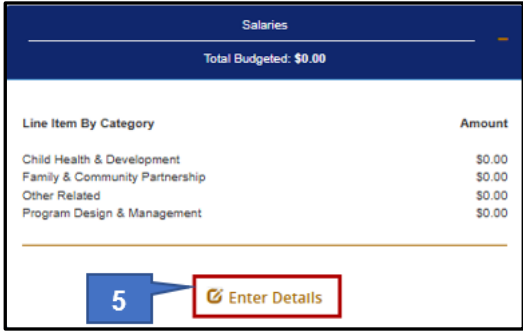
4 **NEXT**

7. Select **PRINT** to download a copy of the Budget detail page.
8. Select the **+** button for each drawer. The drawers open to reveal a list of the line items by category.
9. Select **NEXT** to navigate to the **Attestation** page in the Wayfinder.

SALARY DRAWER

Salary Details Drawer Steps:

5. Select Enter Details to open the Salaries Details modal.
6. Select the radio button.
7. Select **EDIT** to fill in the chosen line item.
8. Select **CLOSE** to exit the drawer.
9. Select **EDIT** to choose another line Item.
10. Enter in the required amount.
11. Enter in the description for the line item.
12. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **6-12** for each line item.
13. Select **CLOSE** when finished with adding line item information.
14. After the drawer is completed, the **Information saved successfully** message will display.
15. Select **EDIT** to change any line item information.
16. Select **CLOSE** to exit the drawer.



Salaries
Total Budgeted: \$0.00

Line Item By Category	Amount
Child Health & Development	\$0.00
Family & Community Partnership	\$0.00
Other Related	\$0.00
Program Design & Management	\$0.00

5 Enter Details



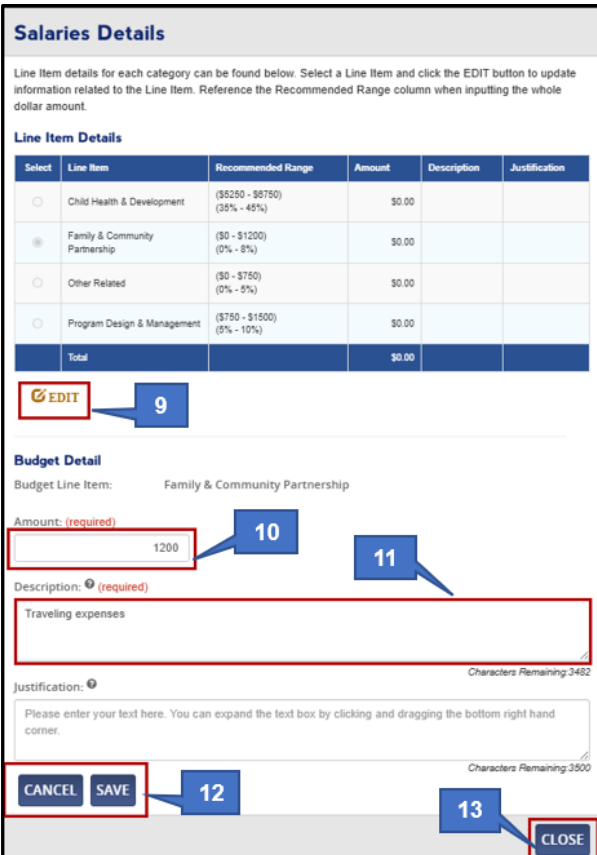
Salaries Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

6

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$1750 - \$2250) (35% - 45%)	\$500.00	\$500.00	\$0.00	0.00%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$400) (0% - 8%)	\$400.00	\$400.00	\$0.00	0.00%	
<input type="radio"/>	Other Related	(\$0 - \$250) (0% - 5%)	\$250.00	\$250.00	\$0.00	0.00%	
<input type="radio"/>	Program Design & Management	(\$250 - \$500) (5% - 10%)	\$300.00	\$300.00	\$0.00	0.00%	
Total			\$1,450.00	\$1,450.00	\$0.00	0.00%	

7 EDIT **8** CLOSE



Salaries Details

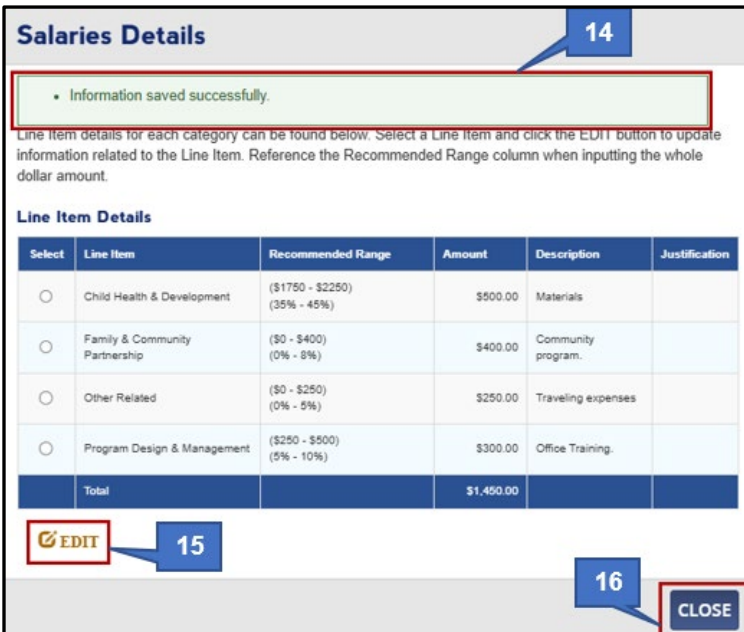
Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

9

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Health & Development	(\$5250 - \$8750) (35% - 45%)	\$0.00		
<input checked="" type="radio"/>	Family & Community Partnership	(\$0 - \$1200) (0% - 8%)	\$0.00		
<input type="radio"/>	Other Related	(\$0 - \$750) (0% - 5%)	\$0.00		
<input type="radio"/>	Program Design & Management	(\$750 - \$1500) (5% - 10%)	\$0.00		
Total			\$0.00		

10 Amount: (required) 1200 **11** Description: (required) Traveling expenses

12 CANCEL SAVE **13** CLOSE



Salaries Details

14 Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

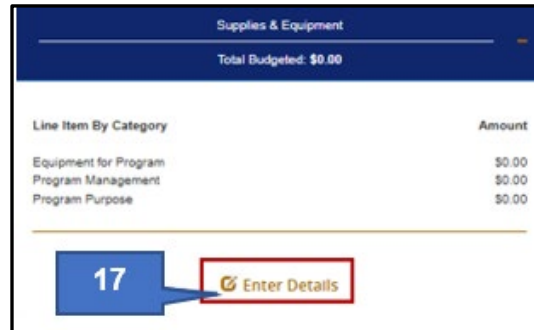
15 EDIT **16** CLOSE

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Health & Development	(\$1750 - \$2250) (35% - 45%)	\$500.00	Materials	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$400) (0% - 8%)	\$400.00	Community program.	
<input type="radio"/>	Other Related	(\$0 - \$250) (0% - 5%)	\$250.00	Traveling expenses	
<input type="radio"/>	Program Design & Management	(\$250 - \$500) (5% - 10%)	\$300.00	Office Training.	
Total			\$1,450.00		

Supplies and Equipment Drawer

Supplies and Equipment Drawer Steps:

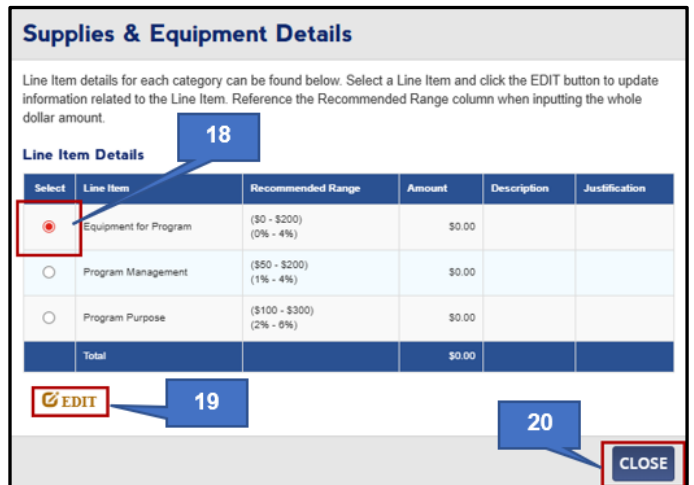
17. Select Enter Details to open the Salaries Details modal.
18. Select the radio button.
19. Select **EDIT** to fill in the chosen line item.
20. Select **CLOSE** to exit the drawer.
21. Select **EDIT** to choose another line Item.
22. Enter in the required amount.
23. Enter in the description for the line item.
24. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **18-24** for each line item.
25. Select **CLOSE** when finished with adding line item information.
26. After the drawer is completed, the **Information saved successfully** message will display.
27. Select **EDIT** to change any line item information.
28. Select **CLOSE** to exit the drawer.



Supplies & Equipment
Total Budgeted: \$0.00

Line Item By Category	Amount
Equipment for Program	\$0.00
Program Management	\$0.00
Program Purpose	\$0.00

17 Enter Details

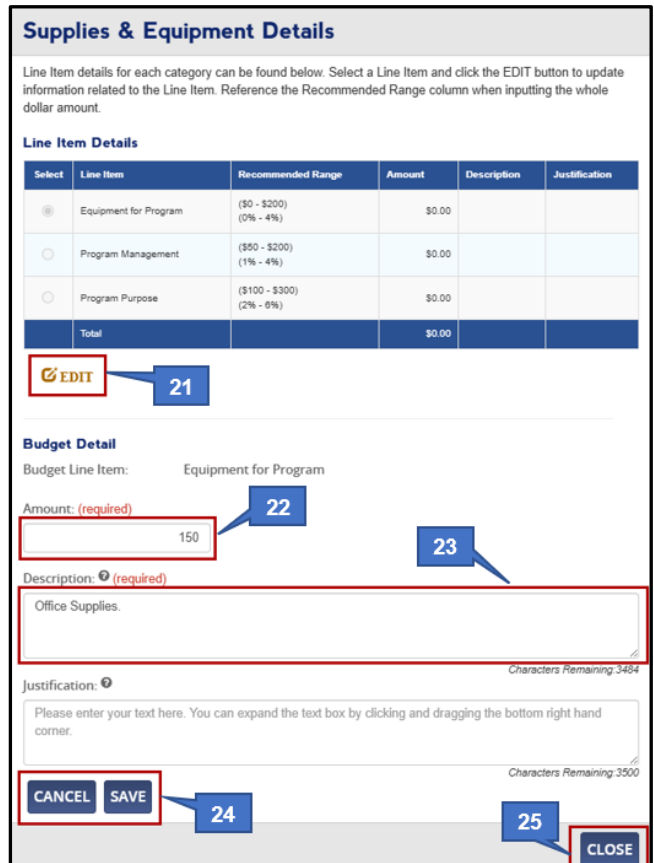


Supplies & Equipment Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Equipment for Program	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Program Management	(\$50 - \$200) (1% - 4%)	\$0.00		
<input type="radio"/>	Program Purpose	(\$100 - \$300) (2% - 6%)	\$0.00		
Total			\$0.00		

18 EDIT **19** **20** CLOSE



Supplies & Equipment Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Equipment for Program	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Program Management	(\$50 - \$200) (1% - 4%)	\$0.00		
<input type="radio"/>	Program Purpose	(\$100 - \$300) (2% - 6%)	\$0.00		
Total			\$0.00		

21 EDIT

Budget Detail
Budget Line Item: Equipment for Program

Amount: (required) **22**

Description: (required) **23**

Justification:

24 CANCEL SAVE **25** CLOSE



Supplies & Equipment Details

26 Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

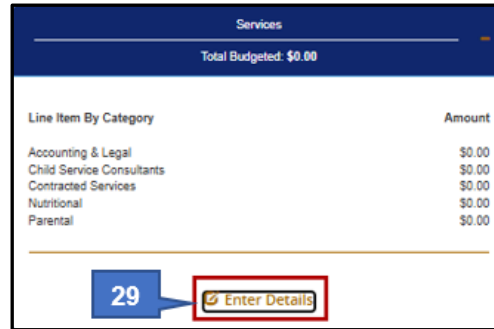
Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Equipment for Program	(\$0 - \$200) (0% - 4%)	\$150.00	Office Supplies.	
<input type="radio"/>	Program Management	(\$50 - \$200) (1% - 4%)	\$175.00	Training.	
<input type="radio"/>	Program Purpose	(\$100 - \$300) (2% - 6%)	\$150.00	Supplies.	
Total			\$475.00		

27 EDIT **28** CLOSE

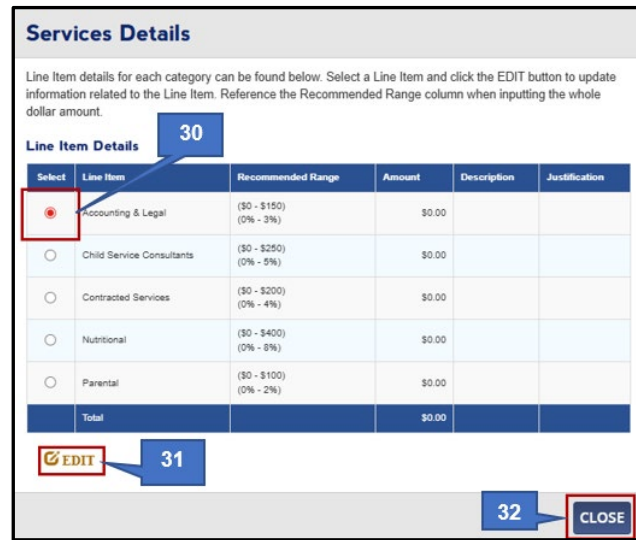
Services Drawer

Services Drawer Steps:

29. Select Enter Details to open the Salaries Details modal.
30. Select the radio button.
31. Select **EDIT** to fill in the chosen line item.
32. Select **CLOSE** to exit the drawer.
33. Select **EDIT** to choose another line Item.
34. Enter in the required amount.
35. Enter in the description for the line item.
36. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps 30-36 for each line item.
37. Select **CLOSE** when finished with adding line item information.
38. After the drawer is completed, the **Information saved successfully** message will display.
39. Select **EDIT** to change any line item information.
40. Select **CLOSE** to exit the drawer.

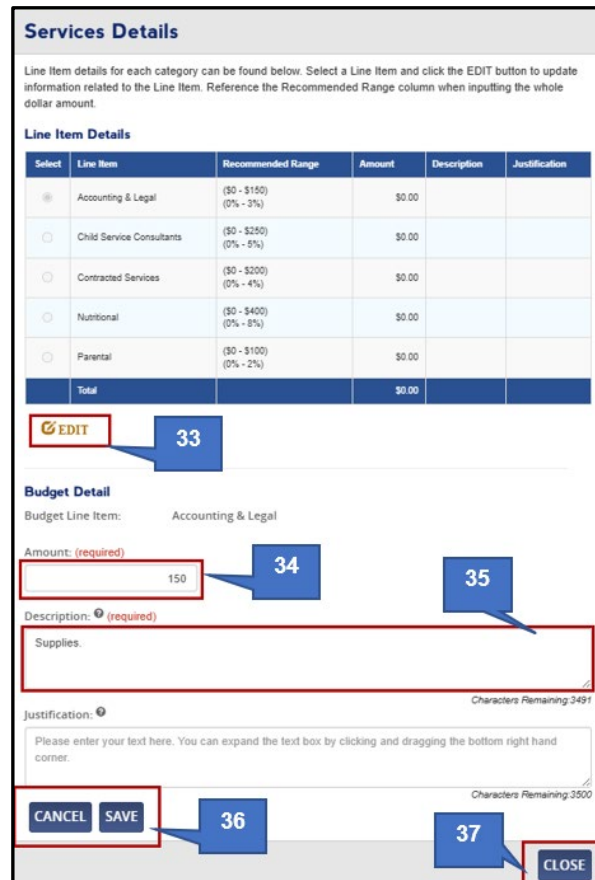


Line Item By Category	Amount
Accounting & Legal	\$0.00
Child Service Consultants	\$0.00
Contracted Services	\$0.00
Nutritional	\$0.00
Parental	\$0.00



Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Accounting & Legal	(\$0 - \$150) (0% - 3%)	\$0.00		
<input type="radio"/>	Child Service Consultants	(\$0 - \$250) (0% - 5%)	\$0.00		
<input type="radio"/>	Contracted Services	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Nutritional	(\$0 - \$400) (0% - 8%)	\$0.00		
<input type="radio"/>	Parental	(\$0 - \$100) (0% - 2%)	\$0.00		
Total			\$0.00		



Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

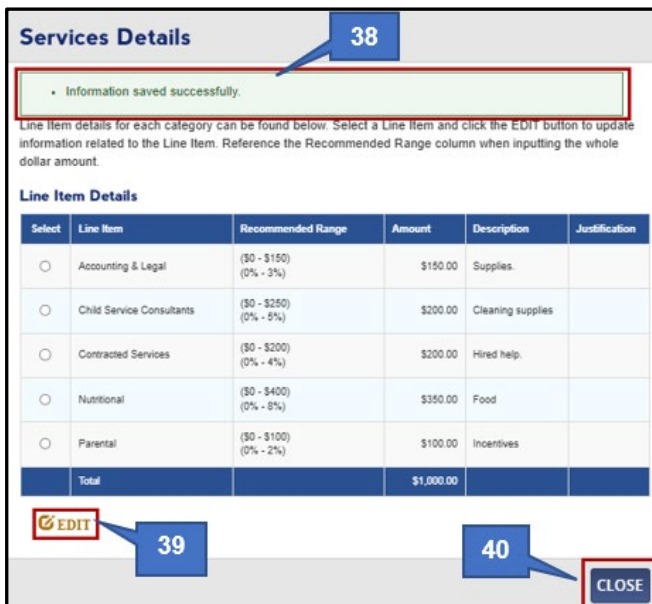
Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Accounting & Legal	(\$0 - \$150) (0% - 3%)	\$0.00		
<input type="radio"/>	Child Service Consultants	(\$0 - \$250) (0% - 5%)	\$0.00		
<input type="radio"/>	Contracted Services	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Nutritional	(\$0 - \$400) (0% - 8%)	\$0.00		
<input type="radio"/>	Parental	(\$0 - \$100) (0% - 2%)	\$0.00		
Total			\$0.00		

Budget Detail
Budget Line Item: Accounting & Legal

Amount: (required)

Description: (required)

Justification:



Information saved successfully.

