

# PK Eligibility for State Aid



### **Legislation Provided Which Allows the District or Charter School to Include Prekindergarten Attendance Hours in the Average Daily Attendance (ADA) Calculation**

HB 1689 was passed during the 2014 legislative session and included the following allowance for the inclusion of PK attendance hours in the calculation of average daily attendance:

“163.018.1. Notwithstanding the definition of "average daily attendance" in subdivision (2) of section 163.011 to the contrary, pupils between the ages of three and five who are eligible for free and reduced price lunch and attend an early childhood education program that is operated by and in a district or by a charter school that has declared itself as a local educational agency providing full-day kindergarten and that meets standards established by the state board of education, shall be included in the district's or charter school's calculation of average daily attendance. The total number of such pupils included in the district's or charter school's calculation of average daily attendance shall not exceed four percent of the total number of pupils who are eligible for free and reduced price lunch between the ages of five and eighteen who are included in the district's or charter school's calculation of average daily attendance.”

HB 1689 included a change to 160.053, RSMo, to define ages three to five. 160.053, RSMo, states “If a school district maintains a prekindergarten program, a child is eligible for admission to that prekindergarten program only if the child has reached the age of three before the first day of August of the school year beginning in that calendar year.”

### **Who Can Claim Prekindergarten ADA for the Foundation Formula?**

Starting in FY 2019 all districts or charter schools will be able to claim a portion of their prekindergarten students in the Foundation Formulation.

### **Identifying the Number of Prekindergarten Pupils Between the Ages of 3 and 5 that Can Be Included in the ADA Calculation used in the Foundation Formula**

The total number of such pupils that the district's or charter school's calculation of average daily attendance can include shall not exceed four percent of the total number of pupils who are eligible for free and reduced price lunch between the ages of five and eighteen who are included in the district's or charter school's calculation of average daily attendance used in the Foundation Formula.

This is calculated differently if the district is a CEP district versus a non-CEP district.

For **Non-CEP** districts or charter schools the following calculation is performed:

- The headcount is obtained of pupils who as of October 1 of each year are:
  - Reported with a R1 or R2 residency status
  - Reported as being enrolled on the count day
  - Reported as being in grades K-12
  - Reported with an age is between 5 and 18
  - Reported as being Free or Reduced Lunch
- This count, which represents the number of pupils who qualify for free and reduced lunch between the ages of 5 and 18, is now multiplied by 4% to equal the maximum headcount of prekindergarten pupils that can be claimed for the Foundation Formula.

For districts or charter schools that have **at least one building under CEP** then the following calculation is performed:

- The headcount is obtained of pupils who as of October 1 of each year are:
  - Reported with a R1 or R2 residency status
  - Reported as being enrolled on the count day
  - Reported as being in grades K-12
  - Reported with an age is between 5 and 18
- This headcount is now multiplied by the district's calculated percent of Free and Reduced Lunch State FTE to ADA for the year prior to electing CEP to represent the number of pupils who qualify for free and reduced lunch between the ages of 5 and 18.
- This calculated free and reduced lunch count, which represents the number of pupils who qualify for free and reduced lunch between the ages of 5 and 18, is now multiplied by 4% to equal the maximum headcount of prekindergarten pupils that can be claimed for the Foundation Formula.

### **Identifying Pupils Between the Age of 5 and 18 to be Included in the Foundation Formula**

The following steps are provided as a guide to help the district or charter school identify the pupils eligible to be claimed for the Foundation Formula and provide information regarding what must be reported to the Department of Elementary and Secondary Education (DESE).

Once the maximum headcount of prekindergarten pupils that can be claimed is calculated it is necessary to determine which prekindergarten pupils is then actually eligible to be claimed in that headcount.

