

NSECD WEBSITE PROCEDURES

WWW.PREKLA.ORG

The information contained in this document will assist providers in completing administrative requirements for the NSECD Program.

Eligibility Determination/Matching:

The Coordinated Enrollment process differs across parishes. As a provider, you may find yourself in one of two situations. The instructions below will outline the procedures for both circumstances.

☒ **OPTION 1: IF ELIGIBILITY IS DETERMINED AT THE SCHOOL/CENTER LEVEL AND CHILDREN ARE ENROLLED ON SITE;**

1. Providers will complete the **Family Eligibility Worksheet** to determine if a child is eligible for participation. See Appendix A: Income Verification Guidance or contact the NSECD Office immediately if you are unsure how to complete this form or determine student eligibility.
 - ✓ Income – Family must be at or below 200% of the Federal Poverty Limit
 - ✓ Age – Child must be 4 years old on or before September 30 of their PreK year.
 - ✓ Residence – FOR NSECD ONLY – Child must be a resident of Louisiana
2. Once a child's eligibility has been determined, continue to Option 2.

☒ **OPTION 2: IF ELIGIBILITY IS DETERMINED AT THE NETWORK LEVEL AND YOU HAVE BEEN PROVIDED A LIST OF STUDENTS MATCHED TO YOUR SITE;**

- ✓ Complete the **NSECD Student Information Form**
 - Provider AND Parent signatures are required.
- ✓ Enter the child into PreKLA.org

Once you have qualified and approved a student, you will return to the NSECD Office copies of ONLY the following pages:

- ✓ **The COMPLETED and SIGNED 2-page Student Information Sheet**
 - All required verification items on file must be clearly checked or and/or marked
 - Highlighted blanks must be filled in
 - Original signature of authorized school personnel must be included
 - Original signature of parent or guardian must be included.

Copies should be sent to:

LDOE/NSECD
Attn. Lindsey Bradford
1201 N. 3rd Street, 4th Floor
Baton Rouge, LA 70802

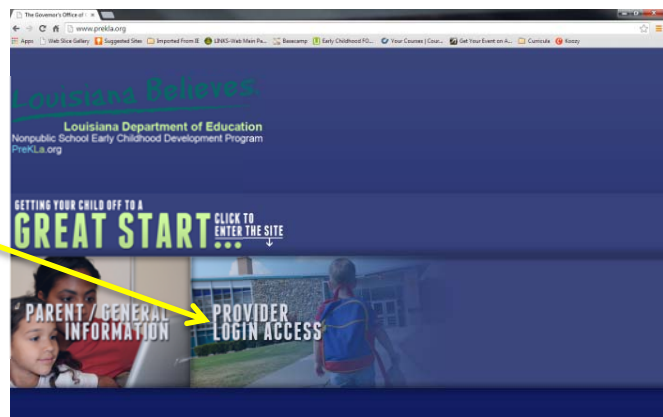
HOW TO USE THE PREKLA.ORG WEBSITE

Enrollment:

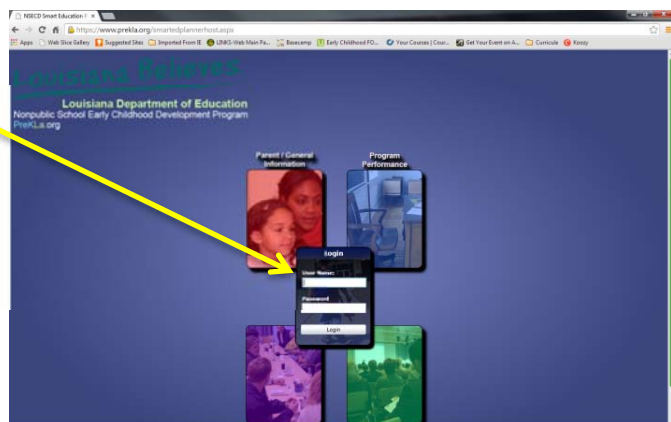
To enter a new student into the PreKLA.org system:

Log on to www.prekla.org using your assigned user name and password.

