

2017-2018 NC Pre-K Fiscal Monitoring Worksheet

Contractor Name: _____

County/Region _____

Contract# _____

Purpose: This form is used to provide DCDEE with information to supplement fiscal monitoring.

NC Pre-K Child Enrollment Eligibility	Explain Compliance Details
<input type="checkbox"/> Yes <input type="checkbox"/> No Uses state's current NC Pre-K Scorecard and Income Eligibility tables for eligibility determination?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Used NC Pre-K Program Eligibility Form for all applications?	
<input type="checkbox"/> Yes <input type="checkbox"/> No For each applicant there is documentation that NC Pre-K eligibility has been met and income/family size has been verified?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Contractor has a child application or other documentation with parent signature?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Contractor has process/procedure for determining child eligibility, including verifying eligibility if initially determined by subcontractors	
<input type="checkbox"/> Yes <input type="checkbox"/> No Contractor has internal control procedures to ensure all eligibility applications are correctly approved	
Subcontracts	Explain Compliance Details
<input type="checkbox"/> Yes <input type="checkbox"/> No Are subcontracts applicable?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Uses the NC Pre-K Subcontract templates found on the DCDEE website as your subcontract template?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Do you add additional clauses to the subcontract template? If yes, send a copy of your contract to DCDEE Administration Section.	
Direct Service Funds	Explain Compliance Details
<input type="checkbox"/> Yes <input type="checkbox"/> No Direct Services funds are budgeted monthly and correspond to classroom rates in NC Pre-K Plan	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is the current NC Pre-K rate structure being followed? <i>*If no, was an exception received from DCDEE</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No All Direct Service NC Pre-K funds reimbursed by DCDEE were used to pay for children in NC Pre-K classrooms	
<input type="checkbox"/> Yes <input type="checkbox"/> No Does contractor have a plan for budgeting any unspent Direct Service funds accumulated throughout the year?	

Administrative Funds		Explain Compliance Details
<input type="checkbox"/> Yes <input type="checkbox"/> No	All administrative expenditures are in compliance with state fiscal policy and NC Pre-K fiscal manual	
<input type="checkbox"/> Yes <input type="checkbox"/> No	All administrative expenditures are reported and documentation maintained.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Sales tax is excluded from reportable expenditures before entry on the FSR and a refund requested from North Carolina Department of Revenue.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Equipment purchased with administrative funds remains with NC Pre-K program	
Quality Funds		Explain Compliance Details
<input type="checkbox"/> Yes <input type="checkbox"/> No	All quality expenditures are in compliance with program guidance and NC Pre-K fiscal manual	
<input type="checkbox"/> Yes <input type="checkbox"/> No	All quality expenditures are reported and documentation maintained	
Other Resources		Explain Compliance Details
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has existing Pre-k funding been used to supplant with other funding?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Resources that can be reasonably estimated are budgeted	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Changes to estimated Other Resources are reported to DCDEE using the on-line change request.	
Start-Up Funds		Explain Compliance Details
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contractor is aware of all rules and regulations regarding start-up funds regardless of SFY received to include policies around equipment purchases and inventory	

I hereby certify that the information provided to NC DHHS NC Pre-K Program on this form is correct to the best of my knowledge:

Signature: _____ Date: _____

Title: _____