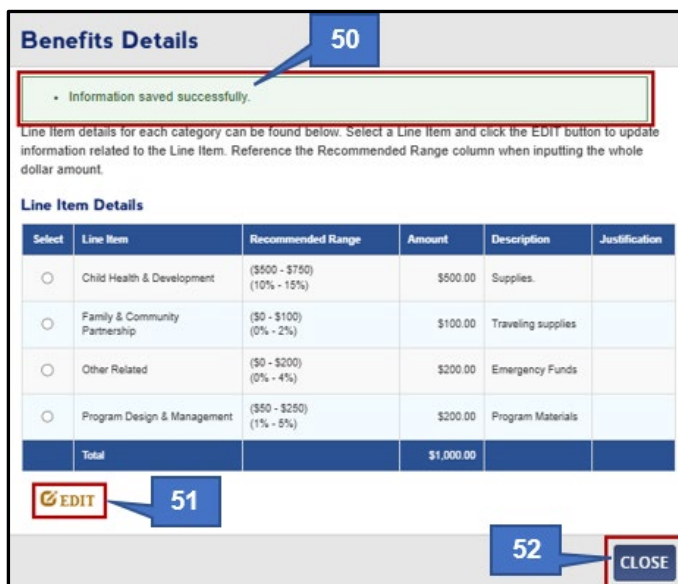
Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Accounting & Legal	(\$0 - \$150) (0% - 3%)	\$150.00	Supplies	
<input type="radio"/>	Child Service Consultants	(\$0 - \$250) (0% - 5%)	\$200.00	Cleaning supplies	
<input type="radio"/>	Contracted Services	(\$0 - \$200) (0% - 4%)	\$200.00	Hired help.	
<input type="radio"/>	Nutritional	(\$0 - \$400) (0% - 8%)	\$350.00	Food	
<input type="radio"/>	Parental	(\$0 - \$100) (0% - 2%)	\$100.00	Incentives	
Total			\$1,000.00		

Benefits Drawer

Benefits Drawer Steps:

41. Select Enter Details to open the Salaries Details modal.
42. Select the radio button.
43. Select **EDIT** to fill in the chosen line item.
44. Select **CLOSE** to exit the drawer.
45. Select **EDIT** to choose another line item.
46. Enter in the required amount.
47. Enter in the description for the line item.
48. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **42-48** for each line item.
49. Select **CLOSE** when finished with adding line item information.
50. After the drawer is completed, the **Information saved successfully** message will display.
51. Select **EDIT** to change any line item information.
52. Select **CLOSE** to exit the drawer.



Benefits Details 50

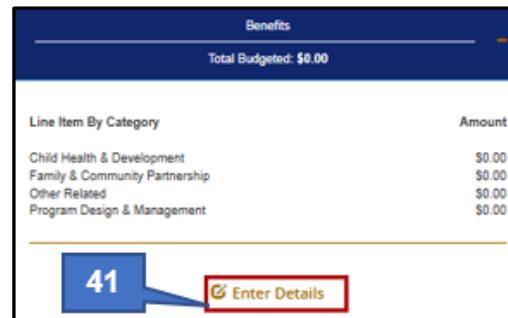
Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Child Health & Development	(\$500 - \$750) (10% - 15%)	\$500.00	Supplies.	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$100) (0% - 2%)	\$100.00	Traveling supplies	
<input type="radio"/>	Other Related	(\$0 - \$200) (0% - 4%)	\$200.00	Emergency Funds	
<input type="radio"/>	Program Design & Management	(\$50 - \$250) (1% - 5%)	\$200.00	Program Materials	
Total			\$1,000.00		

51 **EDIT** 52 **CLOSE**



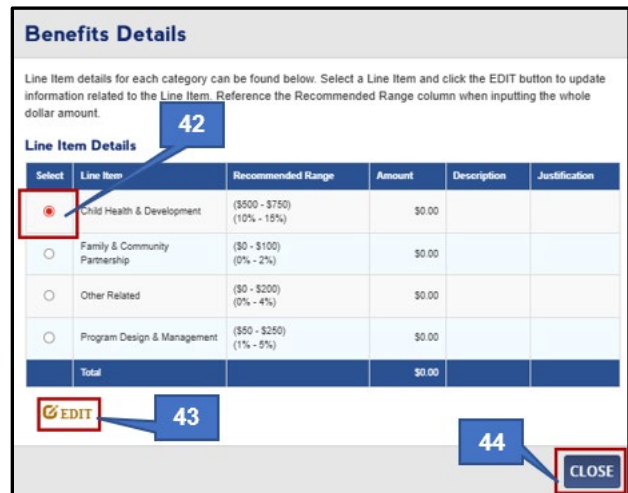
Benefits

Total Budgeted: \$0.00

Line Item By Category

Line Item By Category	Amount
Child Health & Development	\$0.00
Family & Community Partnership	\$0.00
Other Related	\$0.00
Program Design & Management	\$0.00

41 **Enter Details**



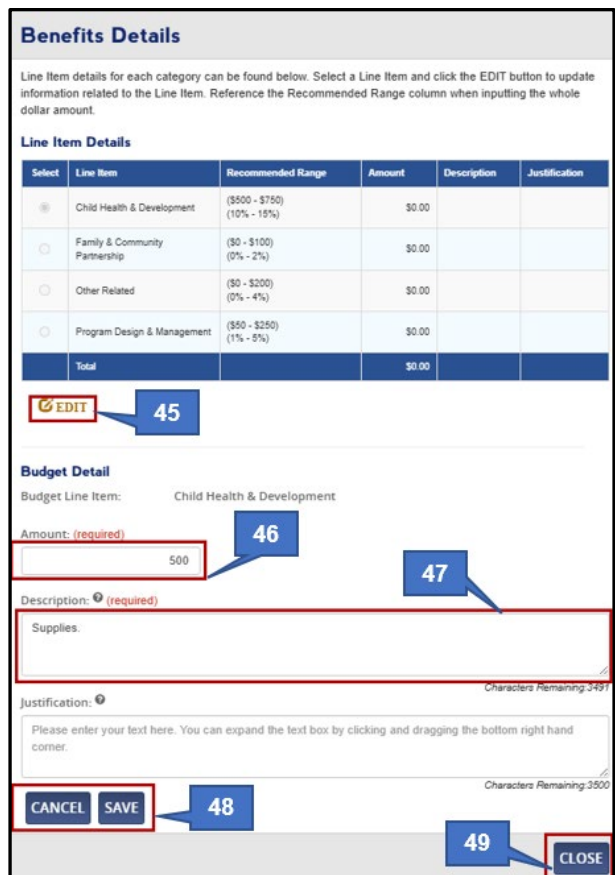
Benefits Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details 42

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$500 - \$750) (10% - 15%)	\$0.00		
<input type="radio"/>	Family & Community Partnership	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Other Related	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Program Design & Management	(\$50 - \$250) (1% - 5%)	\$0.00		
Total			\$0.00		

43 **EDIT** 44 **CLOSE**



Benefits Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$500 - \$750) (10% - 15%)	\$0.00		
<input type="radio"/>	Family & Community Partnership	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Other Related	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Program Design & Management	(\$50 - \$250) (1% - 5%)	\$0.00		
Total			\$0.00		

45 **EDIT**

Budget Detail

Budget Line Item: Child Health & Development

Amount: (required) 46

500 47

Description: (required)

Supplies.

Justification: (required)

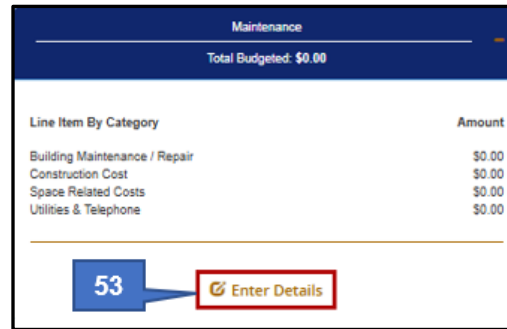
Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

48 **CANCEL** **SAVE** 49 **CLOSE**

Maintenance Drawer

Maintenance Drawer Steps:

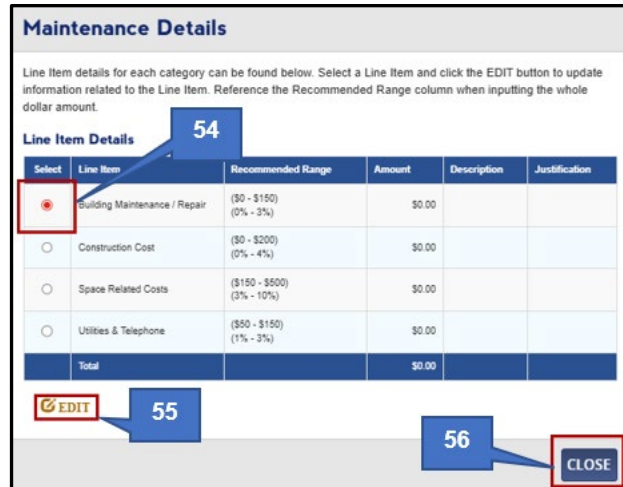
53. Select Enter Details to open the Salaries Details modal.
54. Select the radio button.
55. Select **EDIT** to fill in the chosen line item.
56. Select **CLOSE** to exit the drawer.
57. Select **EDIT** to choose another line Item.
58. Enter in the required amount.
59. Enter in the description for the line item.
60. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **54-60** for each line item.
61. Select **CLOSE** when finished with adding line item information.
62. After the drawer is completed, the **Information saved successfully** message will display.
63. Select **EDIT** to change any line item information.
64. Select **CLOSE** to exit the drawer.



Maintenance
Total Budgeted: \$0.00

Line Item By Category	Amount
Building Maintenance / Repair	\$0.00
Construction Cost	\$0.00
Space Related Costs	\$0.00
Utilities & Telephone	\$0.00

53 **Enter Details**



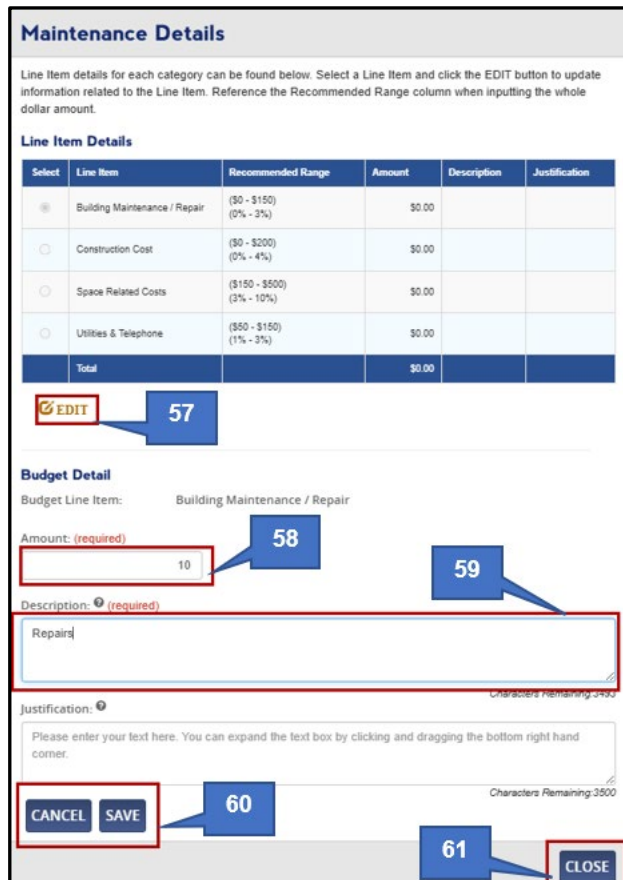
Maintenance Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

54

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Building Maintenance / Repair	(\$0 - \$150) (0% - 3%)	\$0.00		
<input type="radio"/>	Construction Cost	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Space Related Costs	(\$150 - \$500) (3% - 10%)	\$0.00		
<input type="radio"/>	Utilities & Telephone	(\$50 - \$150) (1% - 3%)	\$0.00		
Total			\$0.00		

55 **EDIT** 56 **CLOSE**



Maintenance Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

57

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Building Maintenance / Repair	(\$0 - \$150) (0% - 3%)	\$0.00		
<input type="radio"/>	Construction Cost	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Space Related Costs	(\$150 - \$500) (3% - 10%)	\$0.00		
<input type="radio"/>	Utilities & Telephone	(\$50 - \$150) (1% - 3%)	\$0.00		
Total			\$0.00		

58 **EDIT** 59

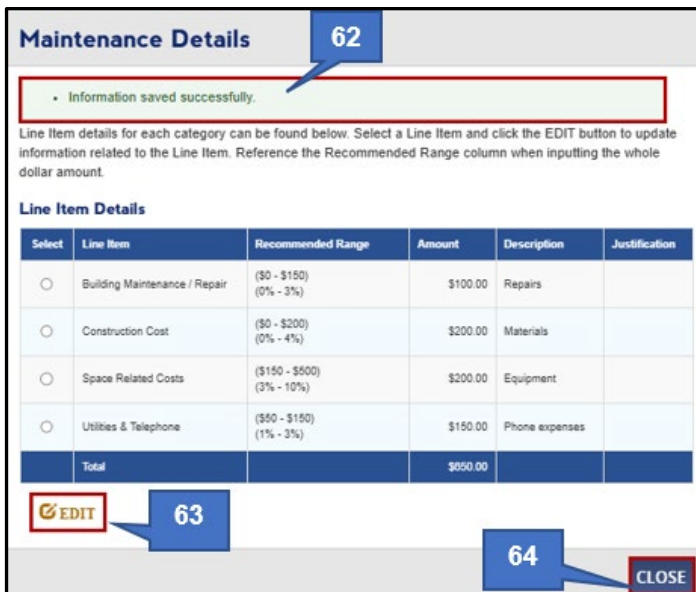
Budget Detail
Budget Line Item: Building Maintenance / Repair

Amount: (required) 58 59

Description: (required) 59

Justification: 60

60 **CANCEL** **SAVE** 61 **CLOSE**



Maintenance Details 62

Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

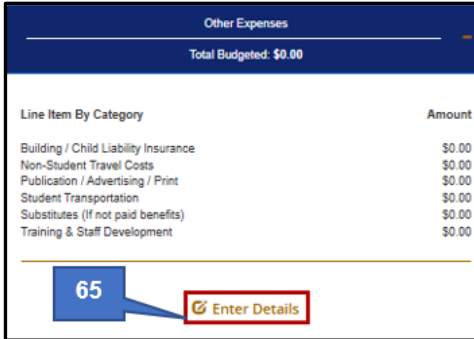
Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building Maintenance / Repair	(\$0 - \$150) (0% - 3%)	\$100.00	Repairs	
<input type="radio"/>	Construction Cost	(\$0 - \$200) (0% - 4%)	\$200.00	Materials	
<input type="radio"/>	Space Related Costs	(\$150 - \$500) (3% - 10%)	\$200.00	Equipment	
<input type="radio"/>	Utilities & Telephone	(\$50 - \$150) (1% - 3%)	\$150.00	Phone expenses	
Total			\$650.00		

63 **EDIT** 64 **CLOSE**

Other Expenses Drawer

Other Expenses Drawer Steps:

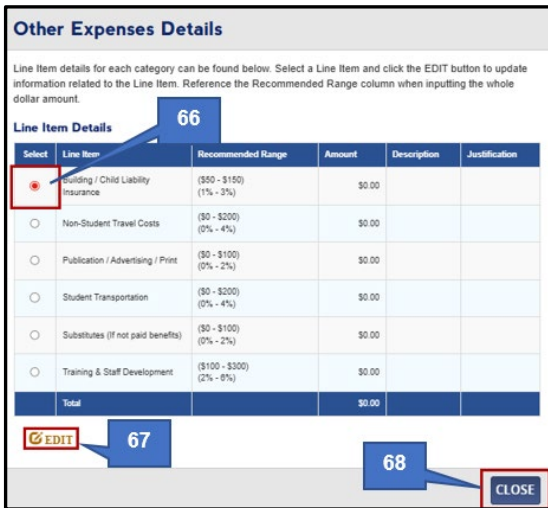
65. Select Enter Details to open the Salaries Details modal.
66. Select the radio button.
67. Select **EDIT** to fill in the chosen line item.
68. Select **CLOSE** to exit the drawer.
69. Select **EDIT** to choose another line item.
70. Enter in the required amount.
71. Enter in the description for the line item.
72. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **66-72** for each line item.
73. Select **CLOSE** when finished with adding line item information.
74. After the drawer is completed, the **Information saved successfully** message will display.
75. Select **EDIT** to change any line item information.
76. Select **CLOSE** to exit the drawer.



