

Program and Service Committee Meeting

February 10, 2012

12:30 P.M.

Madison County Extension

117 N. John Wayne Drive

Winterset, IA

Committee members in attendance were Amy Kimball, Ann Bass, and Kendalyn Huff.

Committee members absent John Jakes

Others present were Debra Schrader and Val Cameron.

Ground rules were reviewed and Ann Bass will be the reporter for the board meeting February 15, 2012

Preschool Tuition Policy (*action requested*)

Val Cameron, preschool enrichment coordinator provided the committee with pros and cons of the current preschool tuition policy and process as well as information as to how other ECI areas are administering preschool tuition assistance. Val commended the 4 R Kids board for having a detailed preschool policy.

Successes – universal application; quality measures; income verification (tax return much easier than the paystubs); policies; service (openness to accommodate families in Polk and Marion County; availability of preschool funds; supportive services.

Challenges – hours of instruction; priority by age processed within 72 hours; charge over \$150 for tuition then maximum reimbursed at \$150 (no sliding fee); government funded programs; programs closing- two faith based programs in Winterset and West Des Moines, 2 preschool programs have decreased enrollment of 30 children, reduction of staff; preschool tuition numbers are down from previous years; parents choice – faith based full versus half, transportation school setting.

It was consensus of the committee to recommend modifications to the preschool policy for FY2013; a new policy is included with these minutes. Modifications to the current policy are as follows:

Application section- Remove “has the child attended a voluntary preschool in the past” Add the “county the child resides” in and add “email address”; *Quality section* - Remove ECERS and add “QRS (3-5)”

Priority by age’s section - Add “In order to obligate adequate funds for 4 year olds, an initial maximum amount of funds (determined by the 4 R Kids ECI Area Board) will be set aside for 3 year olds until September 1. After September 1 all applications will be open to preschool age children.”

Income verification- Delete “other government agency verification (WIC, food assistance, hawk-I, title 19)” Add “FIP and/or unemployment benefits; additional income verification considerations may be considered for extenuating circumstances

Sliding fee section – Update example using current federal poverty guidelines “(example – a family of 4 making up to \$28,813 annually will receive 90% tuition assistance)”

Caps section – Remove “preschools that offer 4 year old programming shall have a cap for tuition assistance of \$150 per month, preschools that offer 3 year old programming may charge up to \$3.75 per hour up to a cap of \$150 per month” Change to “preschools

that offer 4 year old programming shall have a cap of \$150 per month maximum even if tuition is over the \$150 maximum amount

Use of other government funded programs – Remove “priority to fill state and federal funded slots first (i.e Head Start, Shared Visions, Statewide Voluntary Preschool program) as defined in state tool CC(A) only considering other options when compelling circumstances warrant”

Change to “Pending family eligibility Head Start and Shared Visions slots shall be filled first as defined in state tool CC; Statewide Voluntary Preschool Program slots will be encouraged to be filled before providing preschool tuition assistance”

Contractor Mileage for Board Meetings (*action requested*)

Mileage reimbursement for contractors to attend board meetings was discussed. It is consensus of the committee for the following recommendations. A policy is included with these minutes.

“Mileage to attend board meetings may be reimbursed when the agency has been requested to attend board meetings and if they are part of the board agenda. Mileage reimbursement rates are allowed to be set by the agency and shall not exceed the federal mileage reimbursement rate. Future contracts shall include this language.”

Family Directions Contract (*information*)

Deb provided an update regarding the transition of the PAT program. All contractual obligations have been met and the last payment vouchers have been received and have passed the technical review.

Semi Annual Reports (*information*)

The committee reviewed the semiannual progress reports and a summary of the reports are included with these minutes. It was noted it would be helpful to add the number of FTEs to the digital dashboard in the future. The majority of the programs were meeting benchmarks, however two programs will be contacted and requested to provide a plan on how they plan to meet their benchmarks.

FY2013 Request for Proposal (*information*)

The draft timeline for the RFP was reviewed; release RFP March 13, 2012 with RFP's due April 23, 2012. Deb will work on the FY2013 RFP and sent it to the committee for review before the March board meeting.

Committee adjourned at 3:00.