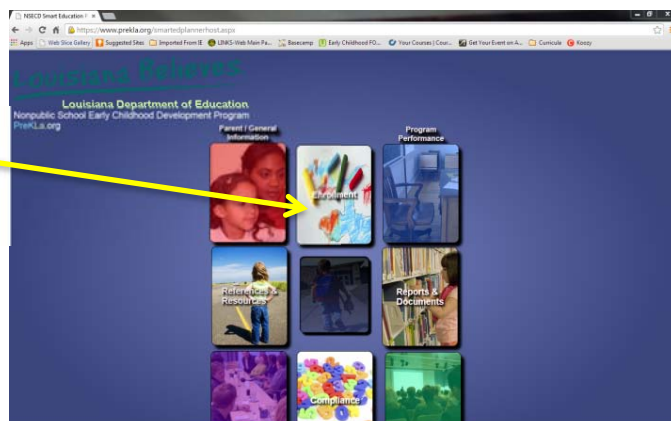
1. Click "Provider Login Access"



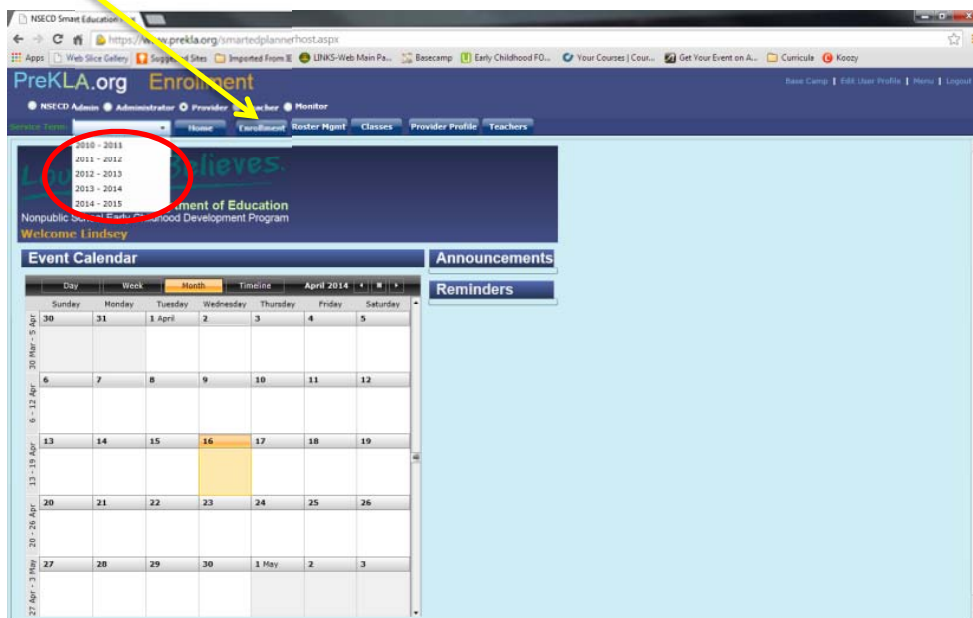
2. Enter the login credentials you were given.
This will bring you to the Home screen.



3. From the Home screen, select the "Enrollment" tile.



4. On the upper left hand side of the screen, select the correct service term (2020-2021). And then select the Enrollment tab.



5. Select **Add New Enrollment** to add a new student to the system.
6. Input the student's Information:

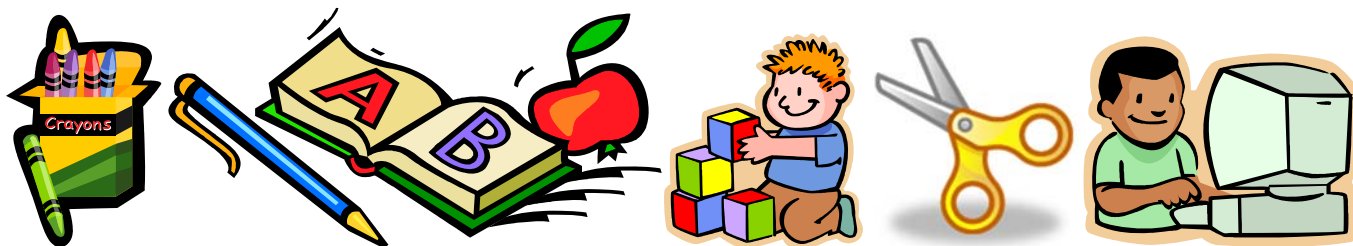
- Social Security Number –



IMPORTANT!! If the rest of the child's information automatically populates after you enter their social security number, **STOP!** This child is already in the system. Click cancel, go back to your list and confirm that this student is NOT already listed at your school. If you do not see them on your list anywhere, you may add them by clicking "**SAVE**" on the pre-populated entry screen. **Note: Clicking "save" multiple times will result in duplicate entries that cannot be deleted.**