Other Expenses
Total Budgeted: \$0.00

Line Item By Category	Amount
Building / Child Liability Insurance	\$0.00
Non-Student Travel Costs	\$0.00
Publication / Advertising / Print	\$0.00
Student Transportation	\$0.00
Substitutes (If not paid benefits)	\$0.00
Training & Staff Development	\$0.00

65 **Enter Details**

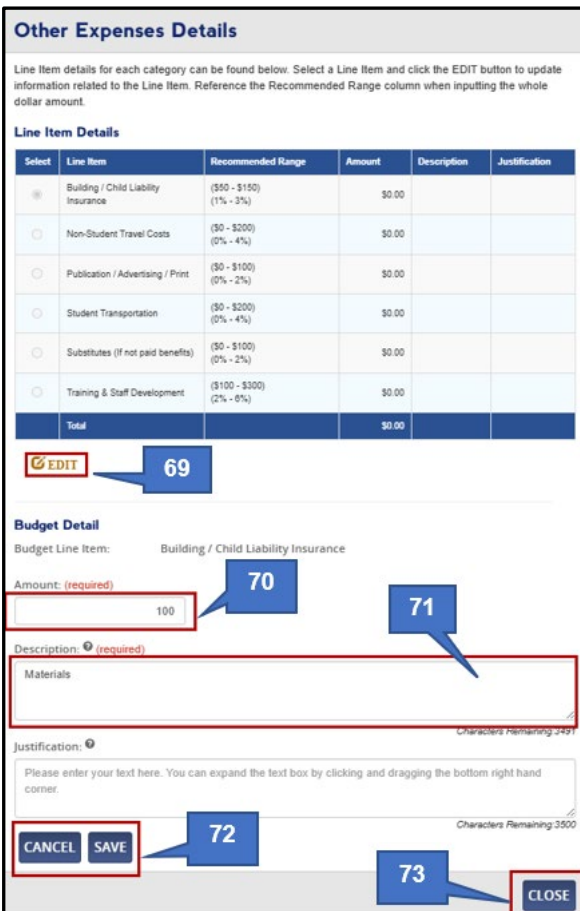


Other Expenses Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Building / Child Liability Insurance	(\$50 - \$150) (1% - 3%)	\$0.00		
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Student Transportation	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Substitutes (If not paid benefits)	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Training & Staff Development	(\$100 - \$300) (2% - 6%)	\$0.00		
Total			\$0.00		

EDIT 66 67 68 **CLOSE**



Other Expenses Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Building / Child Liability Insurance	(\$50 - \$150) (1% - 3%)	\$0.00		
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Student Transportation	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Substitutes (If not paid benefits)	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Training & Staff Development	(\$100 - \$300) (2% - 6%)	\$0.00		
Total			\$0.00		

EDIT 69

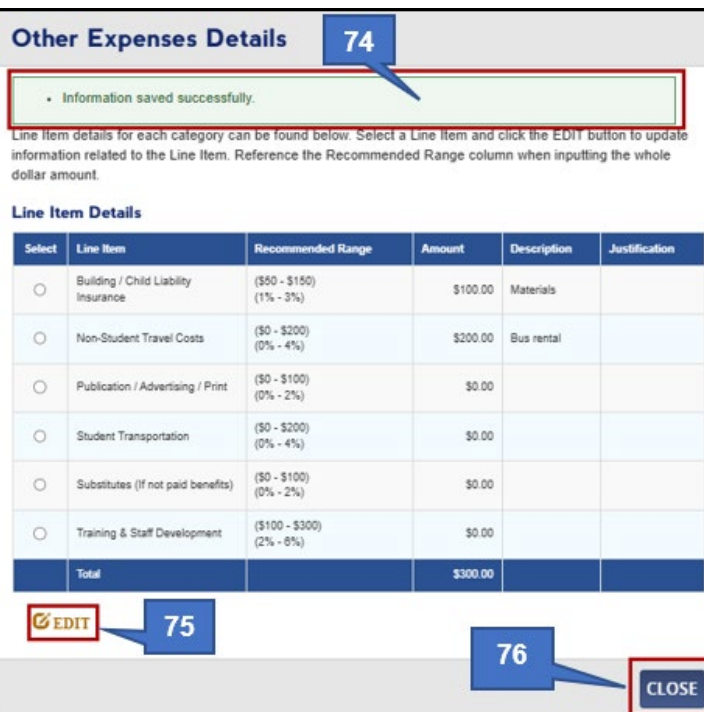
Budget Detail
Budget Line Item: Building / Child Liability Insurance

Amount: (required) 70 71

Description: (required) 71

Justification: 72

CANCEL **SAVE** 72 73 **CLOSE**



Other Expenses Details 74

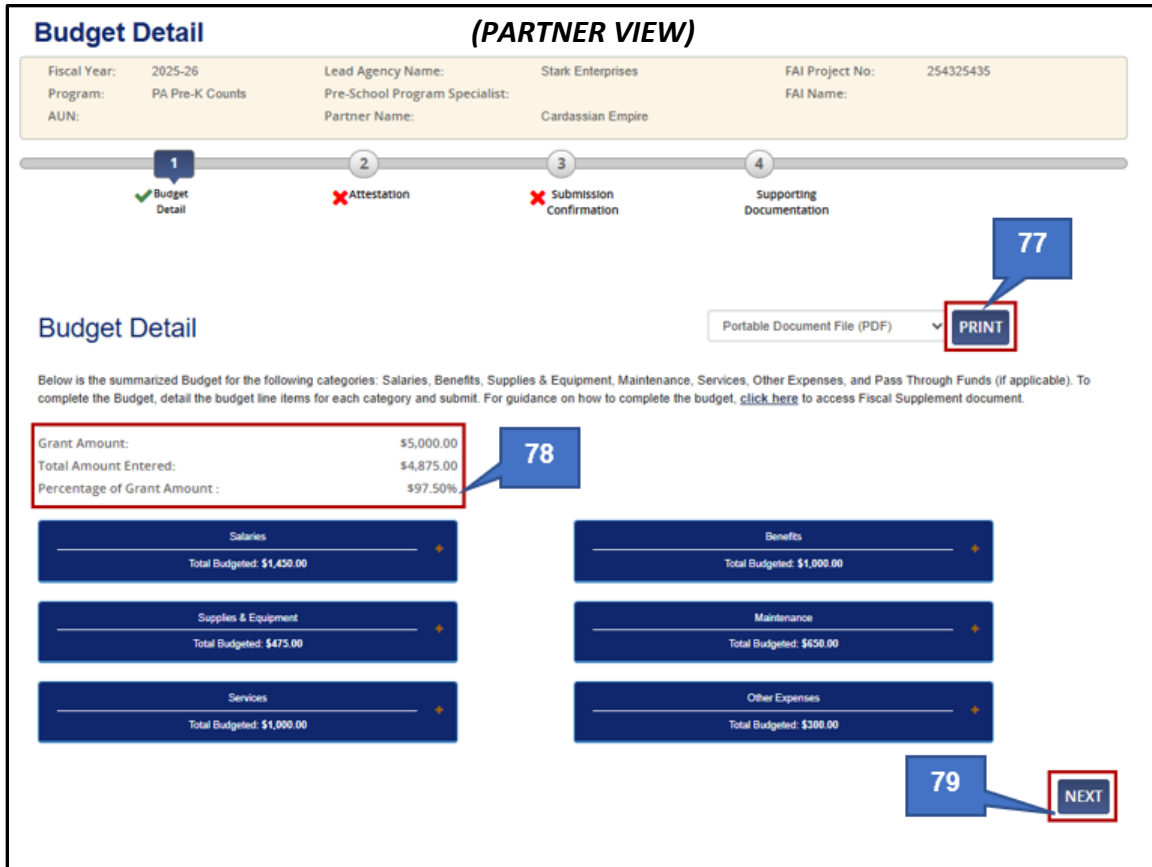
Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input type="radio"/>	Building / Child Liability Insurance	(\$50 - \$150) (1% - 3%)	\$100.00	Materials	
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$200) (0% - 4%)	\$200.00	Bus rental	
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Student Transportation	(\$0 - \$200) (0% - 4%)	\$0.00		
<input type="radio"/>	Substitutes (If not paid benefits)	(\$0 - \$100) (0% - 2%)	\$0.00		
<input type="radio"/>	Training & Staff Development	(\$100 - \$300) (2% - 6%)	\$0.00		
Total			\$300.00		

EDIT 75 76 **CLOSE**

Completed Budget Detail page



Budget Detail (PARTNER VIEW)

Fiscal Year: 2025-26 Lead Agency Name: Stark Enterprises FAI Project No: 254325435
Program: PA Pre-K Counts Pre-School Program Specialist: FAI Name:
AUN: Partner Name: Cardassian Empire

1 Budget Detail ✓ 2 Attestation ✗ 3 Submission Confirmation ✗ 4 Supporting Documentation

Budget Detail Portable Document File (PDF) **PRINT** 77

Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

Grant Amount:	\$5,000.00
Total Amount Entered:	\$4,875.00
Percentage of Grant Amount:	97.50%

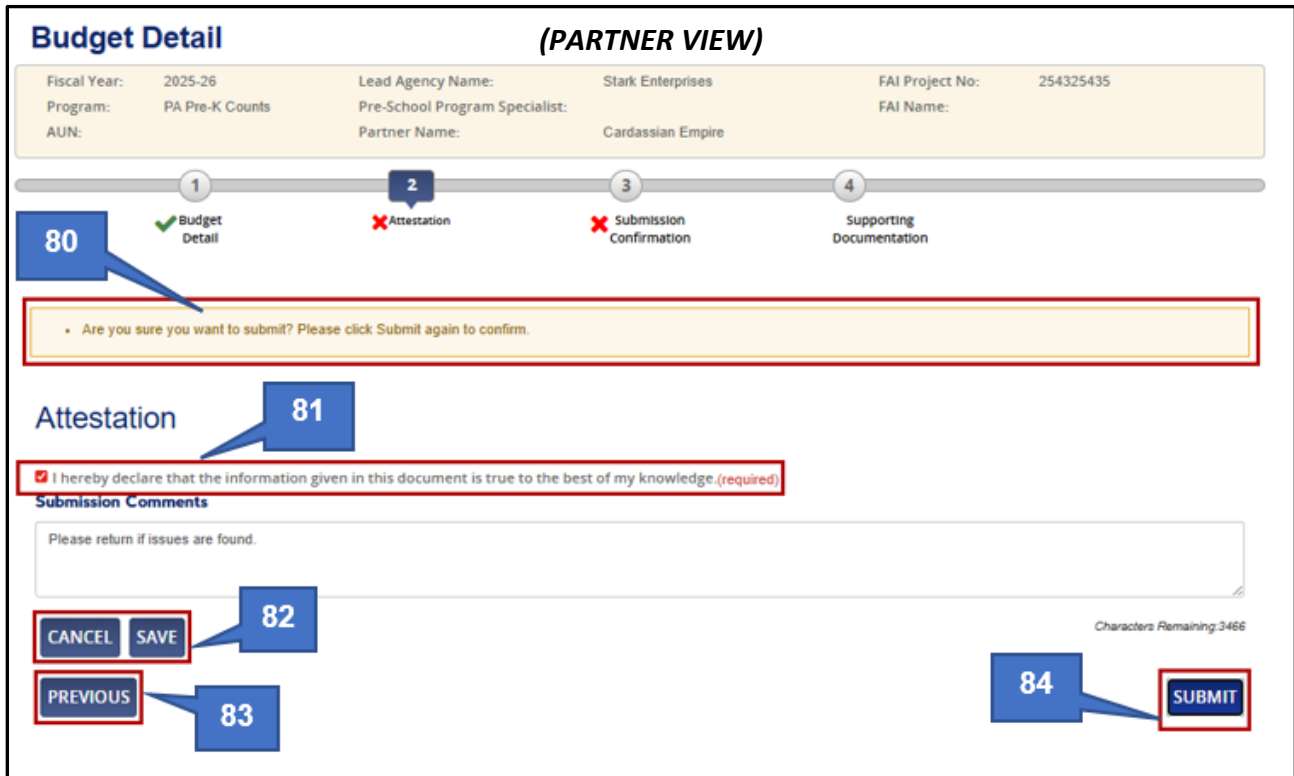
78

- Salaries: Total Budgeted: \$1,450.00
- Benefits: Total Budgeted: \$1,000.00
- Supplies & Equipment: Total Budgeted: \$475.00
- Maintenance: Total Budgeted: \$650.00
- Services: Total Budgeted: \$1,000.00
- Other Expenses: Total Budgeted: \$300.00

79 **NEXT**

- 77. Select the **PRINT** button to download a PDF of the Budget Details.
- 78. Review the **Grant Amount, Total Amount Entered** and **Percentage of Grant Amount**.
- 79. Select **NEXT** to navigate to the **Attestation** page.

Attestation Page



Budget Detail (PARTNER VIEW)

Fiscal Year: 2025-26 Lead Agency Name: Stark Enterprises FAI Project No: 254325435
Program: PA Pre-K Counts Pre-School Program Specialist: FAI Name:
AUN: Partner Name: Cardassian Empire

1 Budget Detail ✓ 2 Attestation ✗ 3 Submission Confirmation ✗ 4 Supporting Documentation

80 • Are you sure you want to submit? Please click Submit again to confirm.

Attestation 81

I hereby declare that the information given in this document is true to the best of my knowledge.(required)

Submission Comments

Please return if issues are found.

CANCEL SAVE 82

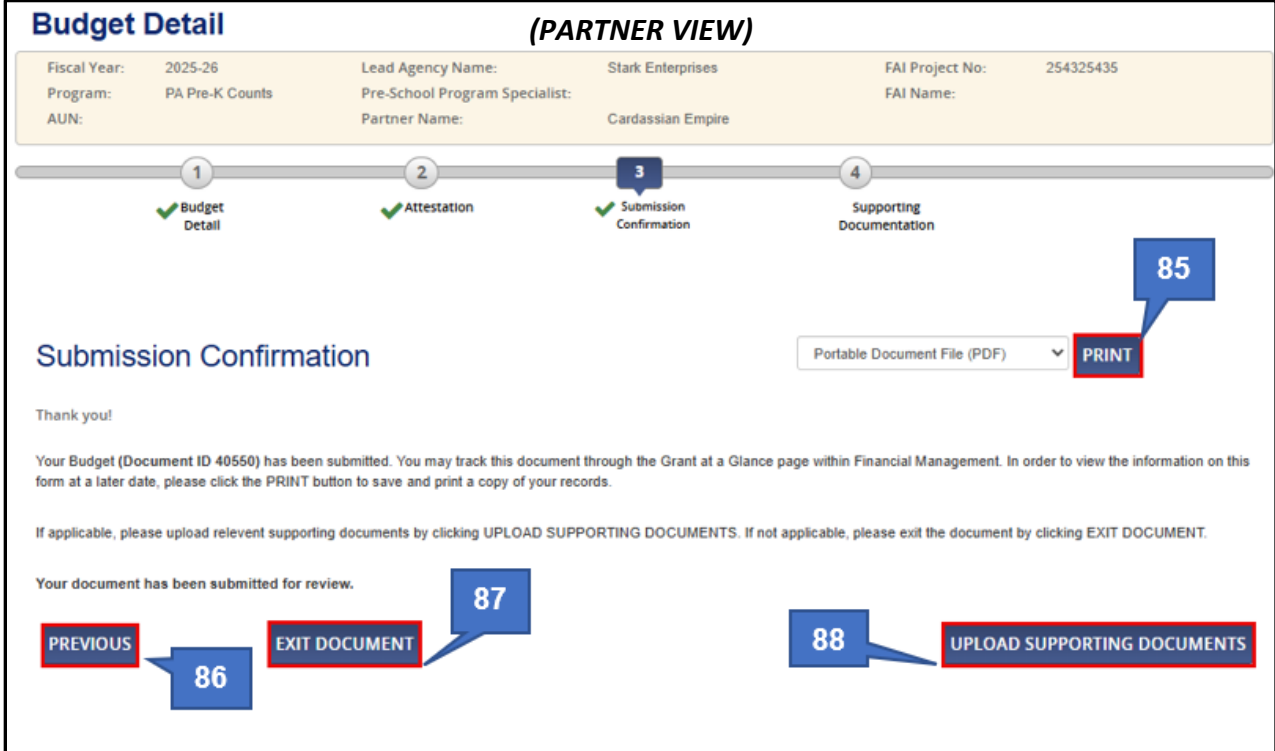
PREVIOUS 83

84 SUBMIT

Characters Remaining: 3466

80. A warning message will appear that prompts the user to select **SUBMIT** for the second time to navigate to the **Submission Confirmation** page.
81. Check the **Attestation** checkbox.
82. Select **CANCEL** to remove any information in the **Submission Comment** field or select **SAVE** to save the information in the **Submission Comment** field.
83. Select **PREVIOUS** to return to the **Budget Detail** page.
84. Select **SUBMIT** to navigate to the **Submission Confirmation** page.

Submission Confirmation page



Budget Detail (PARTNER VIEW)

Fiscal Year:	2025-26	Lead Agency Name:	Stark Enterprises	FAI Project No:	254325435
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:		Partner Name:	Cardassian Empire		

1 Budget Detail ✓
2 Attestation ✓
3 Submission Confirmation
4 Supporting Documentation

Submission Confirmation Portable Document File (PDF) **PRINT** **85**

Thank you!

Your Budget (Document ID 40550) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the **PRINT** button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If not applicable, please exit the document by clicking **EXIT DOCUMENT**.

Your document has been submitted for review.

