

Check List

One-time submission/annual submission:

- Partner Agreement, signed and finalized
- W9
- Direct Deposit Information
- Background Check documents for all required staff members (within 30 days of hire and every 2 years)
- Personnel file documentation (annual review)
- Certificate of Insurance (United Way ATX listed as additional insured)
- PKP Teacher transcripts
- Supporting documentation that PKP teacher requirements are met
- PKP classroom schedule
- CDC operational policy
- CDC Employee handbook
- Completed AISD Registration packet for all eligible children

Ongoing submission:

- Monthly attendance and enrollment projections
- CLI Engage assessment data
- Monthly verification of Billing Invoice
- Monthly Billing Invoice and supporting documentation

Administrative Requirements

United Way ATX's Business Dropbox account will provide secure sharing of data from partner CDCs to United Way ATX. United Way ATX will provide an email confirmation of receipt for all billing invoices, reporting, etc.

Agreement

Partner CDCs must submit a signed Pre-K Partnerships Agreement. **Agreements must be in place before services can be performed.** Services performed or expenses incurred without a signed agreement will not be eligible for reimbursement without prior, written approval from United Way ATX. Signed agreements must include all attachments (and additional signatures as necessary).

Please upload the signed agreement, along with your organization's most recent W9, Certificate of Insurance (COI), and direct deposit information to:

<https://www.dropbox.com/request/Eqcp6tzbCmZowKu7MFQ1>

Use the following naming conventions:

- ORGANIZATION NAME_PKP-Agreement_Signed_YMMMDD
- ORGANIZATION NAME_W9_YMMMDD
- ORGANIZATION NAME_COI_YMMMDD
- ORGANIZATION NAME_DirectDeposit_YMMMDD

Human Resource Requirements

- Personnel Files. Partner CDCs must maintain records on file for all personnel part of Pre-K Partnerships. These records include:
 - Position job description
 - Salary documentation
 - Application and resume for individual in role
 - Documentation of any required credentials for position
 - Documentation of completion of any required training for position
 - Documentation of compliance with internal cultural competency plan and confidentiality plan
 - Valid, approved DFPS background check

Please upload the PKP teacher transcripts, salary documentation, and background checks to:

<https://www.dropbox.com/request/Eqcp6tzbCmZowKu7MFQ1>

Use the following naming conventions:

- ORGANIZATION NAME_TEACHER NAME_transcripts_YMMMDD
- ORGANIZATION NAME_TEACHER NAME_salary documentation_YMMMDD
- ORGANIZATION NAME_TEACHER NAME_background check_YMMMDD
- ORGANIZATION NAME_TEACHER NAME_background check_YMMMDD

UNITED WAY ATX will request to inspect these documents at a minimum annually and ask for verification or more frequent inspection as required.

Child Requirements

Child Files. Partner CDCs must maintain records on file for all children co-enrolled in Pre-K Partnerships. CDCs must comply with childcare licensing requirements. UNITED WAY ATX will request to inspect these documents at a minimum annually and ask for verification or more frequent inspection as required.

Additional CDC Requirements

CDC Documentation. Partner CDCs must provide UNITED WAY ATX with the most updated operational policy and employee handbook (as required by Childcare Licensing).

Please upload the CDC Operational Policy, Employee Handbook, and classroom schedule to:

<https://www.dropbox.com/request/Eqcp6tzbCmZowKu7MFQ1>

Use the following naming conventions:

- ORGANIZATION NAME_operational policy_YMMMDD
- ORGANIZATION NAME_employee handbook_YMMMDD
- ORGANIZATION NAME_TEACHER NAME_schedule_YMMMDD

Pre-K Partnerships

UNITED WAY ATX PARTNER GUIDELINES



Attendance

Partner CDCs will receive 80% of the *Average Daily Attendance (ADA)* for children co-enrolled in Pre-K Partnerships (i.e. children also enrolled in Austin ISD). ADA received is calculated based on the days of reported attendance for co-enrolled children at the CDC.

When reporting attendance, CDCs must follow the PKP school calendar and not the CDC’s calendar. For example, if a center is open on a day that is a non-attendance day according to the PKP school calendar, attendance will not be counted for that day. Similarly, if a CDC is closed on a PKP attendance day, students will be marked as absent on that day.

