
	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 440.60	POLICY NUMBER: OEL-IM-0036-06	
	ISSUE DATE: January 23, 2006	UNIT: Early Learning Program Services	
	DEPUTY DIRECTOR FOR EARLY LEARNING: Gladys W. Wilson		

Subject: Reporting expenditures on teenage parent programs (TAPP) for federal matching-fund requirements

Summary: This information memorandum explains the importance of coalitions reporting state expenditures for teenage parent programs (TAPP) to meet federal CCDF matching-fund requirements. This information memorandum also provides guidance for recording these expenditures in AWI's statewide information system.

References: Section 1003.54, F.S.
45 C.F.R. § 98.53

Purpose: To provide information concerning the reporting of expenditures for child care provided as part of teenage parent programs (TAPP) for federal CCDF matching-fund requirements

Background: A substantial part of the funds allocated to early learning coalitions for their school readiness programs is provided from the federal Child Care and Development Fund (CCDF) block grant. Federal regulations governing CCDF require the state to expend a certain amount of non-federal funds for child care activities in the state (45 C.F.R. § 98.53).

Section 1003.54(1), F.S., requires each school district to maintain a "teenage parent program" (TAPP), which is an educational program designed to provide a specialized curriculum to meet the needs of students who are pregnant, students who are parents, and students who are the children of students (s. 1003.54(2) and (3)(a), F.S.). In accordance with s. 1003.54(3)(c), F.S., child care is an ancillary service component of TAPP.

The Florida Department of Education (DOE) and the Agency for Workforce Innovation (AWI) work collaboratively to report state expenditures for child care under TAPP as matching expenditures to meet federal CCDF matching-fund requirements.

Information: Each early learning coalition is requested to coordinate with the school districts in its geographic region for reporting state expenditures for child care under teenage

parent programs (TAPP) as matching expenditures to meet federal CCDF matching-fund requirements. However, expenditures on TAPP which are reported by school districts to meet matching requirements for other federal programs (*e.g.*, Head Start, Even Start) may not also be reported as expenditures to meet federal CCDF matching-fund requirements. In addition, for reporting purposes, TAPP expenditures must not be confused with expenditures of school readiness funds under the other cost accumulator (OCA) for teen parents.

The Department of Education prescribes forms for reporting TAPP expenditures and annually instructs school districts to report these expenditures to the early learning coalitions using the forms. In order for these expenditures to be reported for federal CCDF matching-fund requirements, it is important that coalitions input the data from these forms in the statewide information system¹ as submitted by the school districts.

Each coalition is requested to comply with the following procedures for recording these expenditures in the statewide information system:

- All prior year enrollments are terminated on or before July 31 of each year. New enrollments for the current school year are validated and enrolled based on the first day of school for the school district.
- Children reported in the first quarter continue to be counted for each reporting period unless the school district submits a form that reflects a change in status, such as the child withdrawing from TAPP.
- All updates or changes are to be entered in the statewide information system on a monthly basis and shall be reported quarterly.

If you have technical questions or need additional information, please refer to the instructions issued annually by the Department of Education.

PLEASE DIRECT QUESTIONS AND COMMENTS
TO THE OFFICE OF EARLY LEARNING AT (850) 921-3171

¹ The current statewide information system is the Enhanced Field System (EFS).