- Child's First Name
- Child's Middle Name
- Child's Last Name
- Date of Birth
- Parent's First Name
- Parent's Last Name
- Age Group (*This is new.*)
- Address
- City
- Zip Code
- Parish
- Phone Number

7. Click on "**Save**" to confirm the information. *Note: Clicking "save" multiple times will result in duplicate entries that cannot be deleted.*

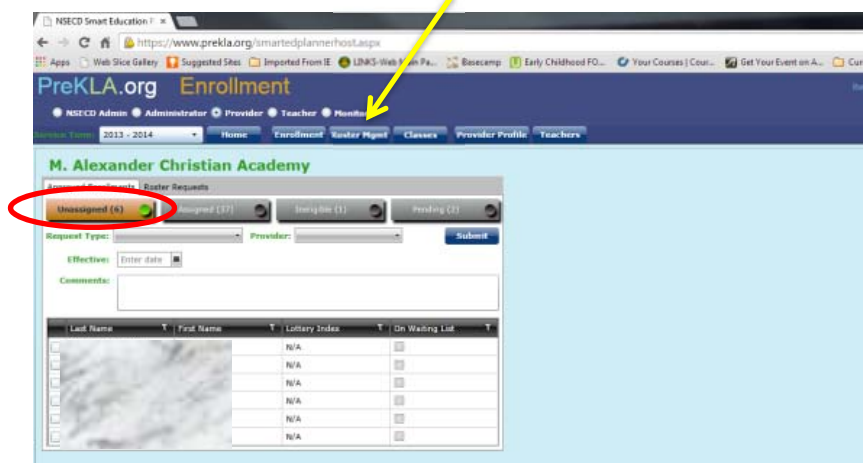


After we receive the Student Information Forms, they will be reviewed and updated online:

- Students appearing in black have not been received or reviewed.
- ✓ Students appearing in green are approved.
- Students appearing in blue are incomplete. You must click on the student and view the comment box on their profile to see what is needed for approval.
- ✗ Students appearing in red are ineligible due to income or age restrictions.
- ? If you have students who appear in orange, their parent has “pre-registered” them online and they have expressed interest in your school. You should contact them and invite them to come in and fill out the application.

TO ACCESS YOUR LIST OF APPROVED STUDENTS AFTER THE ENROLLMENT PERIOD, LIST YOU WILL NEED TO DO THE FOLLOWING:

1. For Providers whose approved applications exceed their allocated slots in networks who have not implemented a procedure for overenrollment, the NSECD Office may conduct a computer generated lottery to select student participants.
2. A specific date will be given when schools will be able to log on and view their rosters. You will be provided with:
 - a. A list of students that are selected to participate in the Program. (If you are not in the lottery, this will be all of your approved applications.
 - b. A waiting list – if you were in the lottery - (highlighted in yellow) to be exhausted in the order in which the children are listed by lottery draw.
3. These lists can be found by selecting the “Roster Mgmt” tab, and then clicking on the “Unassigned” list



Roster Management

TO ADD A STUDENT TO A CLASS ROSTER:

1. Go to your Unassigned list.
2. Select the age group **FIRST**.
3. Select the child(ren)s name(s) by checking the box to the left of their name.
4. Under "Request Type" you will select "Add to Roster"
5. Under "Class" you will select the teacher to whom they will be assigned.

REMINDER: Roster requests cannot be submitted for schools that do not have classes set up online. If you have not submitted your Teacher Class Assignment form and/or teacher credentials, you must do so before classes can be created.