To identify the prekindergarten pupils eligible to have attendance hours included in the ADA calculation used in the Foundation Formula the following must be determined:

16. The district or charter school is responsible for documenting whether the prekindergarten pupil qualifies for free and reduced lunch which is a requirement when including the pupil's attendance hours in the ADA calculation used in the Foundation Formula. The district or

charter school must determine which individual prekindergarten pupils will be designated to have their attendance hours included in the ADA calculation used in the Foundation Formula. The following guidelines must be followed:

- a. The prekindergarten pupil must be a resident of the district.
- b. The prekindergarten pupil must qualify for Free and Reduced Lunch.
- c. The prekindergarten pupil must be enrolled in an early childhood program operated by the district or local educational agency. Participation in an early childhood cooperative/consortium is allowed.
- d. The prekindergarten pupil claimed for the Foundation Formula cannot be charged tuition and the district/charter cannot receive money from the Department of Social Services for Child Care Assistance.
- e. The prekindergarten pupil must not receive instructional services in an ECSE classroom. This includes nondisabled peers receiving instruction in an Integrated ECSE classroom.
- f. If ECSE pupils with IEPs receive general instruction in a regular prekindergarten classroom but also receive services according to their IEPs either within or outside of the regular prekindergarten classroom, the pupils may be claimed for the Foundation Formula.
- g. If a prekindergarten pupil receives instructional services in a classroom that is partially funded with Title I funds, the Basic Formula Monies received for prekindergarten pupils would be used first to cover the cost of the program and then only if there where remaining instructional cost could Title I funds be used to cover the remaining cost.
- h. A district or charter who has been awarded Missouri Preschool Program (MPP) program grant funds for the fiscal year **may not** claim any PK students for state aid.
- i. If the maximum number of PK students is being claimed for ADA used in the Foundation Formula, a PK student can be replaced, but total attendance hours of the original student and their replacement cannot exceed that of a student enrolled all year in the PK program.
  - i. Example: Pupil A is designated as a pupil the district or charter school has determined meets the qualifications to have their prekindergarten attendance hours claimed for Foundation Formula.
  - ii. Pupil A is indicated in MOSIS as PK to be claimed for Foundation Formula. If Pupil A moves, the district or charter school can replace Pupil A with Pupil Z on the list of PK pupils to have their attendance hours claimed for ADA used in the Foundation Formula as long a Pupil Z qualification is determined.
    1. If Pupil A is replaced with Pupil Z, Pupil A is indicated in the MOSIS June Student Core file as being eligible to be claimed for ADA used in the Foundation Formula. Pupil Z is indicated in the MOSIS June Student Core file as being eligible to be claimed for Foundation Formula, but only attendance hours that can be claimed are those after Pupil A moves.
    2. The attendance hours of Pupil A and Z cannot exceed that of a PK student enrolled all year.
      - a. Note, if Pupil Z was enrolled all year, Pupil Z entire year's attendance hours can be claimed as long as Pupil A is no longer claimed.

3. Manipulation of data for financial gain of the district is prohibited.
- j. If a district or charter school starts the year with less than the maximum 4% of prekindergarten pupils participating in the prekindergarten program, the district may continue to designate prekindergarten pupils until the maximum 4% is reached as long as the pupils meet all of the above requirements to be included in the ADA calculation used in the Foundation Formula.
- k. Only prekindergarten students who turn five by August 1 can be claimed for summer school and would be reported as kindergarten students per 160.053, RSMo.

In summary, potential sources of revenue for prekindergarten may include Title funds, MPP grants, locally charged tuition paid by parents whose child is not being claimed for the Foundation Formula, Special Education dollars, and Foundation Formula money stemming from the reporting of prekindergarten ADA. Each of these potential sources of revenue must maintain their own identity and are accountable to their source rules.

If more than one source of funding is utilized, the sum total of all funding streams used for prekindergarten education are not to exceed the total cost of instruction. Each funding stream is accountable to its own source and those source rules and must maintain its own identity. These funding streams are then “braided” into the larger pool of revenue that is not to exceed the cost of instruction.

Determining the local cost of instruction may be achieved in a variety of ways but should only include expenditures directly related to the education of the prekindergarten students.

### **PK Teacher Must Hold a Valid Certificate Issued by the Department of Elementary and Secondary Education**

To claim ADA used in the Foundation Formula on pupils they must be under the supervision of a certified instructor. This applies to prekindergarten pupils as well. Prekindergarten teachers must hold a valid teaching certificate issued by DESE.