Reporting Attendance

Attendance spreadsheet. Partner CDCs are responsible for tracking daily attendance for co-enrolled children on the attendance spreadsheet provided by United Way ATX. The following information must be included:

Class delivered. The rows found across the “class delivered” line indicate the days of the month (1-31). The row above the numbers has a drop down menu to select “Y” or “N”. This needs to be filled to indicate whether or not the CDC implemented the Pre-K Partnership program on a given day. Weekends, holidays, and in-service days would all be selected as “N”.

Student Name. List all the children that are co-enrolled in Pre-K Partnerships using (First Name, Last Name). In the event that you have more than one child with the same first and last name, include the child’s date of birth.

Marking attendance. For every day that class was delivered (marked as “Y”), student attendance must be reported.

Attendance must be taken at the same time each day—indicate the time on the top portion of your spreadsheet.

Use one of the following classifications to report attendance:

Present (/): Child is present at school at the time attendance was taken. Child is eligible for ADA that day.

Absent (X): Child is not present at school at the time attendance was taken. Child is not eligible for ADA that day.

Teacher	LOCATION:																															2019					
Class Delivered?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	STUDENT TOTALS					
First Name, Last Name																																F	L	X	E	Blank	Other
01 ASC	/	E	/	L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	23	1	0	1	96,7748
02 SC	/	X	E	/	/	E	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	28	0	1	2	90,32258	
03																																0	0	0	0	0	
04																																0	0	0	0	0	
05																																0	0	0	0	0	
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F	2	0	1	1	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	57	1	1	3	98		
L	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
X	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
E	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
CLASS ATTENDANCE %	100	0	50	100	100	50	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	91,935	1,6129	1,6129	4,8387	93,548			

Pre-K Partnerships

UNITED WAY ATX PARTNER GUIDELINES



Monthly projections. United Way ATX will make payments to Partner CDCs monthly based on projected enrollment and attendance. CDCs must submit documentation by the 15th of every month for the upcoming month’s projections and actual attendance for co-enrolled children.

Projections for Time Period of:	Due to United Way ATX by:	What needs to be submitted?
August 20-September 30 th	August 15 th	Projections for Aug-Sept
October 1-October 31 st	September 15 th	Projections for October
November 1- November 30 th	October 15 th	Projections for November; Actual attendance for August-September
December 1-December 31 st	November 15 th	Projections for December; Actual attendance for October
January 1-January 31 st	December 15 th	Projections for January; Actuals for November
February 1-February 29 th	January 15 th	Projections for February; Actuals for December
March 1-March 31 st	February 15 th	Projections for March; Actuals for January
April 1-April 30 th	March 15 th	Projections for April; Actuals for February
May 1-May 31 st	April 15 th	Projections for May; Actuals for March
	May 15 th	Actuals for April
	June 15 th	Actuals for May; Final reconciliation based on EOY ADA rates

United Way ATX will use an estimated ADA rate of **\$16.67** per day to pay CDCs monthly. Austin ISD will release exact ADA rates per child at the end of the school year. At that time, United Way ATX will reconcile accounts with CDCs as needed for a June 15th payment.

Billing submission:

United Way ATX will set up a folder on Dropbox to be used for attendance and invoicing. Once the Partner CDC uploads projections and attendance actuals to Dropbox, they will send an email notification to PKP@uwatx.org.

1. CDCs must report attendance on the 15th of every month.
 - a. CDCs complete the Attendance spreadsheet provided by United Way ATX.
 - b. CDCs upload the attendance spreadsheet to Dropbox
2. The United Way ATX PKP Administrative Assistant will generate the CDC’s invoice based on the reported attendance.
3. Within **2 business days** the PKP Administrative Assistant will email the director (or designee) once the invoice is uploaded to Dropbox.
4. The director must review the invoice and verify the information is correct by signing the invoice.
5. Director will upload the signed invoice to their Dropbox account.
6. PKP Administrative Assistant will provide verified invoices to United Way ATX Finance to process payment. *A delay in reporting attendance may result in a delay in processing payment.*