6. Check the box acknowledging that Parent Slot Confirmation/Acceptance Form has been received.
7. Enter the Effective Start Date which should be that child's 1st day of school.
8. Click Submit

REMOVING STUDENTS WHO DECLINE THEIR SPOT (BEFORE THEY HAVE BEEN ADDED TO A CLASS):

1. Go to your Unassigned list.
2. Select the child(ren)s name(s) who will NOT be attending your school.
3. Under "Request Type" you will select "Remove from Lottery Results"
4. Enter the Effective Date which should be the date of your request.
5. Click Submit

DISENROLLING STUDENTS AFTER THEY HAVE BEEN ADDED TO A CLASS:

1. Go to your Assigned list.
2. Select the child(ren)s name(s) who are being disenrolled.
3. Under "Request Type" you will select "Disenroll"
4. Enter the Effective Date which should be the child's last day of school.
5. Click Submit

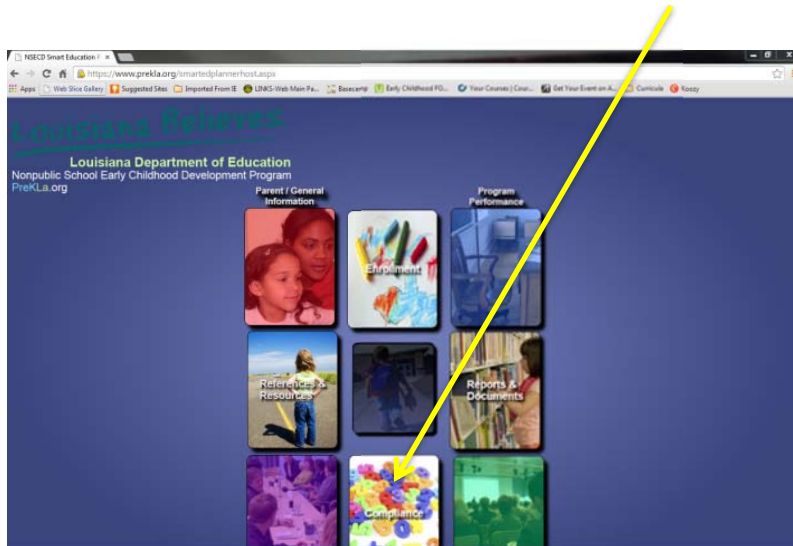
TRANSFERRING STUDENTS FROM ONE CLASSROOM TO ANOTHER (WITHIN THE SAME SCHOOL):

1. Go to your Assigned list.
2. Select the child(ren)s name(s) who are being moved.
3. Under "Request Type" you will select "Intra School Transfer"
4. Under the "Class" drop down, select the class the child will be moving to.
5. Enter the Effective Date which should be the child's first day in the new classroom.
6. Click Submit

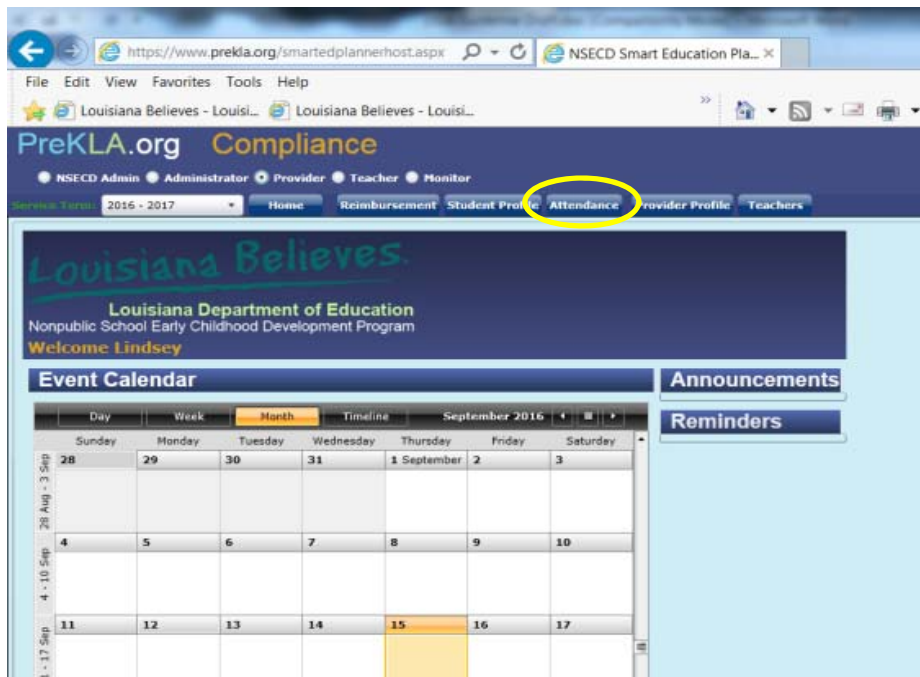
Attendance

Once your students have been added to their respective rosters, it is your responsibility to ensure that attendance for each class is entered by 10 AM daily.