### **Information to Provide to the Department of Elementary and Secondary Education**

School districts and charter schools in Missouri are currently asked to report the same information for prekindergarten pupils as they do for all other K-12 pupils in the MOSIS data files. This must be done for prekindergarten pupils if the district will be claiming attendance hours for ADA used in the Foundation Formula.

The district or charter school must provide a planned and actual prekindergarten calendar on Core Data, Screen 10, to be used in the calculation of prekindergarten ADA. This calendar must meet all the same requirements for calendar minimum and maximum day length and number of days in session. Weather forgiveness rules will apply. Attendance and absent hours reported for prekindergarten pupils must only be for the time frame of the calendar reported on Core Data, Screen 10.

MOSIS Student Core Files will now have a field to indicate if a prekindergarten pupil is one in which the district or charter school has documented qualifies to be claimed for ADA used in the Foundation Formula. This must be indicated in order for the prekindergarten pupil's information to flow into the Foundation Formula payments.

### Transportation

- No State Transportation Aid is available for prekindergarten pupils.
- Any miles traveled for prekindergarten pupils must be reported on the Application for State Transportation Aid as ineligible, disapproved route miles.
- Missouri law requires any pupil under the age of 4 to be transported in a child safety restraint system (CSRS).
- The federal government recommends that any pupil who is less than 40 pounds be transported in a CSRS.
- There is no mandate for an aide to be on the bus with prekindergarten pupils.
- The National Highway Traffic Safety Administration's Guidelines for the Safe Transportation of Pre-School Age Children on School Buses can be found at <https://one.nhtsa.gov/people/injury/buses/guide1999/prekfinal.htm>
- Child Passenger Restraint Systems on School Buses National Training Manual: is available at <https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/cps-restraint-school-buses-participant-manual-810906b.pdf>
- Child Safety Restraint Systems on School Buses YouTube Video is available at <https://www.youtube.com/playlist?list=PLyFBJQcOqvQEGS3eTMU0BQ8B5iPETUtrH>

### Frequently Asked Questions

#### 1. What are the calendar requirements for a Prekindergarten program?

In order to be eligible to receive Foundation Formula monies for its education program a school district must adopt a calendar that meets minimum standards that provide at least 1,044 hours of instruction (522 for half day kindergarten or prekindergarten programs).

All inclement weather laws also apply to prekindergarten programs. For further information about calendar requirements and inclement weather requirements please see [Finance Topics and Procedures](#) page.

#### 2. Does a calendar need to be entered into Data Collection Screen 10?

A calendar will need to be entered into Data Collection Screen 10 for the PK grade level.

**3. Do the Prekindergarten pupils need to be residents of the district who wishes to claim the pupil in ADA used in the Foundation Formula?**

Yes, to be eligible to claim a prekindergarten pupil in ADA used in the Foundation Formula they must be a resident of the district.

**4. What is the age requirement for a prekindergarten pupil to be eligible to be claimed for ADA used in the Foundation Formula?**

In order to be eligible to be claimed in ADA used in the Foundation Formula a prekindergarten pupil must reach the age of three before the first day of August of the school year beginning in that calendar year.

Exceptions apply for the St. Louis and Kansas City School Districts pursuant to 160.054 and 160.055, RSMo.

**5. How can it be determined if my preschool is a fully funded program through Title, Blended Funding etc?**

To verify if the district has a fully funded prekindergarten program through Title I, please contact Federal Financial Management Section at 573-751-2641 or [FederalFinancial@dese.mo.gov](mailto:FederalFinancial@dese.mo.gov).

To verify if the district has a fully funded prekindergarten program through Blended Funding, please contact Early Learning at 573-751-2095 or [webreplyimprece@dese.mo.gov](mailto:webreplyimprece@dese.mo.gov).

**6. Can Head Start funded pupils be counted?**

163.018. 1, RSMo, states “pupils between the ages of three and five who are eligible for free and reduced price lunch and attend an early childhood education program that *is operated by and in a district or by a charter school that has declared itself as a local educational agency providing full-day kindergarten* and that meets standards established by the state board of education, shall be included in the district's or charter school's calculation of average daily attendance.”