Respectfully submitted by Debra Schrader



**FY2012 Preschool Tuition/Scholarship Policy
Amended 2-10-12**

Item	Preschool Tuition Assistance Criteria
Preschool application	<p>A universal preschool tuition assistance application will be utilized; the application includes but not limited to the following:</p> <ul style="list-style-type: none"> • County the child resides in • Mailing addresses and physical address • Email address • Ethnicity • Foster child data • Has the child attended preschool in the past • Other assistance the family participates in (i.e. housing, FIP, WIC etc) • Attendance policy – 90% is an expectation
Quality preschool	<p>A menu of quality measures shall be required and is as follows QPPS, NAEYC, QRS levels 3-5, and Head Start (i.e. timelines will be required) It is important to note that verification is a critical component for quality, however capacity for verification may be limited</p>
Priority by age	<p>The following priorities are for preschool tuition assistance: 1st priority = 4 year olds by September 15 2nd priority = 3 year olds by September 15 3rd priority = 5 year olds by September 15 Priority enrollment will be given to 4 year olds; in order to obligate adequate funds for 4 year olds, an initial maximum amount of funds (determined by the 4 R Kids ECI Area Board) will be set aside for 3 year olds until September 1. After September 1 all applications will be open to preschool age children</p>
Income verification	<p>Income verification is as follows 1st priority for income verification is a Federal tax return; 2nd priority is FIP and/or unemployment benefits; additional income verification considerations may be considered for extenuating circumstances</p>
Service area	<p>Children and preschools that reside in the service area are 1st priority If the ECI area is not at capacity of funds or there are compelling reasons to have a child attend a preschool outside the service area it may be considered. Additionally, if a preschool is utilized outside the service area, quality standards apply. It is up to the discretion of the preschool enhancement project to make determinations regarding extenuating circumstances</p>
Provider hours of operation	<p>Preschools that provide 4 year old programming are required to offer at a minimum of 10 hours of instruction per week Preschools that provide 3 year old programming have no required minimum hours of instruction per week</p>
Hours per family	<p>A ½ day is the maximum amount allowed for preschool tuition assistance</p>
Sliding Fee	<p>A sliding fee scale is required; Federal poverty guidelines shall be utilized and with the following sliding fee schedule 90%, 80%, 70%, and 60% respectively (example – a family of 4 making up to \$28,813 annually will receive 90% tuition assistance)</p>
Caps	<p>Preschools that offer 4 year old programming shall have a cap of \$150 per month maximum even if tuition is over the \$150 maximum amount</p>
Use of other government funded preschool programs	<p>Pending family eligibility Head Start and Shard Visions slots shall be filled first as defined in state tool CC; Statewide Voluntary Preschool Program slots will be encouraged to be filled before providing preschool tuition assistance</p>

4 R Kids Early Childhood Iowa Area Contractor Mileage Policy

Mileage Reimbursement

Mileage to attend board meetings may be reimbursed when the agency has been requested to attend board meetings and if they are part of the board agenda.

Mileage Rate

Mileage reimbursement rates are allowed to be set by the agency and shall not exceed the federal mileage reimbursement rate.

Contract Language

The mileage reimbursement policy shall be included in contracts.



Semi Annual Program Progress Review (July 1, 2011 through December 31, 2011)

Provider, Contract Amount, & Program Type	Program	Notes
1. Lutheran Services in Iowa \$70,000 Program type-intensive home visitation 1.25 FTE	New Parent Program Serving: Adair, Dallas, Madison & Warren County	\$919 avg cost per child; 128 avg cost per visit; above benchmarks on families served no families served in Dallas or Adair
2. Partners in Family Development \$207,000 Program type-long term home visitation 2.55FTE	Parents as Teachers Serving: Dallas & Warren County	\$499 avg cost per child; \$195 avg cost per visit Above benchmarks on number of families served 100 of 119 and 17 of 12 group meetings; Request more information on the credential process and where they are at, are there obstacles holding up the process
3. Adair County ISU Extension \$55,000 Program type-long term home visitation 1.6 FTE	Parents as Teachers Growing Strong Families Serving: Adair County	\$433 avg cost per child; \$191 avg cost per visit (both costs excludes PCI funds) Just received the state of Iowa Family Support Credential; Behind all benchmarks including funding expensed at 39%; lack of group meetings; new enrollees are meeting new enrollment criteria; Curious as to what strategies are for marketing; Requests a plan to see how they will met their benchmarks, with group meetings and visits (i.e. dates, strategies, etc)
4. Family Directions of Iowa \$50,000 Program type-long term home visitation 1 FTE	Parents as Teachers Serving: Madison County	\$821 avg cost per child; \$172 avg cost per visit; expended 53% of the funding; behind on benchmarks; 152 of the 500 visits were provided - should be closer to 250 visits; Contract has been terminated; contract terms has been met;
5. Dallas County Public Health \$60,000 Program type-short term home visitation 1.2 FTE	Maternal Child Health Serving: Dallas County	\$821 cost per child; \$74 avg cost per visit (both averages do not include Medicaid funding) ; Well above on benchmarks
6. Adair County ISU Extension \$18,440 Program type-group parent education <i>(FNP, and Great Beginning)</i> .5 FTE	Group Parent Education Serving: Adair, Dallas, Madison & Warren County	No Great Beginnings classes conducted; Requests a plan to see how they will met their benchmarks, with group meetings and rate of spending (i.e. dates, strategies, etc); requests calendar of group meetings scheduled
8. Dallas County ISU Extension \$242,767 <i>(\$49,892 coordination)</i> <i>(\$180,875 tuition)</i> <i>(\$12,000 dental/lead screenings)</i> Program type-coordination of preschool tuition and preschool quality services 1 FTE	Preschool Enhancement Project Serving: Adair, Dallas, Madison & Warren County	Follow-up on dental and lead screenings
8. Dallas County Public Health \$60,045 Program type-nursing visits for child care providers .84 FTE	Child Care Nurse Consultants Serving: Dallas, Madison & Warren County	No Dallas County visits have been completed but approximately \$7500 has been expended; It has been reported there is an upcoming meeting to resolve IDPH training issues; it is hopeful that issues will be resolved so Dallas County services will be provided
9. Dallas County ISU Extension \$80,000 <i>(\$78,000 home consultants)</i> <i>(\$2,000 CCNC Adair)</i> Project type-quality improvement for child care providers 1.5 FTE	Quality Child Care Project Serving: Adair, Dallas, Madison & Warren County	Benchmarks are being met