- The attendance entry screen is found by selecting the “Compliance” tile on the Home screen:



- Select the Attendance tab:



- On the Attendance screen, you will select the class, and check the **"Is Present"** box for each student in attendance that day.

The screenshot shows the PreKLA.org Compliance Attendance screen for M. Alexander Christian Academy. The 'Is Present' column is circled in red. The table lists students and their attendance status for 9/15/2016.

First Name	Last Name	Middle Name	SSN	Is Present	Entered By	Entered
AVA				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
AMITYAH				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
ETHAN				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
logan				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
LUCIAN				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
BAIAN				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
EHMANUEL				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
KRYSTAL				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
MERIAN				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
MALLORI				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
KING				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
NATHAN				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
DEMKAEL				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
JAYDEN				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
JAXON				<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22

- Attendance reports shall be electronically submitted by 10:00 am each day. The system will lock at 10:00 am. If you are unable to enter your attendance before 10:00 am, you must submit an electronic unlock request by 11 am on that same day.
- You will receive the message below in **red** if you attendance is locked. The request must be submitted by clicking the **"Request Unlock"** button. You will have to provide a reason for your unlock request before you can submit it.

The screenshot shows the PreKLA.org Compliance Attendance screen for KinderCare Learning Center. A red message indicates attendance is locked for the selected date. The 'Request Unlock' button is circled in yellow.

Attendance is locked for the selected date. It is currently set for 9/15/2016 12:00:00 AM through 9/15/2016 10:00:00 AM

First Name	Last Name	Middle Name	SSN	Is Present	Entered By	Entered
LeMar				<input type="checkbox"/>		1/1/0001 12:00:00
Emmalie				<input type="checkbox"/>		1/1/0001 12:00:00
Tyler				<input type="checkbox"/>		1/1/0001 12:00:00
Drago				<input type="checkbox"/>		1/1/0001 12:00:00
Caleb				<input type="checkbox"/>		1/1/0001 12:00:00
Cayden				<input type="checkbox"/>		1/1/0001 12:00:00
Kaeden				<input type="checkbox"/>		1/1/0001 12:00:00
Jordyn				<input type="checkbox"/>		1/1/0001 12:00:00
Jaden				<input type="checkbox"/>		1/1/0001 12:00:00
Alanni				<input type="checkbox"/>		1/1/0001 12:00:00
Marquel				<input type="checkbox"/>		1/1/0001 12:00:00

The screenshot shows the 'Request Attendance Unlock' dialog box. The 'Reason for Unlock Request' field is highlighted with a yellow arrow.

Request Attendance Unlock

Reason for Unlock Request

Save Cancel

- Once the request has been approved or denied, you will receive an email notification letting you know the result.

Reimbursement

At the end of the month, once you have entered all attendance, you will go in to the **Reimbursement** tab, which is also found in the Compliance section, and submit your electronic signature.

- Locate the month for which you are submitting your reimbursement request.
- You are able to review your attendance log for that month for any discrepancies by clicking on the **Attendance** button.

- Once you have reviewed your attendance, you will select your name from the drop down and click "Sign".

- Any discrepancies or corrections should be sent to me as soon as possible.

This information provided above will get you from Application to Reimbursement. As always, please contact our office should you have any questions.

*Thanks!
Lindsey*

NSECD Contact Information:

Lindsey Bradford
Email: Lindsey.Bradford@la.gov

Mailing Address:
1201 North 3rd Street, 4th Floor
Baton Rouge, LA 70802

Appendix A: NSECD Income Verification Guidance

This document has been prepared to assist in eligibility determination for NSECD students only. If you have any questions or are uncertain about a particular applicant, please contact Lindsey Bradford at Lindsey.bradford@la.gov.

