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## MEMORANDUM

TO: County Pre-K Coordinators

FROM: Janet Bock-Hager, Pre-K Coordinator, Office of Early & Elementary Learning, on behalf of the WV Universal Pre-K Steering Team JBH

DATE: August 23, 2019

RE: 2019-2020 WV Universal Pre-K Program Data Reporting

The following guidance is provided to assist county Pre-K Coordinators with submission of pre-k program data to meet requirements of West Virginia Board of Education (WVBE) Policy 2525: West Virginia's Universal Access to a Quality Early Education System. Information includes modes of data submission and deadlines for annual verification of signed contracts and budgets, fiscal report, program data, addenda, and the WV Universal Pre-K Health and Safety Checklist.

**1. Verification of signed contracts and classroom budgets- Due annually prior to the first day of children's attendance**

Each county with collaborative partners must submit a letter of verification of contracts and classroom budgets. This letter verifies that a contract is in place with each collaborative partner and that classroom budgets have been completed for each collaborative classroom. This letter must list each collaborative partner. This list is cross-referenced with your county's approved classrooms. If a classroom is opened or closed after the initial verification letter is submitted, an amended verification letter must be submitted to illustrate the changes. Any classrooms opened or closed require an addendum to the county program – see "Changes to the County Collaborative Pre-K Program - Addendum"- #4 of this memorandum.

**2. 2018-2019 WV Comprehensive Fiscal Report- Due October 15, 2017**

Each county must annually submit a comprehensive universal pre-k fiscal report. The report should reflect funding and resource contributions from all sources for the **previous school year**. The fiscal report is completed in the Early Learning Reporting System (ELRS) at <https://webtop.k12.wv.us/0/apps/elrs/>. Once logged into the ELRS, the fiscal report reporting page is located under the district tab on the main page.

The fiscal report includes questions to determine total funding and resources utilized to implement each county pre-k program, **only as it relates to services for WV Pre-K eligible children who were actively enrolled in a WV Pre-K program during the 2018-2019 school year**. Information from all public school pre-k classrooms, including preschool special needs classrooms, and any contracted

collaborative program's dedicated resources, must be included. Contributions from collaborative partners must also be included. This can be reported based on costs and resources included in classroom budgets, as well as additional resources utilized. The report includes the following categories as contributors to the total cost of the pre-k program:

School Aid Funding	School Building Authority
Preschool Special Needs/IDEA Funds	TANF/Child Care
Title I	Private
Head Start collaborative classrooms	Other (Must Specify)

### 3. Program data verification- Due October 15, 2019

Each year, WV Universal Pre-K Program Data verification must be completed to report classroom and county composition. Program data verification is completed on the ELRS at <https://webtop.k12.wv.us/0/apps/elrs/>. To verify classroom data, each county Pre-K Coordinator must review all classroom information for accuracy, make necessary edits, list the curriculum type adopted, and add information on county collaborative core team members. Annual edits in each classroom include start date, end date, total annual days, and home school designation for off-site pre-k locations. Once all review and additions have been completed, the Pre-K coordinator will click the submit button on the district verification page, which is located under the “district” dropdown menu of the ELRS. The [Program Data Verification Guidance and Definitions Document](#) provides further instructions.

### 4. Changes to the County Collaborative Pre-K Program - Addendum (completed as necessary)

In accordance with WVBE Policy 2525, section §126-28-4., all changes of substance to the approved county collaborative program or approved universal WV Pre-K program structure must be submitted as an addendum to the WVDE with signatures of all the required county collaborative early childhood core team members for review and approval **30 days prior to the implementation of the changes**. Changes of substance refer to program changes including, but not limited to classroom locations, operation, curriculum, or staffing. Changes of substance are made at the state level in the ELRS through the addendum process. All other changes are to be completed by the county pre-k coordinator through program data verification.

### 5. WV Universal Pre-K Health and Safety Checklist –

The West Virginia Universal Pre-K Continuous Quality Improvement (CQI) Guidance Manual was updated and includes revisions to the WV Universal Pre-K Health and Safety Checklist. These changes are based on requirements in WVBE Policy 2525, along with changes to applicable federal regulations. The WV Universal Pre-K Health and Safety Checklist must be completed each year within forty-five calendar days of the first day of the school year. It was designed to assist county collaborative early childhood teams in ensuring healthy and safe environments in all universal pre-k classrooms. The revised WV Universal Pre-K Health and Safety Checklist is located in the [West Virginia Universal Pre-K Continuous Quality Improvement \(CQI\) Guidance Manual](#) and on [health and safety](#) tab of the WV Universal Pre-K webpage.

For any additional information or questions, please contact a member of the WV Pre-K Steering Team:

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Cc: Dr. Jan Barth, Assistant State Superintendent, Division of Teaching and Learning  
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County Superintendents