The prekindergarten program must be operated by and in the district and the instructional cost must not be fully funded by other specific sources of revenue.

**7. What happens if in a subsequent year the foundation formula is not fully funded?**

Once the foundation formula is fully funded in a specific year then the provision to allow all districts to be able to claim a limited number of prekindergarten pupils in ADA used in the Foundation Formula applies even if those subsequent years are not fully funded.

**8. Will districts be able to back date and claim prekindergarten pupil ADA in their first or second preceding year ADA numbers used for payments?**

No. The foundation formula was fully funded on June 30, 2018, the first year accredited districts can include prekindergarten ADA for payment purposes is the FY 2019 data year. This would require districts to provide an estimated ADA for the Basic Formula payment if funding is desired to be received in FY 2019.

**9. Please explain the minimum salary requirement?**

The minimum teacher's salary is \$25,000 and the minimum salary for a full-time teacher with a master's degree with at least ten years public teaching experience is \$33,000.

All teachers are to receive at least their FTE proration of the applicable state minimum salary. Teachers include study hall teachers, in-school suspension teachers, and all others for whom the pupils' hours are included in the average daily attendance calculation for ADA used in the Foundation Formula. Substitute teachers filling a regular classroom teacher's position as the teacher-of-record for the class must be paid the minimum salary.

**10. If prekindergarten pupils eat in the classroom instead of transitioning for breakfast and lunch, can that time be counted as part of the standard day length?**

As with all pupils, the standard day length should be calculated from the point in time pupils must be in the classroom and instruction begins, minus lunch and the extra passing time caused by lunch, until the bell rings to excuse the pupils from the classroom at the end of the day. If pupils are eating in the classroom and no instruction is being provided, that time should not be included as part of the standard day length. Family style lunch cannot be included as part of the standard day length.

**11. If the district has a maximum 4% number of 600, does that mean my maximum prekindergarten ADA is 600?**

If the district has a maximum number of prekindergarten pupils that can be claimed for ADA used in the Foundation Formula of 600, then that is the maximum headcount of pupils that may be designated as having their attendance hours claimed for the Foundation Formula. As with all pupils, the actual ADA may vary by each pupil due to absent hours and dates of enrollment, as well as, being dependent upon if the district holds a full-time prekindergarten program or if it is a part-time program. Realistically the actual ADA calculation will be lower than 600.

**12. Are there standards for the number of prekindergarten pupils per teacher?**

To verify if the district or charter has any requirements for the number of prekindergarten pupils per teacher, please contact Early Learning at 573-751-2095 or [webreplyimprece@dese.mo.gov](mailto:webreplyimprece@dese.mo.gov).

**13. If the basic formula is not enough to pay for the prekindergarten program can the parents be charged the difference?**

Tuition cannot be charged for a pupil that is being claimed for in ADA used in the Foundation Formula.

**14. Will fundraiser money affect my ability to claim prekindergarten pupils for the Foundation Formula if the fundraiser is specifically for prekindergarten?**

No, monies derived by fundraising does not change the district/charter schools ability to claim prekindergarten pupils in ADA used in the Foundation Formula.

**15. If I have a prekindergarten pupils that receives instructional services for half the day in an ECSE classroom but the second half of the day receives instruction in a regular prekindergarten classroom, can I claim that pupil for the Foundation Formula?**

The pupil can only be claimed in ADA used in the Foundation Formula for the portion of the day they receive instruction in the regular prekindergarten classroom.

**16. How is the cost of the program determined?**

The cost of the program would be the instructional cost calculated using a method similar to the current expenditure per ADA calculation.

**17. Can I receive Missouri Preschool Program grant (MPP) funds and also claim PK students for state aid?**

No, starting July 1, 2019, districts who receive Missouri Preschool Program Grants (MPP) in a year are ineligible to claim prekindergarten students for state aid.

To verify if the district has been granted a Missouri Preschool Program Grant (MPP), please contact Early Learning at 573-751-2095 or [webreplyimprece@dese.mo.gov](mailto:webreplyimprece@dese.mo.gov).