PREVIOUS **EXIT DOCUMENT** **UPLOAD SUPPORTING DOCUMENTS**

86 **87** **88**

85. Select **PRINT** to download a copy of the Submission Confirmation.
86. Select **PREVIOUS** to return to the **Attestation** page.
87. Select **EXIT DOCUMENT** to navigate to the **Grant at a Glance** page.
88. Select **UPLOAD SUPPORTING DOCUMENTS** to navigate to the **Supporting Documentation** page.

Supporting Documentation

Budget Detail

Fiscal Year: 2025-26	Lead Agency Name: Stark Enterprises	FAI Project No: 254325435	
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:	
AUN:	Partner Name: Cardassian Empire		

1
2
3
4

✓ Budget Detail
✓ Attestation
✓ Submission Confirmation
Supporting Documentation

Supporting Documentation

Please upload relevant supporting documents for the Budget below.

Instructions to Manage Documents:

- Select the document type from the drop-down.
- Click the ADD DOCUMENT button and a new window will appear.
- Select the correct file folder on your desktop/laptop and attach the desired document.
- To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
- If you wish to delete a file, click the trash can icon next to the file.
- Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.
Maximum File Size: 10 MB.

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size	
Other	Letter Admission	4/18/2026	4/18/2026	b-bhajek	0.01 MB	🗑️

Document Received Date:

Other
ADD DOCUMENT
SUBMIT

PREVIOUS

89. Document detail display.
90. Select the drop-down to select the type of document to upload.
91. Select **ADD DOCUMENT** to choose the file to upload.
92. Select **PREVIOUS** to return to the **Submission Confirmation** page.
93. Select **SUBMIT** to upload the file and display the **Document upload Confirmation** modal.
94. Select **CLOSE** to finish the upload process.

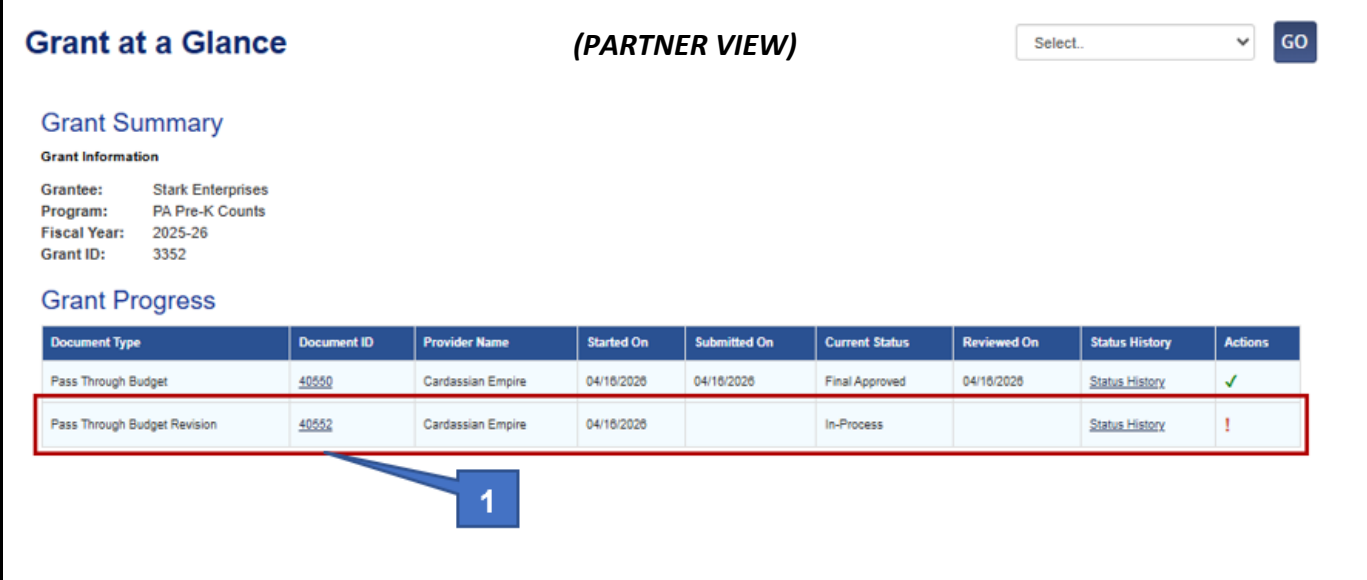
Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

94
CLOSE

6.2 Partner Pass through Budget Revision

To begin the **Pass Through Budget Revision** for a PARTNER, log into [ELN](#) as described previously, select **FINANCIAL MANAGEMENT** from the navigation bar. Once on the **Grant at a Glance** screen, select the **Document ID** hyperlink for the **Pass Through Budget Revision**.



Grant at a Glance (PARTNER VIEW) Select.. GO

Grant Summary

Grant Information

Grantee: Stark Enterprises
Program: PA Pre-K Counts
Fiscal Year: 2025-26
Grant ID: 3352

Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Pass Through Budget	40550	Cardassian Empire	04/10/2020	04/10/2020	Final Approved	04/10/2020	Status History	✓
Pass Through Budget Revision	40552	Cardassian Empire	04/16/2020		In-Process		Status History	!

1. Click the **Document ID** hyperlink to navigate to the **Budget Revision** page.

(NOTE: A Budget Revision may be required for a number of reasons. For example, a Budget Revision is required to remove a Partner from a Grant during the fiscal year.)

(NOTE: Refer to the **Fiscal Supplement** that can be found at your **PKC/HSSAP Provider Portal** or **Budget Detail** page.)

Budget Revision (PARTNER VIEW)

Fiscal Year: 2025-26	Lead Agency Name: Stark Enterprises	FAI Project No: 254325435
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:
AUN:	Partner Name: Cardassian Empire	

1

✓ Budget Revision

2

✗ Attestation

3

✗ Submission Confirmation

4

Supporting Documentation

Budget Revision

Portable Document File (PDF) ▾
PRINT

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date:	
Grant Amount:	\$5,000.00
Total Current Amount:	\$4,875.00
Total Revision Amount:	\$4,875.00
Percentage of Change :	0.00%

<div style="background-color: #003366; color: white; padding: 5px; text-align: center;">Salaries</div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> Total Current Amount: \$1,450.00 Total Revised Amount: \$1,450.00 </div>	<div style="background-color: #003366; color: white; padding: 5px; text-align: center;">Benefits</div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> Total Current Amount: \$1,000.00 Total Revised Amount: \$1,000.00 </div>
<div style="background-color: #003366; color: white; padding: 5px; text-align: center;">Supplies & Equipment</div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> Total Current Amount: \$475.00 Total Revised Amount: \$475.00 </div>	<div style="background-color: #003366; color: white; padding: 5px; text-align: center;">Maintenance</div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> Total Current Amount: \$650.00 Total Revised Amount: \$650.00 </div>
<div style="background-color: #003366; color: white; padding: 5px; text-align: center;">Services</div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> Total Current Amount: \$1,000.00 Total Revised Amount: \$1,000.00 </div>	<div style="background-color: #003366; color: white; padding: 5px; text-align: center;">Other Expenses</div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> Total Current Amount: \$300.00 Total Revised Amount: \$300.00 </div>

5
NEXT

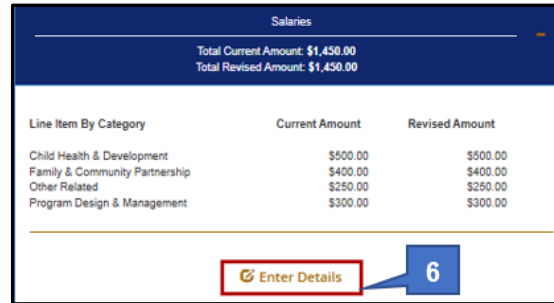
2. The Wayfinder will show the current step of the process.
3. Select **PRINT** to download a copy of the **Budget Revision** page.
4. Select the **+** for each drawer that requires a revision to the information.
5. Select **NEXT** to navigate to the **Attestation** page.

98

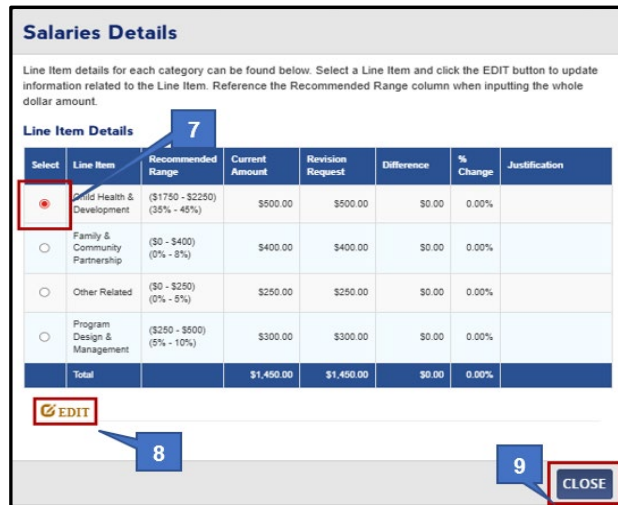
Salary Drawer

Salary Details Drawer Steps:

6. Select Enter Details to open the Salaries Details modal.
7. Select the radio button.
8. Select **EDIT** to fill in the chosen line item.
9. Select **CLOSE** to exit the drawer.
10. Select **EDIT** to choose another line item.
11. Enter in the revised amount.
12. Enter in the description for the line item.
13. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps 7-13 for each line item.
14. Select **CLOSE** when finished with adding line item information.
15. After the drawer is completed, the **Information saved successfully** message will display.
16. Review the **Difference**, **% Change**, and **Justification** columns.
17. Select **EDIT** to make any updates to the line items.
18. Select **CLOSE** to exit the drawer.



Salaries		
Total Current Amount: \$1,450.00		
Total Revised Amount: \$1,450.00		
Line Item By Category	Current Amount	Revised Amount
Child Health & Development	\$500.00	\$500.00
Family & Community Partnership	\$400.00	\$400.00
Other Related	\$250.00	\$250.00
Program Design & Management	\$300.00	\$300.00

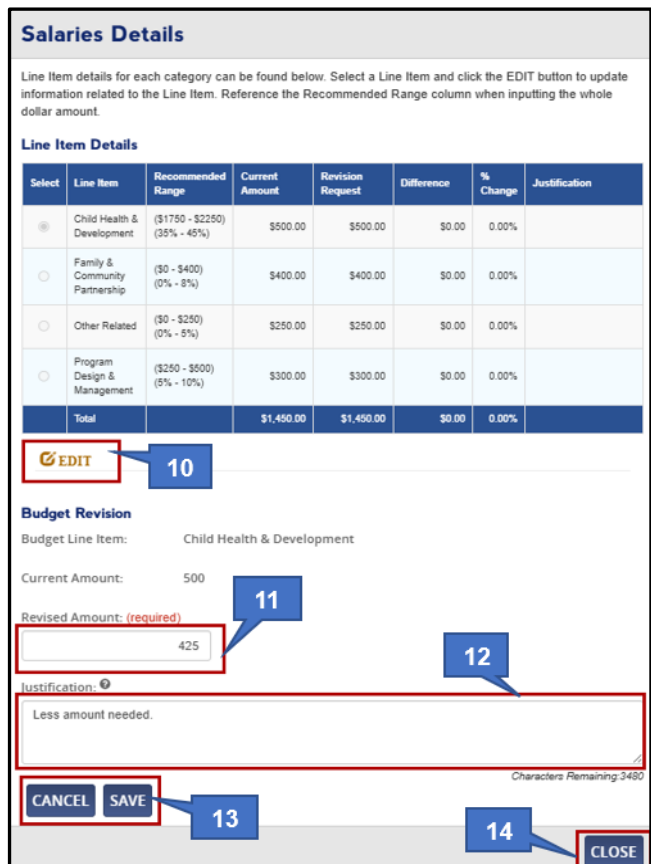


Salaries Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$1750 - \$2250) (35% - 45%)	\$500.00	\$500.00	\$0.00	0.00%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$400) (0% - 8%)	\$400.00	\$400.00	\$0.00	0.00%	
<input type="radio"/>	Other Related	(\$0 - \$250) (0% - 5%)	\$250.00	\$250.00	\$0.00	0.00%	
<input type="radio"/>	Program Design & Management	(\$250 - \$500) (5% - 10%)	\$300.00	\$300.00	\$0.00	0.00%	
Total			\$1,450.00	\$1,450.00	\$0.00	0.00%	



Salaries Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$1750 - \$2250) (35% - 45%)	\$500.00	\$500.00	\$0.00	0.00%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$400) (0% - 8%)	\$400.00	\$400.00	\$0.00	0.00%	
<input type="radio"/>	Other Related	(\$0 - \$250) (0% - 5%)	\$250.00	\$250.00	\$0.00	0.00%	
<input type="radio"/>	Program Design & Management	(\$250 - \$500) (5% - 10%)	\$300.00	\$300.00	\$0.00	0.00%	
Total			\$1,450.00	\$1,450.00	\$0.00	0.00%	

Budget Revision

Budget Line Item: Child Health & Development

Current Amount: 500

Revised Amount: (required)

425

Justification: Less amount needed.

Characters Remaining: 2480



Salaries Details

Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

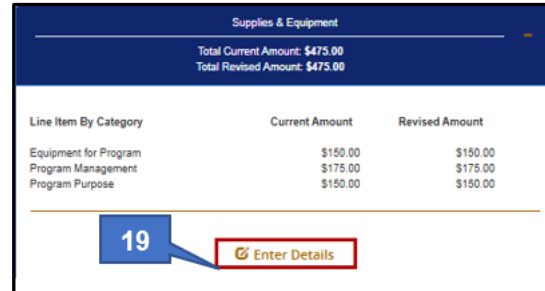
Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input type="radio"/>	Child Health & Development	(\$1750 - \$2250) (35% - 45%)	\$500.00	\$425.00	(\$75.00)	(15.00)%	Less amount needed.
<input type="radio"/>	Family & Community Partnership	(\$0 - \$400) (0% - 8%)	\$400.00	\$270.00	(\$130.00)	(32.50)%	Less amount needed.
<input type="radio"/>	Other Related	(\$0 - \$250) (0% - 5%)	\$250.00	\$240.00	(\$10.00)	(4.00)%	
<input type="radio"/>	Program Design & Management	(\$250 - \$500) (5% - 10%)	\$300.00	\$290.00	(\$10.00)	(3.33)%	
Total			\$1,450.00	\$1,225.00	(\$225.00)	(15.52)%	

Supplies and Equipment Revision Drawer

Supplies and Equipment Drawer Steps:

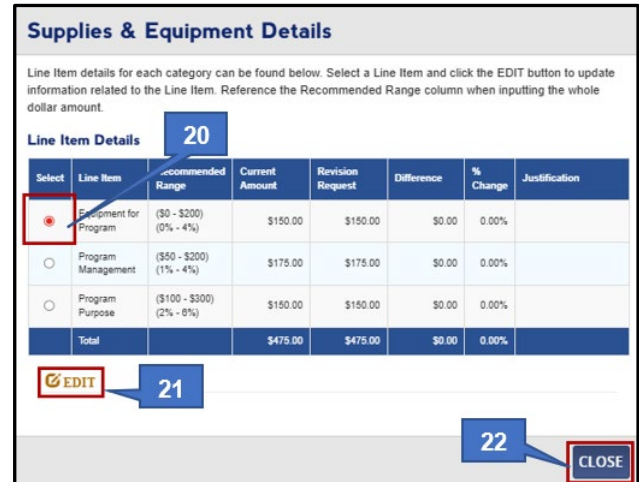
19. Select Enter Details to open the Salaries Details modal.
20. Select the radio button.
21. Select **EDIT** to fill in the chosen line item.
22. Select **CLOSE** to exit the drawer.
23. Select **EDIT** to choose another line item.
24. Enter in the revised amount.
25. Enter in the description for the line item.
26. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps 20-26 for each line item.
27. Select **CLOSE** when finished with adding line item information.
28. After the drawer is completed, the **Information saved successfully** message will display.
29. Review the **Difference**, **% Change**, and **Justification** columns.
30. Select **EDIT** to make any updates to the line items.
31. Select **CLOSE** to exit the drawer.



