



Charlie Crist
Governor

Cynthia R. Lorenzo
Director

PROGRAM GUIDANCE 202.80

[OEL-PG-0053-09]

SPECIFICATIONS FOR ANNUAL REPORTS OF EARLY LEARNING COALITIONS

September 4, 2009

This document is offered as interim program guidance by the Agency for Workforce Innovation while the Agency engages in the rule promulgation process. To the extent not established by Florida law or agreed upon, compliance with the terms of this document is voluntary.

Summary

This program instruction provides information about the manner in which each early learning coalition should submit an annual report of the previous fiscal year. Each coalition's annual report should include six specific sections, with each section containing specific information.

Background

The School Readiness Act (s. 411.01, F.S.) requires each early learning coalition to “conduct an evaluation of the effectiveness of the school readiness program, including performance standards and outcome measures, and . . . provide an annual report and fiscal statement to the Agency for Workforce Innovation” (s. 411.01(5)(g), F.S.). The Act also requires each coalition's annual report to conform to the content and format specifications set by the Agency for Workforce Innovation.

Agency for Workforce Innovation Office of Early Learning

The Caldwell Building, Suite 100 • 107 East Madison Street, MSC 140 • Tallahassee, Florida • 32399-4120
Telephone (850) 921-3180 • Fax (850) 921-3188 • TTY/TDD 1-800-955-8771 • Voice 1-800-955-8770

www.floridajobs.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Program Guidance

- (1) **Submission**— The Early Learning Grant Agreement establishes a deadline for submission of each early learning coalition’s annual report for the fiscal year ending on June 30th of that year to of the Agency for Workforce Innovation, Office of Early Learning.

The preference for submission of annual reports is by electronic means, through SharePoint. A coalition’s annual report may be uploaded to the coalition’s home page on SharePoint and saved in the folder labeled Coalition Annual Report which can be found on the left hand side menu. If the coalition is unable to submit its annual report via SharePoint or needs further assistance, please contact Katerina Koikos at 850-921-3213 or Harriet Moore at 850-921-3192.

- (2) **Format**—The Agency has created a template for use in submitting the annual report. This template is not mandated; however, at a minimum the information submitted should be based on the content requirements outlined in section (3) below.

- (3) **Content**.—Each coalition’s annual report should, at a minimum, contain the following components under each section of the annual report template.

- (a) *Mission*: Include the coalition’s mission statement.
- (b) *Data Summary*: Run report CC075 in Enhanced Field System once the coalition has completed its fiscal year close out to complete the data fields in the template. To edit the data fields in the graphs double click on the graph and choose the tab that coincides with the data element. Once the tab has been chosen the coalition may update the values in accordance with report CC075. A coalition does not have to report information using only the graphs. It may use the table printed as part of the CC075 report or in narrative form.
- (c) *Service Delivery Summary*: Include any information pertaining to new grants, other funding sources received, new or existing public/private partnerships, or other changes in service delivery that have impacted the coalition’s community(ies) during this reporting period.
- (d) *Quality Activity Summary*: 45 CFR 98.51 outlines activities to improve the quality of child care. The annual report template outlines a list of quality activities that are allowed under the federal regulations. The coalition should be able to provide a brief narrative description of each quality activity provided during the fiscal year for which the annual report encompasses. A coalition may not have a narrative for every activity. For the activities it does not it should include the statement “did not undertake this activity this year” rather than leaving a field blank.

REENROLLMENT IN VPK AFTER WITHDRAW OR DISMISSAL

- (e) *Fiscal Summary:* After the coalition has closed out its fiscal year, go to the spending plan tab within the invoice Excel workbook (“roll-up” for multiple county coalitions) for fiscal information to be included in the annual report. For fiscal year 08-09, coalitions must ensure that they include school readiness information from the “SR” and “SR ARRA” workbooks and VPK information from the “VPK” and “OAMI” workbooks. Specific fiscal information required to be reported is labeled in the workbooks. To edit the data fields in the graphs double click on the graph and choose the tab that coincides with the data element. Once the tab has been chosen the coalition may update the values.
- (f) *Program Year Summary:* The summary must include a review of the coalition’s successes (*e.g.*, individual family success stories, community success stories, provider success stories, Quality Initiative success stories).

History: This guidance rescinds and replaces OEL-PI-0032-05.

Attachment: Annual Report Template (Optional)

PLEASE DIRECT QUESTIONS AND COMMENTS TO
THE AGENCY FOR WORKFORCE INNOVATION, OFFICE OF EARLY LEARNING
AT (850) 921-3213 OR *Katerina.Koikos@flaawi.com*.