Typically, check stubs are going to be your best method of verifying income. Here is some guidance on verifying student income eligibility using **CHECK STUBS**:

1. Eligibility is based on **HOUSEHOLD** income. Therefore, if there are 2 or more adults contributing to the financial needs of the family, **all of them** must provide proof of income. If the additional adult(s) do not work OR do not provide financial support, they must submit either a *Statement of No Income* form or a *Declaration of Income for Irregular Employment* form.
2. Income verification is **ONLY based on the REGULAR or BASE PAY rate**. We do not include overtime, tips, extra pay for night shifts, housing allowances, etc. (This is why the hourly rate is the most consistent method of calculating income - See #3.)
3. Income is most consistently and accurately calculated using the **HOURLY RATE** formula. **It must be calculated using a 40-hour week**. For example, if Mrs. Smith provides a check stub showing an hourly rate of \$19, you will calculate it as $(\$19 \times 40) \times 4.33$. Your total monthly income for that person will be \$3,290. Mrs. Smith is a single mom and has a family of 2, therefore she would *not* be qualified.
4. If the parent/guardian claims that they do not work 40 hours per week, they will need to get a letter from their employer indicating how many hours they work. You may then recalculate their income based on that amount. Example: you receive a letter which shows Mrs. Smith only works 20 hours per week. You may calculate her income as $(\$19 \times 20) \times 4.33$ which equals \$1,645.40 which makes her child eligible.
5. You should use the following charts for determining income eligibility until further notice:

Monthly Income Calculation Table: How to Translate Income into a Monthly Figure	
Pay Period	Formula
Hourly	$(\text{Hourly wage} \times 40 \text{ hours per week}) \times 4.33$
Monthly, <i>same gross pay each month</i>	Use gross salary
Paid same gross amount exactly 2 times per month (e.g., 1 st and 15 th of month)	Gross salary $\times 2$
Paid same gross amount every 2 weeks (e.g., every other Friday)	$(\text{Gross salary} \div 2) \times 4.33$
Weekly	Gross salary $\times 4.33$

INCOME LIMITS SHOWN ARE EFFECTIVE FOR 2020-2021 ENROLLMENT ONLY

Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$2,873	3 People ~ \$3,620
4 People ~ \$4,367	5 People ~ \$5,113
6 People ~ \$5,860	7 People ~ \$6,607
8 People ~ \$7,353	9 People ~ \$8,100

The following list includes additional items that **ARE** allowable for income verification (with conditions):

1. A confirmed match via the **eScholar DirectMatch** system.
2. Two (2) consecutive check stubs for **EACH PARENT or CAREGIVER IN THE HOUSEHOLD** for the current year (within 2 months from the date of filling out this application.) **Use tables above to calculate.**
3. **SNAP/Food Stamps:** Must include child's name and effective dates. There are several different forms for this. The Louisiana Purchase card is NOT accepted as valid proof that the family is a SNAP participant.
4. **Letter from employer:** Must be on official company letterhead and signed by a member of HR or management. Must indicate:
 - (1) Where you are employed
 - (2) Your hourly rate of pay
 - (3) The average number of hours you work per week.
5. **Social Security Benefits:** Must be for the child on the application, NOT a sibling, cousin, grandparent, etc. Parent must also provide additional income information if applicable.
6. **Unemployment Benefits:** Must provide the Monetary Determination form from the Workforce Commission.
7. Families who claim **zero income** of any kind must submit a **Statement of No Income form.**
8. Parents or guardians who are employed intermittently, self-employed, or who do not have tax forms, W-2 forms, check stubs, or applicable Department of Children and Family Services printouts to verify their income must submit a **Declaration of Income for Irregular Employment form.**
9. Families in a temporary living arrangement due to loss of housing or economic hardship (homeless). Community Networks should follow LEA-defined procedures for verifying homeless status.
10. Foster children are categorically eligible with a current child placement agreement from DCFS.

The following list includes items that are allowable for income verification only when there is **no other form of verification available:**

1. W-2 forms for current tax year
2. Tax returns – Must be **current** tax year; Income based on total gross income, **NOT** Adjusted Gross Income.
Note: 2019 tax documentation is allowable only if no other form of income verification documentation exists. Previous tax years are not allowed.
3. Child Support (UNLESS it is the sole source of income AND is court ordered. MUST provide court documents as well as a letter stating that no other income is received.

REMINDERS:

- Income verification **MUST** be received for both parents/guardians and/or additional adults in the home. If there are multiple adults living in the household who are included in the family size, you must either get their income, or a letter identifying them and stating that they do not have any income or do not provide financial support for the child/family.
- It's okay to ask for more information from the parent/guardian if you are unsure. It's better to be safe than sorry.
- PLEASE call me if you have any questions.