Supplies & Equipment
Total Current Amount: \$475.00
Total Revised Amount: \$475.00

Line Item By Category	Current Amount	Revised Amount
Equipment for Program	\$150.00	\$150.00
Program Management	\$175.00	\$175.00
Program Purpose	\$150.00	\$150.00

19 Enter Details



Supplies & Equipment Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

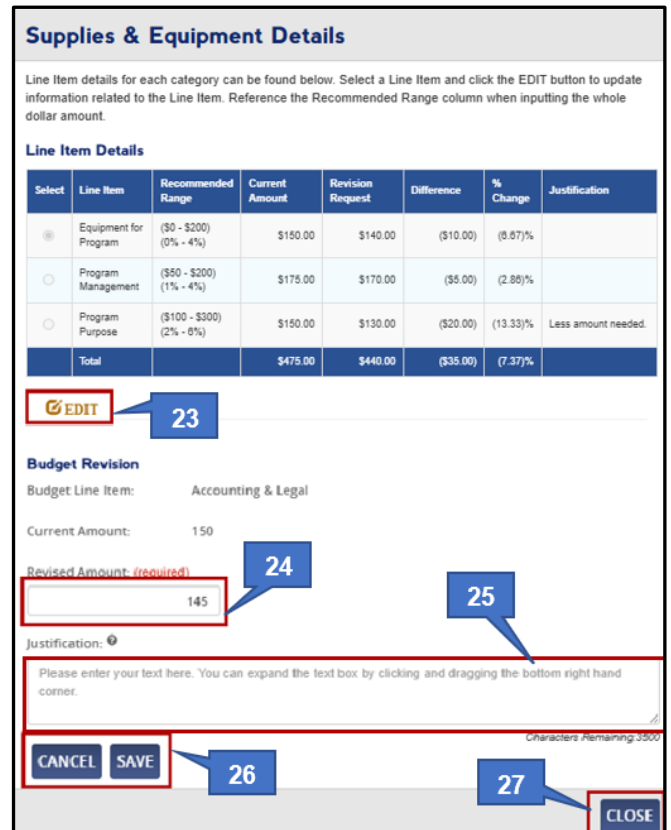
Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Equipment for Program	(\$0 - \$200) (0% - 4%)	\$150.00	\$150.00	\$0.00	0.00%	
<input type="radio"/>	Program Management	(\$50 - \$200) (1% - 4%)	\$175.00	\$175.00	\$0.00	0.00%	
<input type="radio"/>	Program Purpose	(\$100 - \$300) (2% - 8%)	\$150.00	\$150.00	\$0.00	0.00%	
Total			\$475.00	\$475.00	\$0.00	0.00%	

20

21 EDIT

22 CLOSE



Supplies & Equipment Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Equipment for Program	(\$0 - \$200) (0% - 4%)	\$150.00	\$140.00	(\$10.00)	(6.67)%	
<input type="radio"/>	Program Management	(\$50 - \$200) (1% - 4%)	\$175.00	\$170.00	(\$5.00)	(2.86)%	
<input type="radio"/>	Program Purpose	(\$100 - \$300) (2% - 8%)	\$150.00	\$130.00	(\$20.00)	(13.33)%	Less amount needed.
Total			\$475.00	\$440.00	(\$35.00)	(7.37)%	

23 EDIT

Budget Revision

Budget Line Item: Accounting & Legal

Current Amount: 150

Revised Amount: (required)

145

24

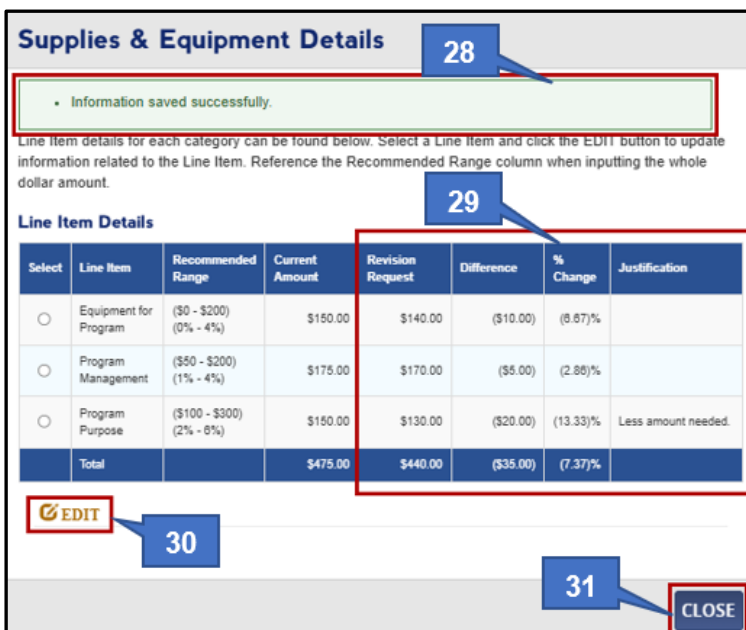
25

Justification:

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

26 SAVE

27 CLOSE



Supplies & Equipment Details

Information saved successfully.

28

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input type="radio"/>	Equipment for Program	(\$0 - \$200) (0% - 4%)	\$150.00	\$140.00	(\$10.00)	(6.67)%	
<input type="radio"/>	Program Management	(\$50 - \$200) (1% - 4%)	\$175.00	\$170.00	(\$5.00)	(2.86)%	
<input type="radio"/>	Program Purpose	(\$100 - \$300) (2% - 8%)	\$150.00	\$130.00	(\$20.00)	(13.33)%	Less amount needed.
Total			\$475.00	\$440.00	(\$35.00)	(7.37)%	

29

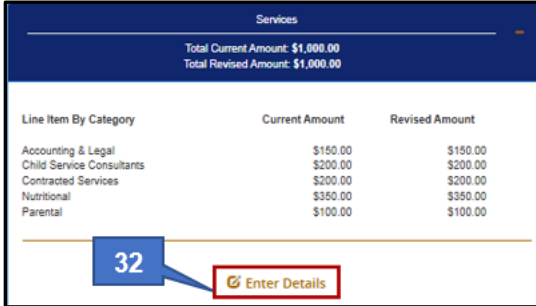
30 EDIT

31 CLOSE

Services Drawer

Services Drawer Steps:

32. Select Enter Details to open the Salaries Details modal.
33. Select the radio button.
34. Select **EDIT** to fill in the chosen line item.
35. Select **CLOSE** to exit the drawer.
36. Select **EDIT** to choose another line Item.
37. Enter in the revised amount.
38. Enter in the description for the line item.
39. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **33-39** for each line item.
40. Select **CLOSE** when finished with adding line item information.
41. After the drawer is completed, the **Information saved successfully** message will display.
42. Review the **Difference**, **% Change**, and **Justification** columns.
43. Select **EDIT** to make any updates to the line items.
44. Select **CLOSE** to exit the drawer.

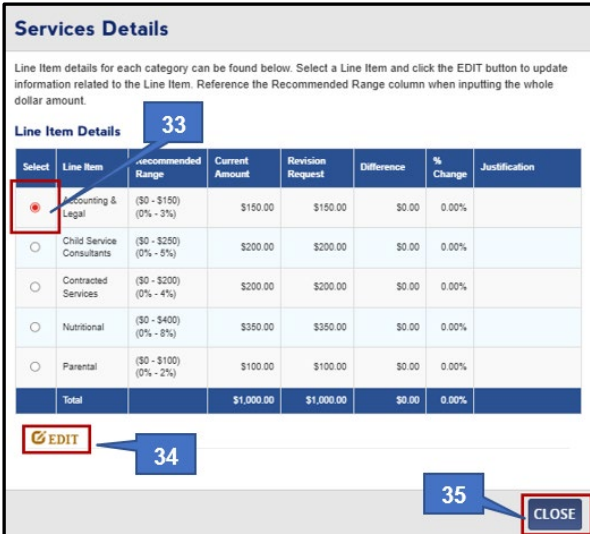


Services

Total Current Amount: \$1,000.00
Total Revised Amount: \$1,000.00

Line Item By Category	Current Amount	Revised Amount
Accounting & Legal	\$150.00	\$150.00
Child Service Consultants	\$200.00	\$200.00
Contracted Services	\$200.00	\$200.00
Nutritional	\$350.00	\$350.00
Parental	\$100.00	\$100.00

32 Enter Details



Services Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

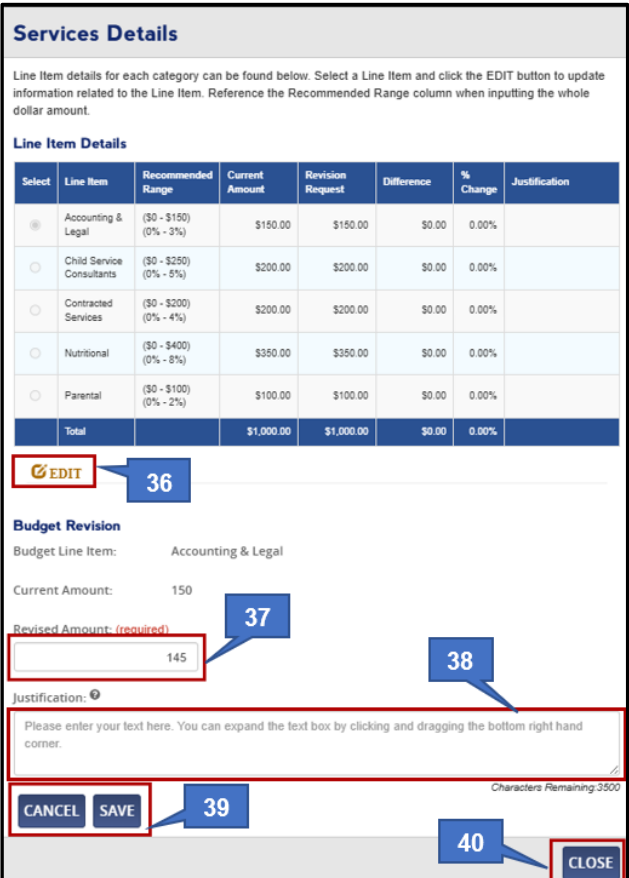
Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Accounting & Legal	(\$0 - \$150) (0% - 3%)	\$150.00	\$150.00	\$0.00	0.00%	
<input type="radio"/>	Child Service Consultants	(\$0 - \$250) (0% - 5%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Contracted Services	(\$0 - \$200) (0% - 4%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Nutritional	(\$0 - \$400) (0% - 8%)	\$350.00	\$350.00	\$0.00	0.00%	
<input type="radio"/>	Parental	(\$0 - \$100) (0% - 2%)	\$100.00	\$100.00	\$0.00	0.00%	
Total			\$1,000.00	\$1,000.00	\$0.00	0.00%	

33

34 EDIT

35 CLOSE



Services Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Accounting & Legal	(\$0 - \$150) (0% - 3%)	\$150.00	\$150.00	\$0.00	0.00%	
<input type="radio"/>	Child Service Consultants	(\$0 - \$250) (0% - 5%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Contracted Services	(\$0 - \$200) (0% - 4%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Nutritional	(\$0 - \$400) (0% - 8%)	\$350.00	\$350.00	\$0.00	0.00%	
<input type="radio"/>	Parental	(\$0 - \$100) (0% - 2%)	\$100.00	\$100.00	\$0.00	0.00%	
Total			\$1,000.00	\$1,000.00	\$0.00	0.00%	

36 EDIT

Budget Revision

Budget Line Item: Accounting & Legal

Current Amount: 150

Revised Amount: (required)

145

37

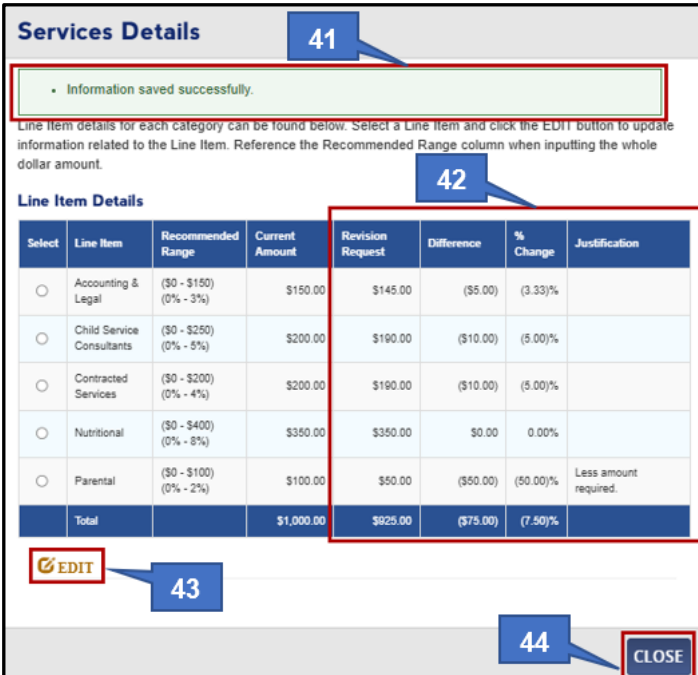
38

Justification:

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

39 CANCEL SAVE

40 CLOSE



Services Details

41

Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input type="radio"/>	Accounting & Legal	(\$0 - \$150) (0% - 3%)	\$150.00	\$145.00	(\$5.00)	(3.33)%	
<input type="radio"/>	Child Service Consultants	(\$0 - \$250) (0% - 5%)	\$200.00	\$190.00	(\$10.00)	(5.00)%	
<input type="radio"/>	Contracted Services	(\$0 - \$200) (0% - 4%)	\$200.00	\$190.00	(\$10.00)	(5.00)%	
<input type="radio"/>	Nutritional	(\$0 - \$400) (0% - 8%)	\$350.00	\$350.00	\$0.00	0.00%	
<input type="radio"/>	Parental	(\$0 - \$100) (0% - 2%)	\$100.00	\$50.00	(\$50.00)	(50.00)%	Less amount required.
Total			\$1,000.00	\$825.00	(\$175.00)	(17.50)%	

42

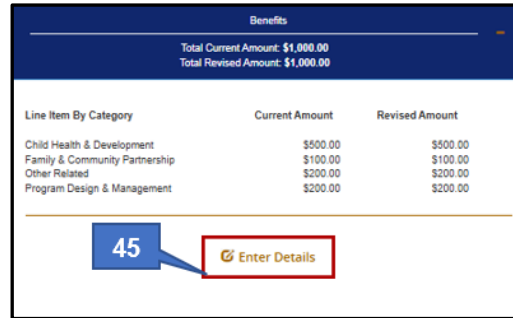
43 EDIT

44 CLOSE

Benefits Drawer

Benefits Drawer Steps:

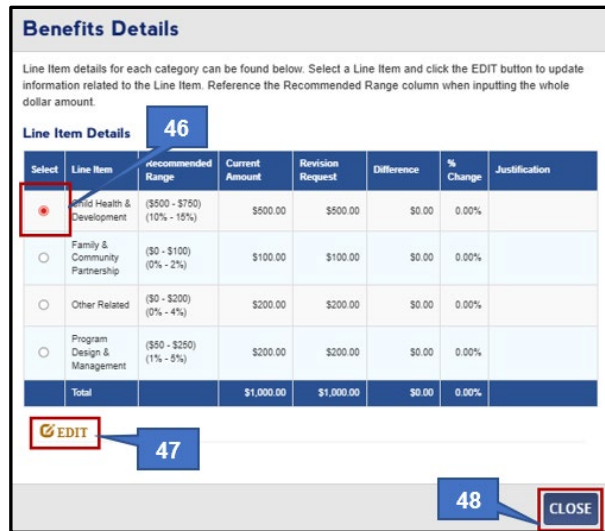
45. Select Enter Details to open the Salaries Details modal.
46. Select the radio button.
47. Select **EDIT** to fill in the chosen line item.
48. Select **CLOSE** to exit the drawer.
49. Select **EDIT** to choose another line item.
50. Enter in the revised amount.
51. Enter in the description for the line item.
52. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **46-52** for each line item.
53. Select **CLOSE** when finished with adding line item information.
54. After the drawer is completed, the **Information saved successfully** message will display.
55. Review the **Difference**, **% Change**, and **Justification** columns.
56. Select **EDIT** to make any updates to the line items.
57. Select **CLOSE** to exit the drawer.



Benefits
Total Current Amount: \$1,000.00
Total Revised Amount: \$1,000.00

Line Item By Category	Current Amount	Revised Amount
Child Health & Development	\$500.00	\$500.00
Family & Community Partnership	\$100.00	\$100.00
Other Related	\$200.00	\$200.00
Program Design & Management	\$200.00	\$200.00

45 **Enter Details**



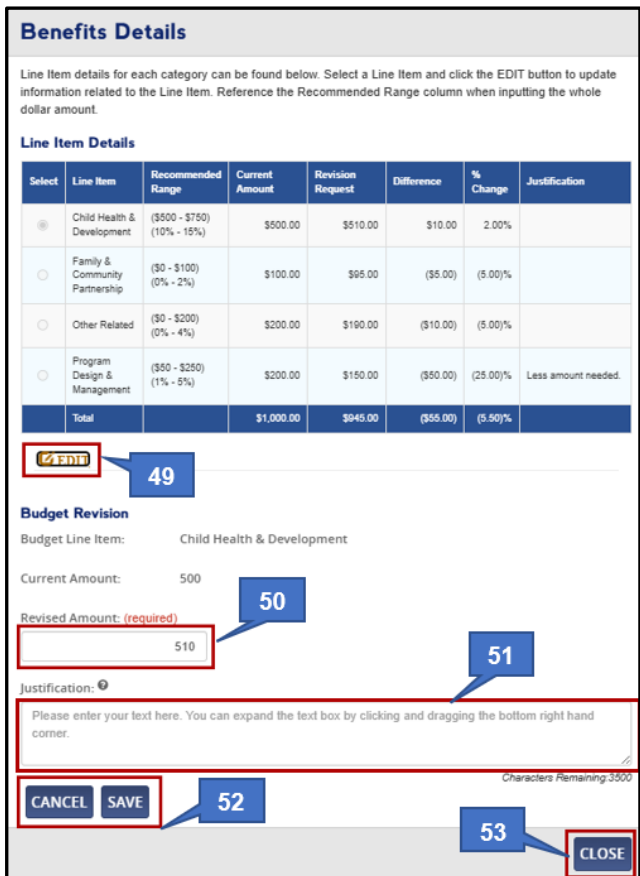
Benefits Details
Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details 46

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$500 - \$750) (10% - 15%)	\$500.00	\$500.00	\$0.00	0.00%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$100) (0% - 2%)	\$100.00	\$100.00	\$0.00	0.00%	
<input type="radio"/>	Other Related	(\$0 - \$200) (0% - 4%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Program Design & Management	(\$50 - \$250) (1% - 5%)	\$200.00	\$200.00	\$0.00	0.00%	
Total			\$1,000.00	\$1,000.00	\$0.00	0.00%	

47 **EDIT**

48 **CLOSE**



Benefits Details
Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

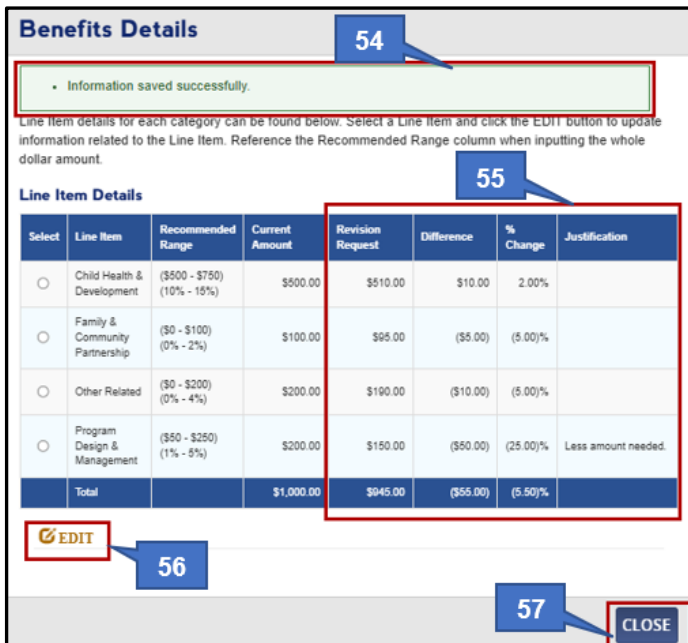
Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$500 - \$750) (10% - 15%)	\$500.00	\$510.00	\$10.00	2.00%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$100) (0% - 2%)	\$100.00	\$95.00	(\$5.00)	(5.00)%	
<input type="radio"/>	Other Related	(\$0 - \$200) (0% - 4%)	\$200.00	\$190.00	(\$10.00)	(5.00)%	
<input type="radio"/>	Program Design & Management	(\$50 - \$250) (1% - 5%)	\$200.00	\$150.00	(\$50.00)	(25.00)%	Less amount needed.
Total			\$1,000.00	\$945.00	(\$55.00)	(5.50)%	

49 **EDIT**

Budget Revision
Budget Line Item: Child Health & Development
Current Amount: 500
Revised Amount: (required) 510 50
Justification: 51
Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.
Characters Remaining: 3500

52 **CANCEL SAVE**

53 **CLOSE**



Benefits Details 54

Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details 55

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input type="radio"/>	Child Health & Development	(\$500 - \$750) (10% - 15%)	\$500.00	\$510.00	\$10.00	2.00%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$100) (0% - 2%)	\$100.00	\$95.00	(\$5.00)	(5.00)%	
<input type="radio"/>	Other Related	(\$0 - \$200) (0% - 4%)	\$200.00	\$190.00	(\$10.00)	(5.00)%	
<input type="radio"/>	Program Design & Management	(\$50 - \$250) (1% - 5%)	\$200.00	\$150.00	(\$50.00)	(25.00)%	Less amount needed.
Total			\$1,000.00	\$945.00	(\$55.00)	(5.50)%	

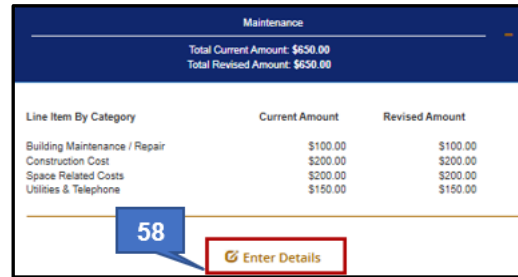
56 **EDIT**

57 **CLOSE**

Maintenance Drawer

Maintenance Drawer Steps:

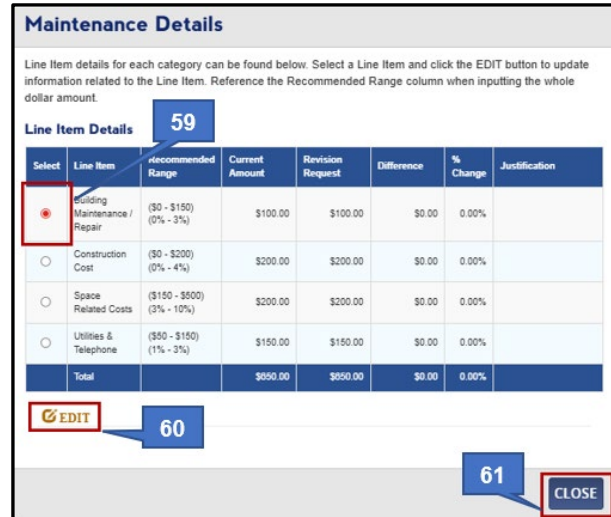
58. Select Enter Details to open the Salaries Details modal.
59. Select the radio button.
60. Select **EDIT** to fill in the chosen line item.
61. Select **CLOSE** to exit the drawer.
62. Select **EDIT** to choose another line item.
63. Enter in the revised amount.
64. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **59-64** for each line item.
65. Select **CLOSE** when finished with adding line item information.
66. After the drawer is completed, the information saved successfully message will display.
67. Review the **Difference**, **% Change**, and **Justification** columns.
68. Select **EDIT** to make any updates to the line items.
69. Select **CLOSE** to exit the drawer.



Maintenance
Total Current Amount: \$650.00
Total Revised Amount: \$650.00

Line Item By Category	Current Amount	Revised Amount
Building Maintenance / Repair	\$100.00	\$100.00
Construction Cost	\$200.00	\$200.00
Space Related Costs	\$200.00	\$200.00
Utilities & Telephone	\$150.00	\$150.00

58



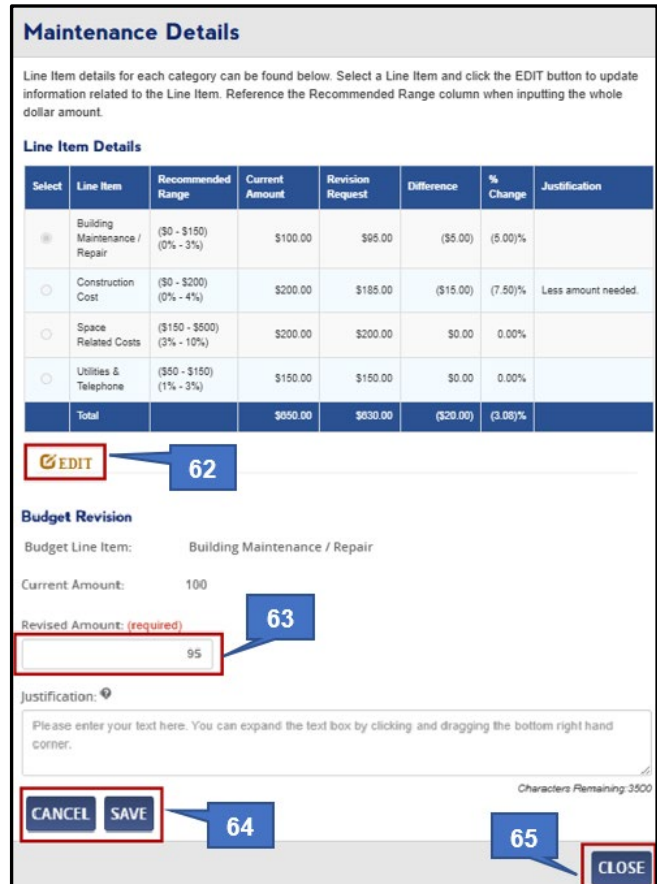
Maintenance Details
Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details 59

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Building Maintenance / Repair	(\$0 - \$150) (0% - 3%)	\$100.00	\$100.00	\$0.00	0.00%	
<input type="radio"/>	Construction Cost	(\$0 - \$200) (0% - 4%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Space Related Costs	(\$150 - \$500) (3% - 10%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Utilities & Telephone	(\$50 - \$150) (1% - 3%)	\$150.00	\$150.00	\$0.00	0.00%	
Total			\$950.00	\$950.00	\$0.00	0.00%	

60

61



Maintenance Details
Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Building Maintenance / Repair	(\$0 - \$150) (0% - 3%)	\$100.00	\$95.00	(\$5.00)	(5.00)%	
<input type="radio"/>	Construction Cost	(\$0 - \$200) (0% - 4%)	\$200.00	\$185.00	(\$15.00)	(7.50)%	Less amount needed.
<input type="radio"/>	Space Related Costs	(\$150 - \$500) (3% - 10%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Utilities & Telephone	(\$50 - \$150) (1% - 3%)	\$150.00	\$150.00	\$0.00	0.00%	
Total			\$950.00	\$830.00	(\$20.00)	(3.08)%	

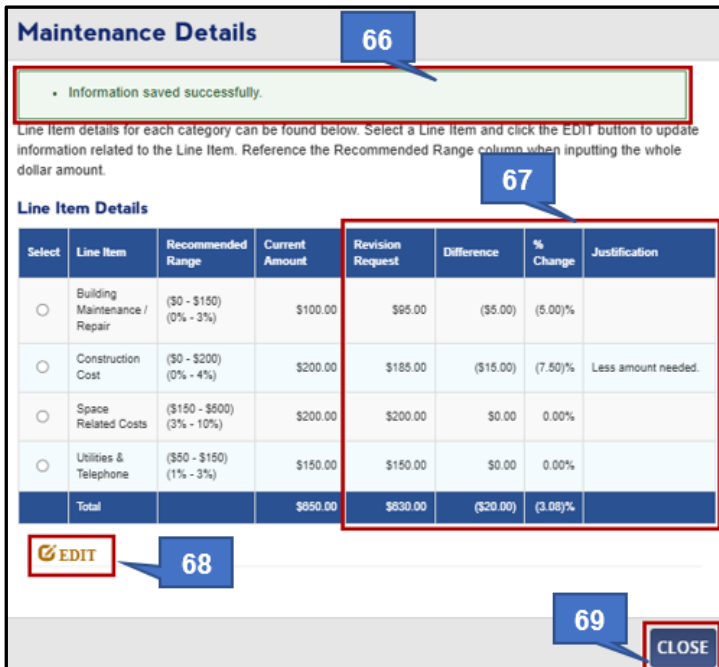
62

Budget Revision
Budget Line Item: Building Maintenance / Repair
Current Amount: 100
Revised Amount: (required) 63
95

Justification:
Characters Remaining: 3500

64

65



Maintenance Details 66
Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Line Item Details 67

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input type="radio"/>	Building Maintenance / Repair	(\$0 - \$150) (0% - 3%)	\$100.00	\$95.00	(\$5.00)	(5.00)%	
<input type="radio"/>	Construction Cost	(\$0 - \$200) (0% - 4%)	\$200.00	\$185.00	(\$15.00)	(7.50)%	Less amount needed.
<input type="radio"/>	Space Related Costs	(\$150 - \$500) (3% - 10%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Utilities & Telephone	(\$50 - \$150) (1% - 3%)	\$150.00	\$150.00	\$0.00	0.00%	
Total			\$950.00	\$830.00	(\$20.00)	(3.08)%	

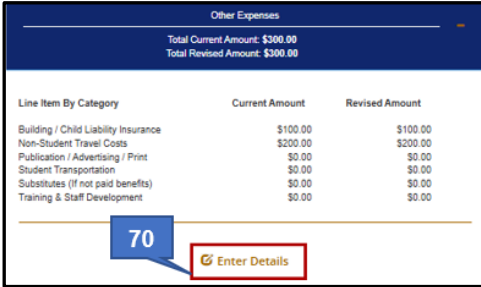
68

69

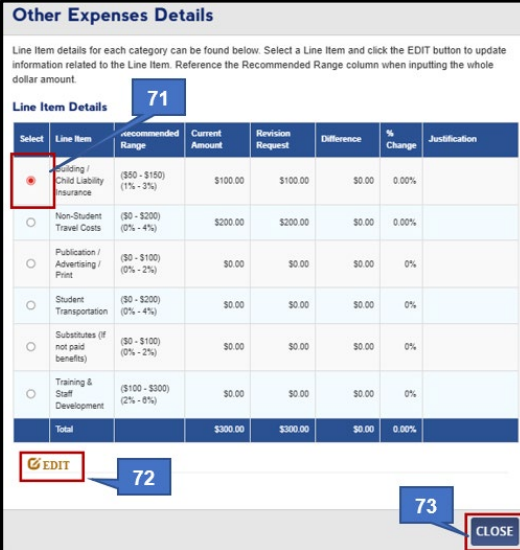
Other Expenses Drawer

Other Expenses Drawer Steps:

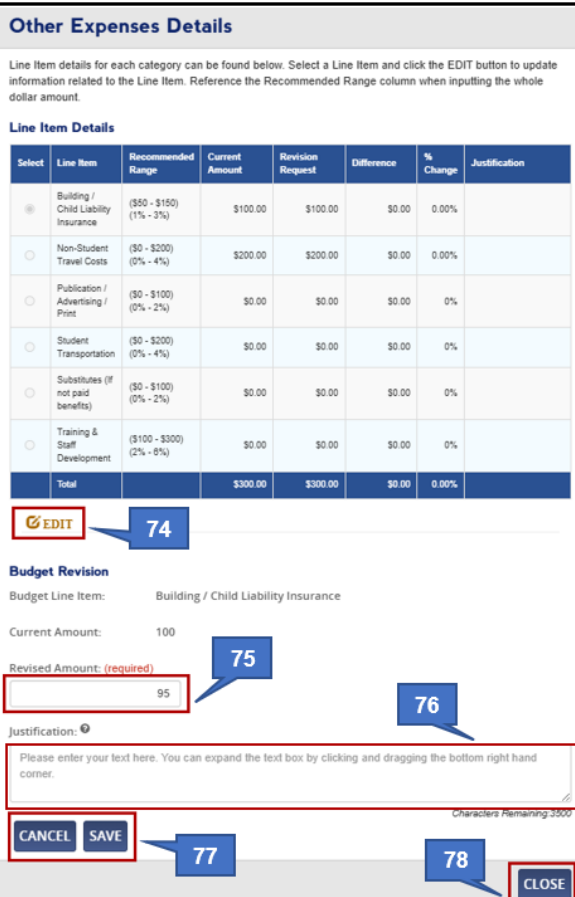
70. Select Enter Details to open the Salaries Details modal.
71. Select the radio button.
72. Select **EDIT** to fill in the chosen line item.
73. Select **CLOSE** to exit the drawer.
74. Select **EDIT** to choose another line item.
75. Enter in the revised amount.
76. Enter in the description for the line item.
77. Select **CANCEL** to remove any line information that was not saved or select **SAVE** after entering in the information for the current line item. Repeat steps **71-77** for each line item.
78. Select **CLOSE** when finished with adding line item information.
79. After the drawer is completed, the information saved successfully message will display.
80. Review the **Difference**, **% Change**, and **Justification** columns.
81. Select **EDIT** to make any updates to the line items.
82. Select **CLOSE** to exit the drawer.



Line Item By Category	Current Amount	Revised Amount
Building / Child Liability Insurance	\$100.00	\$100.00
Non-Student Travel Costs	\$200.00	\$200.00
Publication / Advertising / Print	\$0.00	\$0.00
Student Transportation	\$0.00	\$0.00
Substitutes (If not paid benefits)	\$0.00	\$0.00
Training & Staff Development	\$0.00	\$0.00



Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Building / Child Liability Insurance	(\$50 - \$150) (1% - 3%)	\$100.00	\$100.00	\$0.00	0.00%	
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$200) (0% - 4%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$100) (0% - 2%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Student Transportation	(\$0 - \$200) (0% - 4%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Substitutes (If not paid benefits)	(\$0 - \$100) (0% - 2%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Training & Staff Development	(\$100 - \$300) (2% - 8%)	\$0.00	\$0.00	\$0.00	0%	
Total			\$300.00	\$300.00	\$0.00	0.00%	



Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Building / Child Liability Insurance	(\$50 - \$150) (1% - 3%)	\$100.00	\$100.00	\$0.00	0.00%	
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$200) (0% - 4%)	\$200.00	\$200.00	\$0.00	0.00%	
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$100) (0% - 2%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Student Transportation	(\$0 - \$200) (0% - 4%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Substitutes (If not paid benefits)	(\$0 - \$100) (0% - 2%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Training & Staff Development	(\$100 - \$300) (2% - 8%)	\$0.00	\$0.00	\$0.00	0%	
Total			\$300.00	\$300.00	\$0.00	0.00%	

Budget Revision

Budget Line Item: Building / Child Liability Insurance

Current Amount: 100

Revised Amount: (required)

Justification:



Information saved successfully.

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input type="radio"/>	Building / Child Liability Insurance	(\$50 - \$150) (1% - 3%)	\$100.00	\$95.00	(\$5.00)	(5.00)%	
<input type="radio"/>	Non-Student Travel Costs	(\$0 - \$200) (0% - 4%)	\$200.00	\$190.00	(\$10.00)	(5.00)%	
<input type="radio"/>	Publication / Advertising / Print	(\$0 - \$100) (0% - 2%)	\$0.00	\$40.00	\$40.00	100%	Needed for paper.
<input type="radio"/>	Student Transportation	(\$0 - \$200) (0% - 4%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Substitutes (If not paid benefits)	(\$0 - \$100) (0% - 2%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Training & Staff Development	(\$100 - \$300) (2% - 8%)	\$0.00	\$0.00	\$0.00	0%	
Total			\$300.00	\$325.00	\$25.00	8.33%	

Completed Budget Revision Page

(PARTNER VIEW)

Budget Revision

Portable Document File (PDF) **PRINT** **83**

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date:	
Grant Amount:	\$5,000.00
Total Current Amount:	\$4,875.00
Total Revision Amount:	\$4,490.00
Percentage of Change :	(7.90)%

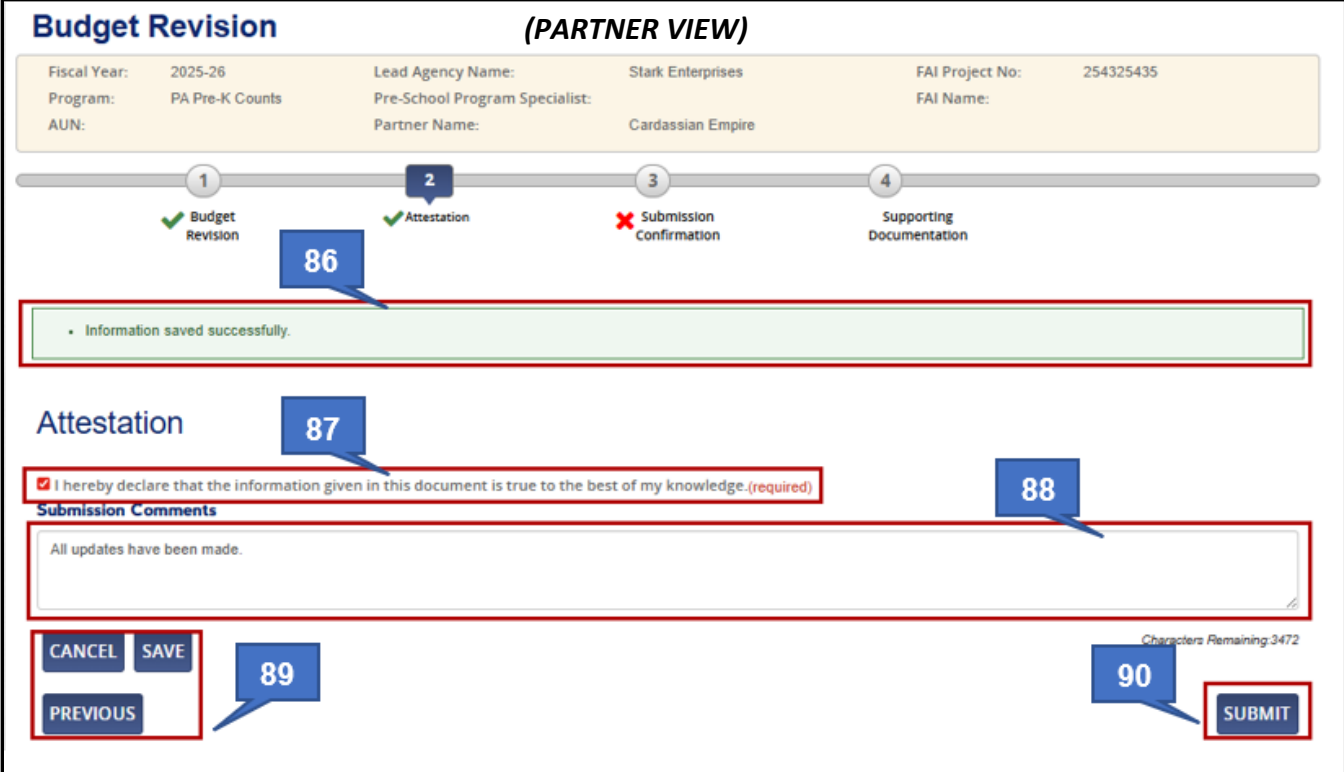
84

Category	Total Current Amount	Total Revised Amount
Salaries	\$1,450.00	\$1,225.00
Benefits	\$1,000.00	\$945.00
Supplies & Equipment	\$475.00	\$440.00
Maintenance	\$650.00	\$630.00
Services	\$1,000.00	\$925.00
Other Expenses	\$300.00	\$325.00

85 **NEXT**

83. Select **PRINT** to download a copy of the **Budget Revision** page.
84. Review the **Grant Amount, Total Current Amount, Total Revision Amount, and Percentage of Change**.
85. Select **NEXT** to navigate to the **Attestation** page.

Attestation Page



Budget Revision (PARTNER VIEW)

Fiscal Year: 2025-26	Lead Agency Name: Stark Enterprises	FAI Project No: 254325435
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:
AUN:	Partner Name: Cardassian Empire	

1 Budget Revision ✓
2 Attestation ✓
3 Submission Confirmation ✗
4 Supporting Documentation

86

Information saved successfully.

Attestation

87

I hereby declare that the information given in this document is true to the best of my knowledge.(required)

88

Submission Comments

All updates have been made.

89

CANCEL SAVE PREVIOUS

90

Characters Remaining:3472

SUBMIT

86. A message will appear that the information has saved.
87. Select the **Attestation Checkbox**.
88. Enter a comment in the **Submission Comments** field.
89. Select **CANCEL** to remove any comments, **SAVE** to save all information on the page, or **PREVIOUS** to navigate to the **Budget Revision** page.
90. Select **SUBMIT** to navigate to the **Submission Confirmation** page.

Submission Confirmation Page

Budget Revision (PARTNER VIEW)

Fiscal Year:	2025-26	Lead Agency Name:	Stark Enterprises	FAI Project No:	254325435
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:		Partner Name:	Cardassian Empire		

1 Budget Revision ✓
2 Attestation ✓
3 Submission Confirmation ✓
4 Supporting Documentation

Submission Confirmation

Thank you!

Your Budget Revision (Document ID 40552) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking UPLOAD SUPPORTING DOCUMENTS. If not applicable, please exit the document by clicking EXIT DOCUMENT.

Your document has been submitted for review.

91 PRINT

92 PREVIOUS

93 EXIT DOCUMENT

94 UPLOAD SUPPORTING DOCUMENTS

91. Select **PRINT** to download a copy of the **Submission Confirmation**.
92. Select **PREVIOUS** to return to the **Attestation** page.
93. Select **EXIT DOCUMENT** to navigate to the **Grant at a Glance** page.
94. Select **UPLOAD SUPPORTING DOCUMENTS** to navigate to the **Supporting Documentation** page.

Supporting Documentation Page

(PARTNER VIEW)

Supporting Documentation

Please upload relevant supporting documents for the Budget Revision below.

Instructions to Manage Documents:

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.
Maximum File Size: 10 MB.

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size	
Other	Letter Admission	4/27/2026	4/27/2026	b-bhajek	0.01 MB	

Document Received Date:

Document Type:

95. Select the drop-down to select the type of document to upload.
96. Document information display.
97. Select **PREVIOUS** to return to the **Submission Confirmation** page.
98. Select **ADD DOCUMENT** to choose the file to upload.
99. Select **SUBMIT** to upload the file and display the **Document Upload Confirmation** modal.
100. Select **CLOSE** to finish the upload process.

Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

Grant at a Glance Page

Grant at a Glance (PARTNER VIEW) Select.. GO

Grant Summary

Grant Information

Grantee: Stark Enterprises
Program: PA Pre-K Counts
Fiscal Year: 2025-26
Grant ID: 3352

Grant Progress

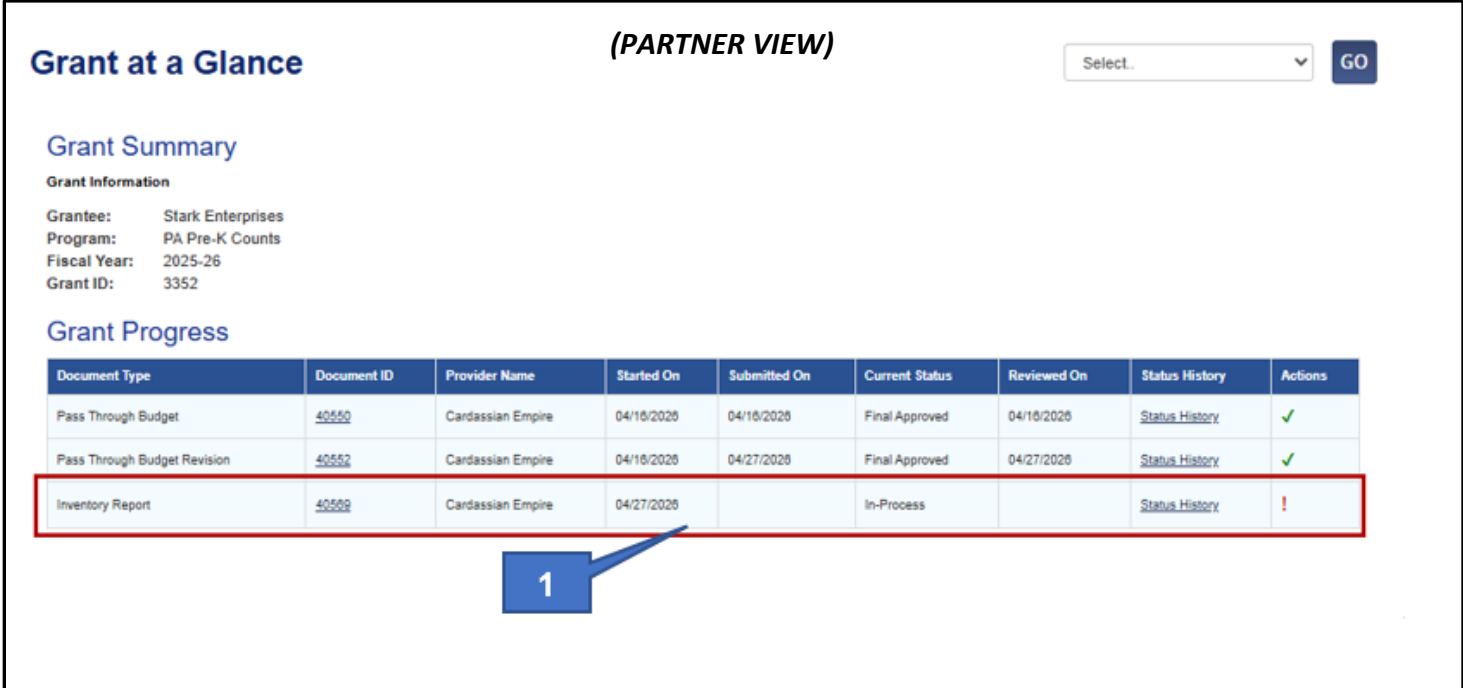
Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Pass Through Budget	40550	Cardassian Empire	04/16/2026	04/16/2026	Final Approved	04/16/2026	Status History	✓
Pass Through Budget Revision	40552	Cardassian Empire	04/16/2026	04/27/2026	Submitted		Status History	✓

101

101. The **Pass Through Budget Revision** will display in a **Submitted** status on the **Grant at a Glance** page.

6.3 Partner Inventory Report

To begin the **Inventory Report** process as a Partner, log into [ELN](#) as described previously. Select **FINANCIAL MANAGEMENT** from the navigation bar. Once on the **Grant at a Glance** screen, select the **Document ID** link for the **INVENTORY REPORT**.



Grant at a Glance (PARTNER VIEW) Select... GO

Grant Summary

Grant Information

Grantee: Stark Enterprises
Program: PA Pre-K Counts
Fiscal Year: 2025-26
Grant ID: 3352

Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Pass Through Budget	40550	Cardassian Empire	04/18/2026	04/18/2026	Final Approved	04/16/2026	Status History	✓
Pass Through Budget Revision	40552	Cardassian Empire	04/18/2026	04/27/2026	Final Approved	04/27/2026	Status History	✓
Inventory Report	40569	Cardassian Empire	04/27/2026		In-Process		Status History	!

1

(NOTE: An Inventory Report is required when purchasing higher priced items. Contact your Preschool Program Specialist to discuss inventory report requirements.)

1. On the **Grant at a Glance** page, select the **Document ID** link for the **Inventory Report**.

Inventory Report (PARTNER VIEW)

Fiscal Year: 2025-26	Lead Agency Name: Stark Enterprises	FAI Project No: 254325435	
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:	
AUN: 54357	Partner Name: Cardassian Empire		

1
✗ Inventory Report

2
✗ Attestation

3
✗ Submission Confirmation

4
Supporting Documentation

Inventory Report

Portable Document File (PDF) ▼

PRINT

An Inventory Report is required when purchasing a single item priced \$5000 or higher. If you have questions on if you have inventory that qualifies for a report, please contact your Pre-School Program Specialists to discuss inventory report requirements.

Has your agency made a single item purchase of \$5000 or greater during the last fiscal year? (required)

Yes, I need to complete an Inventory Report.

No, I do not need to complete an Inventory Report.

2

Purchase Details

Description of the Item	Purchase Date	Purchase Price	Action
No Data Found			
Total		\$0.00	

+ ADD

3

PREVIOUS

4

5

NEXT

2. Select the **Yes, I need to complete an Inventory Report** radio button if there is anything over the single item threshold to report. If not, select the **No, I do not need to complete an Inventory Report** radio button.
3. If **Yes** is selected, select **+ ADD**. The **Purchase Details** modal then displays.
4. Select **PREVIOUS** to return to the **Grant at a Glance** page.
5. Select **NEXT** to navigate to the **Attestation** page.



The screenshot shows a 'Purchase Details' modal form. At the top, the title 'Purchase Details' is displayed. Below the title, there are three main input sections: 1. 'Description of Item:(required)' with a text box containing 'Office supplies' and a callout '6' pointing to it. 2. 'Purchase Date:(required)' with a date picker showing '04/03/2026' and a callout '7' pointing to it. 3. 'Purchase Price:(required)' with a text box containing '250' and a callout '9' pointing to it. At the bottom of the form, there are two buttons: 'CANCEL' on the left with callout '8' and 'SAVE' on the right with callout '10'. A callout '10' also points to the 'SAVE' button.

6. Enter information in the **Description of Items** field.
7. Enter the **Purchase Date**.
8. Select **CANCEL** to close the Purchase Details modal.
9. Enter the **Purchase Price**.
10. Select **SAVE** to save the entered information and close the **Purchase Details** modal.

Attestation Page

Inventory Report (PARTNER VIEW)

Fiscal Year:	2025-26	Lead Agency Name:	Stark Enterprises	FAI Project No:	254325435
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	54357	Partner Name:	Cardassian Empire		

1 Inventory Report 2 Attestation 3 Submission Confirmation 4 Supporting Documentation

Attestation

I certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period. (required)

Submission Comments

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner. Characters Remaining : 3500

11. Check the **Attestation** checkbox.
12. Enter a comment in the **Submission Comments** field.
13. Select **CANCEL** to remove any information entered or **SAVE** to complete the attestation step.

Inventory Report (PARTNER VIEW)

Fiscal Year:	2025-26	Lead Agency Name:	Stark Enterprises	FAI Project No:	254325435
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	54357	Partner Name:	Cardassian Empire		

1 ✓ Inventory Report 2 ✓ Attestation 3 Submission Confirmation 4 Supporting Documentation

Submission Confirmation Portable Document File (PDF) **PRINT** 14

Thank you!

Your Inventory Report (**Document 39929**) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order To view the information On this form at a later Date, please click the PRINT button To save And print a copy Of your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If Not applicable, please Exit the document by clicking **Exit DOCUMENT**.

Your document has been submitted For review.

PREVIOUS 15 **EXIT DOCUMENT** 16 17 **UPLOAD SUPPORTING DOCUMENTS**

14. Select **PRINT** to download a copy of the **Submission Confirmation**.
15. Select **PREVIOUS** to return to the **Attestation** page.
16. Select **EXIT DOCUMENT** to navigate to the **Grant at a Glance** page.
17. Select **UPLOAD SUPPORTING DOCUMENTS** to navigate to the **Supporting Documentation** page.

Inventory Report (PARTNER VIEW)

Fiscal Year: 2023-24	Lead Agency Name: 4D Childcare	FAI Project No: 75376	
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:	
AUN: 76375			

1
2
3
4

✓ Inventory Report

✓ Attestation

✓ Submission Confirmation

■ Supporting Documentation

Supporting Documentation

Please upload relevant supporting documents for the Inventory Report below.

Instructions to Manage Documents:

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.
Maximum File Size: 10 MB.

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date 4/17/2024

Select Document Type...

- Select Document Type...
- Receipts
- Grant Inventory of Durable Purchases
- Other

ADD DOCUMENT

SUBMIT

PREVIOUS

When prompted, follow the steps below:

45. Select the **Select Document Type...** drop-down and select a document type.
46. Select **ADD DOCUMENT**. A File Explorer window opens. Select the appropriate file and select **Open**.
47. Select **SUBMIT**. The **Document Upload Confirmation** modal displays.
48. Select **CLOSE**.

Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

18
CLOSE

(NOTE: After documents have been successfully uploaded, a link to the document displays in the table this screen. Allow at least five minutes before checking back to view the link in the **File Name** column.)

7. Appendices

Appendix A - Glossary of Acronyms

Term	Description
ELN	Early Learning Network
FER	Final Expenditure Report
FY	Fiscal Year
HSSAP	Head Start Supplemental Assistance Program
LA	Lead Agency
PELICAN	Pennsylvania's Enterprise to Link Information for Children Across Networks
PKC	Pre-Kindergarten Counts
PPS	Preschool Program Specialist
PRI	Program Review Instrument
PSS	Provider Self-Service
QER	Quarterly Expenditure Report
SLDS	State Longitudinal Data System

Appendix B - Glossary of Terms

Term	Description
Budget	An estimate of income and expenditure for a set period which can be created within the PELICAN application.
Budget Revision	An update to the original budget.
Continuation Grant	A grant that is awarded subsequent to the initial grant year.
End dating	<p>End dating is a process which can be used to accomplish several different activities within PELICAN:</p> <ul style="list-style-type: none"> Ending a child's enrollment in a classroom. Ending a staff member's assignment to a classroom session. Ending a staff member's assignment to a location. Ending a Classroom Session at a location.
Final Expenditure Report (FER)	A document displaying those expenditures incurred by a provider for the entire year.
Financial Management	A section of the PELICAN system which allows for the effective documenting and management of funds granted to a Lead Agency or Legal Entity.
Grantee	A person or organization receiving funds from the State; receiver of a grant.
Head Start Supplemental (HSS)	Head Start is a federal program that promotes the school readiness of children ages birth to 5 from low-income families by enhancing their cognitive, social, and emotional development.
Inventory Report	A document that is used to display expenditures over \$5000.
Lead Agency (LA)	The Lead Agency in a Partnership has ultimate responsibility for fiscal and administrative oversight, program leadership, and decision-making authority relative to PA Pre-K Counts. The Lead Agency communicates directly with the Preschool Program Specialist assigned to the Partnership and with OCDEL. It is the entity that responds to OCDEL requests, submits documents to OCDEL on behalf of the Partners, and holds responsibility for the Partners' compliance with PA Pre-K Counts requirements.
Legal Entity (LE)	An individual, Partnership, association, organization, or corporation responsible for the operation or multiple child care facilities or locations, specific to Keystone STAR providers.
Location	The physical site where the early childhood program is offered.

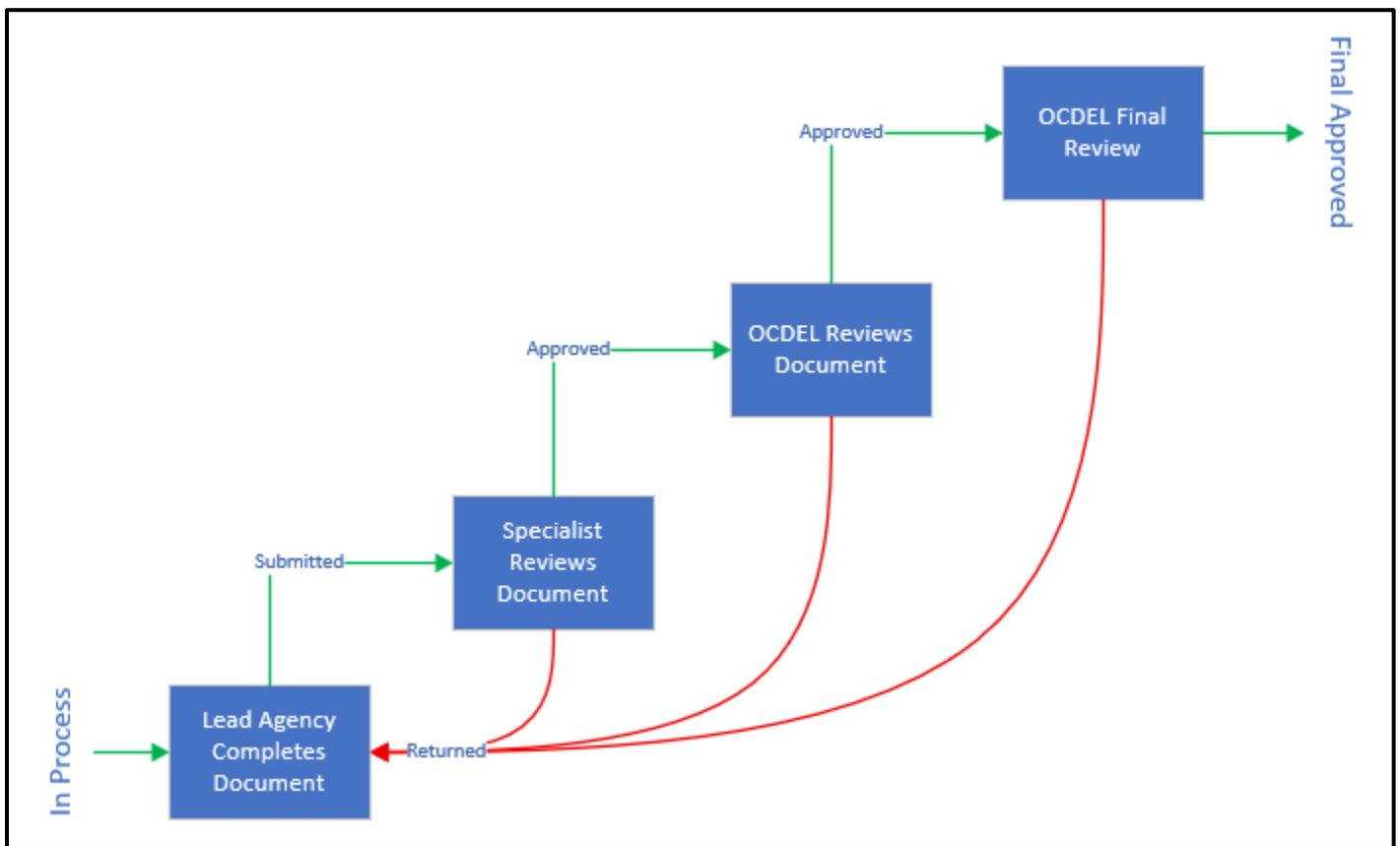
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Quarterly Expenditure Report (QER)	A document displaying the cumulative expenditures incurred by a provider through a specific quarter.
Office of Child Development and Early Learning (OCDEL)	OCDEL promotes opportunities for all Pennsylvania children and families by building systems and providing supports that help ensure access to high quality child and family services.
Partner	A Partner is an eligible provider in the Lead Agency's current fiscal year PKC or HSSAP grant, which is providing a Pre-K Counts or HSSAP classroom session.
PELICAN	Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) is the Department of Human Services' initiative to integrate the Department's child care programs under a single management information system. All child care services information is managed in PELICAN.
PELICAN Early Learning Network (ELN)	PELICAN ELN is a web-based network that enables Pennsylvania to better understand the children served by providing a platform for collecting, tracking, and analyzing information about children, classroom sessions, staff, and Providers to assess outcomes and best practices across programs.
Pennsylvania Key (PA Key)	The role of the PA Key is to work with OCDEL to provide statewide leadership in the development of an integrated and coordinated system of program quality improvements and professional development supports for early childhood education.
Pennsylvania Pre-K Counts (PA Pre-K Counts)	An early childhood grant program offered by the Pennsylvania Department of Education.
Program Type	The type of early childhood program a provider offers.

Appendix C – Document Approval Process

When the LA/Grantee and Partner submit their documents, the documents follow a defined approval process. This process occurs for all budget documents. Once the document is submitted, it will be reviewed by the assigned Preschool Program Specialist. After the Preschool Program Specialist has approved the document, there is a PA Key level review displaying as “OCDEL Reviewed” and then “Final Approved.” At each level of review, the reviewer may approve or return the document to the LA/Grantee for revisions. With each returned document, the LA/Grantee must make the needed corrections and then resubmit the document, following the same submittal and approval processes. See the Document Review and Approval Flow figure below.



Document Review and Approval Flow

While a provider can not actively view the approval process, you can track the progress of the submitted document by looking at the status for a specific document on the **Funds Inbox** page. The table below lists and describes the possible document statuses.

Status	Description
In Progress	A document has just been started and is currently being worked on.
Submitted	The Partner or LA/Grantee has submitted a document.
Specialist Reviewed	The Specialist has reviewed and approved the document.
OCDEL Reviewed	The PA Key staff have reviewed and approved the document.
Final Approved	OCDEL HQ Staff has reviewed and approved the document.
Returned	An issue was identified with the document at any stage of the review process. The document has been returned to the LA/Grantee to appropriately address.
On Hold	Only FERs in In-Process or Returned status may be placed On Hold. Providers are not able to edit the FER or Inventory Report in On Hold or Approved status. Once the Budget Revision is Final Approved, the FER document will be flipped (by the system) back to its previous status (Returned or In Process).

If your document's status shows as Returned in your **Funds Inbox**, to view comments on the reason for the return, click **Status History** for the document in question. The **Budget Status History** page will display. The date that the status changed for the document is indicated. For Returned items, the reviewer will enter comments so that you will know what updates will be needed in your budget or other documents. Make your revisions/updates and resubmit.

Appendix D – ELN Fiscal Management Alerts and Emails

Alerts

Continuation Grant – Final Approved

An alert will be generated for the last Lead Agency user to update the Continuation Grant and the assigned PreK Specialist anytime the Continuation Grant document is updated to Final Approved status. This alert will not be generated if the associated Grant Structure is not set up.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Continuation Grant Application [document number of Continuation Grant Application] has been Final Approved.	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]
Your Continuation Grant Application [document number of Continuation Grant Application] has been Final Approved.	Fund Management	[Provider Name]	[Alert Generation Date]	[Primary Specialist]

Continuation Grant – Returned

An alert will be generated for the last Lead Agency user to update the Continuation Grant and the assigned PreK Specialist anytime the Continuation Grant document is updated to Returned status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Continuation Grant Application has been returned. Please check the comments section of Document ID [document number of continuation grant application].	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]
Your Continuation Grant Application has been returned. Please check the comments section of Document ID [document number of continuation grant application].	Fund Management	[Provider Name]	[Alert Generation Date]	[Primary Specialist]

Budget Detail – Final Approved

An alert will be generated for the last Lead Agency user to update the Budget Detail anytime the Budget Detail document is updated to Final Approved status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Budget [document ID number] has been final approved.	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]

Budget Detail – Returned

An alert will be generated for the last Lead Agency user to update the Budget Detail and the assigned PreK Specialist anytime the Budget Detail document is updated to Returned status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Budget has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]
Your Budget has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Primary Specialist]

Pass Thru Budget Detail – Final Approved

An alert will be generated for the last Lead Agency user to update the Pass Thru Budget Detail anytime the Pass Thru Budget Detail document is updated to Final Approved status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Pass Thru Budget [document ID number] has been final approved.	Fund Management	[Provider Name]	[Alert Generation Date]	[Partner User]

Pass Thru Budget Detail – Returned

An alert will be generated for the last Partner user to update the Pass Thru Budget Detail anytime the Pass Thru Budget Detail document is updated to Returned status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Pass Thru Budget has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Partner User]

Budget Revision – Final Approved

An alert will be generated for the last Lead Agency user to update the Budget Revision anytime the Budget Revision document is updated to Final Approved status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Budget Revision [document ID number] has been final approved.	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]

Budget Revision – Returned

An alert will be generated for the last Lead Agency user to update the Budget Revision and the assigned PreK Specialist anytime the Budget Revision document is updated to Returned status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Budget Revision has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]
Your Budget Revision has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Primary Specialist]

Pass Through Budget Revision – Final Approved

An alert will be generated for the last Lead Agency user to update the Pass Through Budget Revision anytime the Pass Through Budget Revision document is updated to Final Approved status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Pass Through Budget Revision [document ID number] has been final approved	Fund Management	[Provider Name]	[Alert Generation Date]	[Partner User]

Pass Through Budget Revision – Returned

An alert will be generated for the last Lead Agency user to update the Pass Through Budget Revision anytime the Pass Through Budget Revision document is updated to Returned status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Pass Through Budget Revision has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Partner User]

Quarterly Expenditure Report (QER) – Final Approved

An alert will be generated for the last Lead Agency user to update the Quarterly Expenditure Report anytime the Quarterly Expenditure Report document is updated to Final Approved status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Quarterly Expenditure Report [document ID number] has been final approved.	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]

Quarterly Expenditure Report (QER) – Returned

An alert will be generated for the last Lead Agency user to update the Quarterly Expenditure Report and the assigned PreK Specialist anytime the Quarterly Expenditure Report document is updated to Returned status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Quarterly Expenditure Report has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]
Your Quarterly Expenditure Report has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Primary Specialist]

Final Expense Report (FER) – Final Approved

An alert will be generated for the last Lead Agency user to update the Final Expense Report anytime the Final Expense Report document is updated to Final Approved status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Final Expense Report [document ID number] has been final approved.	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]

Final Expense Report (FER) – Returned

An alert will be generated for the last Lead Agency user to update the Final Expense Report and the assigned PreK Specialist anytime the Final Expense Report document is updated to Returned status.

Text	Alert Category	Relates To	Alert Generation Date	Recipient
Your Final Expense Report has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Lead Agency User]
Your Final Expense Report has been returned. Please check the comments section of document number [document ID number].	Fund Management	[Provider Name]	[Alert Generation Date]	[Primary Specialist]

Budget Due Date Alert

An alert will be triggered in real-time when the Budget Due Date is set on the Grant Information screen. This alert will be user cleared.

Text	Alerts Category	Relates To	Alert Generation Date	Primary Specialist
Budget for <Program Type> grant is due by <Due date>.	Funds	<Provider Name>	[Alert Generation Date]	<Specialist Name>

Continuation Grant Application Alert

An alert will be triggered by an overnight batch when the Continuation Grant Application window is open. This alert will be user cleared.

- The alert is generated for lead agencies via a nightly batch that have an active grant at the time the application window opens.
- The alert is generated the evening before the start date. The system checks the start date for the CGA window on reference table R00992 and if the current date + 1 day = start date, an alert is generated by the batch.
- Assumption: CGA start date will always be set in the future in the reference table. If the CGA start date is set in the past, the alert will not be generated.

Text	Alerts Category	Relates To	Alert Generation Date	Primary Specialist
The Continuation Grant Application window for <Program Type> is open for fiscal year <Fiscal Year> from <Start Date> to <End Date>.	Funds	<Provider Name>	[Alert Generation Date]	<Specialist Name>

Budget Due Soon Alert

An alert will be generated for lead agencies that have a Budget due in the next 10 days but have not submitted the budget yet. This will be a nightly batch process, and a user-cleared alert.

Text	Alerts Category	Relates To	Alert Generation Date	Primary Specialist
Budget for <Program Type> grant is due in 10 days.	Funds	<Provider Name>	[Alert Generation Date]	<Specialist Name>

Budget Past Due Alert [NEW]

An alert will be generated for lead agencies that have a Budget due 10 days in the past but have not submitted the budget yet. This will be a nightly batch process, and a user-cleared alert.

Text	Alerts Category	Relates To	Alert Generation Date	Primary Specialist
Budget for <Program Type> grant is 10 days past due.	Funds	<Provider Name>	[Alert Generation Date]	<Specialist Name>

Emails

An email will be sent to different stakeholders when the documents are in either Returned status or Final Approved status. The table below in 3.2.1 shows the scenarios where an email is generated. The email addresses for the stakeholders will be populated based on the e-mail addresses stored in Identity Manager (IDM).

Email Notifications Recipients

Document	Document Status	Stakeholders	Message Text ID
Continuation Grant Application	Returned	Lead Agency, Specialist	1
Budget	Returned	Lead Agency, Specialist	2
Budget	Final Approved	Lead Agency	3
Budget Revision	Returned	Lead Agency, Specialist	4
Budget Revision	Final Approved	Lead Agency	5
Quarterly Expenditure Report	Returned	Lead Agency, Specialist	6
Quarterly Expenditure Report	Final Approved	Lead Agency	7
Final Expenditure Report	Returned	Lead Agency, Specialist	8
Final Expenditure Report	Final Approved	Lead Agency	9
Pass Thru Budget	Returned	Partner	10
Pass Thru Budget	Final Approved	Partner	11
Pass Thru Budget Revision	Returned	Partner	12
Pass Thru Budget Revision	Final Approved	Partner	13

Email Text

The table below shows the text that will be displayed in the email. Click here hyperlink will navigate the user to the ELN login page.

Subject: PELICAN Funding Document Notification

Body:

Message ID	Text
1.	Your Continuation Grant Application [document ID number] has been returned. Please click here to access Early Learning Network (ELN) and take action on this returned document. This email was sent from an unmonitored account. Please do not reply to this message.
2.	Your Budget [document ID number] has been returned. Please click here to access Early Learning Network (ELN) and take action on this returned document. This email was sent from an unmonitored account. Please do not reply to this message.
3.	Your Budget [document ID number] has received final approval. To view the document, please click here to access the Early Learning Network (ELN). This email was sent from an unmonitored account. Please do not reply to this message.
4.	Your Budget Revision [document ID number] has been returned. Please click here to access Early Learning Network (ELN) and take action on this returned document. This email was sent from an unmonitored account. Please do not reply to this message.

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5.	<p>Your Budget Revision [document ID number] has received final approval. To view the document, please click here to access the Early Learning Network (ELN).</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
6.	<p>Your Quarterly Expenditure Report [document ID number] has been returned. Please click here to access Early Learning Network (ELN) and take action on this returned document.</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
7.	<p>Your Quarterly Expenditure Report [document ID number] has received final approval. To view the document, please click here to access the Early Learning Network (ELN).</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
8.	<p>Your Final Expenditure Report [document ID number] has been returned. Please click here to access Early Learning Network (ELN) and take action on this returned document.</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
9.	<p>Your Final Expenditure Report [document ID number] has received final approval. To view the document, please click here to access the Early Learning Network (ELN).</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
10.	<p>Your Pass Thru Budget [document ID number] has been returned. Please click here to access Early Learning Network (ELN) and take action on this returned document.</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
11.	<p>Your Pass Thru Budget [document ID number] has received final approval. To view the document, please click here to access the Early Learning Network (ELN).</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
12.	<p>Your Pass Thru Budget Revision [document ID number] has been returned. Please click here to access Early Learning Network (ELN) and take action on this returned document.</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>
13.	<p>Your Pass Thru Budget Revision [document ID number] has received final approval. To view the document, please click here to access the Early Learning Network (ELN).</p> <p>This email was sent from an unmonitored account. Please do not reply to this message.</p>