



## **Notice of Funding Availability #746 – Early Learning Scholarship: Family Child Care Questions & Answers, Part 4 (final edition) (Released February 23, 2017)**

Below are answers to questions submitted in written form during its Information Sessions and questions submitted via email to [Steve.Kim@sfgov.org](mailto:Steve.Kim@sfgov.org). This document only captures some of the questions submitted to date. Additional questions and answers are posted at [www.sfoece.org](http://www.sfoece.org).

Questions that share an answer were grouped together by OECE. Questions and answers are organized around the following headings:

**Minimum Qualifications:**

**Quality Rating and Improvement System (QRIS):**

**Early Learning Scholarship:**

**Preschool for All:**

**Target Populations:**

**Other:**

### **QRIS**

- 1) Question: If my FCC can't get a QRIS Tier 3 by June 30 2017, what should I do?  
*Answer: If an FCC has not yet been assessed or scored on the QRIS or has a QRIS score lower than 3, the FCC can definitely apply for ELS funding. OECE is asking applicants to agree to work toward achieving a score of 3 or higher on the QRIS no later than June 30, 2020. OECE will work with selected FCCs to schedule training and technical assistance regarding the QRIS assessment after July 2017. You do not need to call anyone at this time. FCCs without a QRIS score will be paid at the Tier 3 rates through June 30, 2020.*

### **EARLY LEARNING SCHOLARSHIP:**

- 2) Question: If I am planning to serve two ELS-City (Reserved) slots, how long I should wait for the referrals to fill these open slots. If I don't have any children enroll in three months, can I still receive all the ELS-City (reserved) funding or only some of the funding? If these two slots have been reserved for a year, and still no child can fill the open slots, what can I do? In this situation, If I enrolled two private pay families to fill these two ELS-City (Reserved) slots, will I get any penalties?  
Question: Finding children to enroll in ELS-City(Reserved) and ELS-City (Voucher) are frustrating because these enrollments are based on the parent's choice.  
*Answer: ELS-City (Reserved) slots are prioritized for Target Population families, but other low-income*

*families may also be served in Reserved slots if Target Population children are unavailable. If a provider is unable to enroll an ELS-City child, they may fill that slot with any other subsidized or fee paying family without penalty. Providers will be paid on enrollments only.*

- 3) Question: Will all current city funded children be transferred to ELS-City funding automatically after June 30th, 2017? Will these children be included in ELS-City (Voucher) funding?  
Answer: *Yes, all current city funded children will transfer mostly to ELS-City (Voucher).*
- 4) Question: if a FCC owner didn't hire a teacher with any kind of permits, does this FCC owner qualify to apply the ELS?  
Answer: *Yes.*
- 5) Question: If I project to enroll 6 children and put down "6" on the Projected Peak Enrollment form, can I enroll the children with voucher later?  
Answer: *If you are projecting to serve 6 ELS-City (Vouchers/Reserved) slots, you would enroll eligible families in open spaces when available.*
- 6) Question: Will my FCC receive any other ELS funding types if I only enroll children with local vouchers, not from ELS-City (Reserved)?  
Answer: *If you only enroll ELS-City (Voucher) families then you will receive funding for those enrollments. If you enroll State vouchered families you will receive ELS-Gap funding for those enrollments.*
- 7) Question: My FCC enrolled the children from FACES-SF. Can I count these enrollment and put it on the Projected Peak Enrollment form?  
Children with the voucher from FACES, does it mean that these children get the subsidies from the government?  
Answer: *You would indicate those enrollments in Section 5 and 6 on the FCC-Peak Enrollment Form in the "Other funding sources not listed above" category. All State subsidized enrollments (including FCCHEEN's such as FACES-SF) will receive ELS-Gap funding.*
- 8) Question: If the ELS funding cannot cover a FCC's full tuition, can the provider ask the parents to pay the differences?  
Answer: *Families who are in ELS-City (Reserved or Vouchered) may not be charged a co-pay to cover the difference between the Tier 3 ELS rate and the provider's private payer tuition rate. Families in ELS-City (Moderate) may be charged a co-pay depending on the provider's private payer tuition rate.*
- 9) Question: If the FCC does not provide service to the low-income families, the FCC will not receive any ELS funding. Is it a fair system?  
Answer: *OECE is committed to creating a citywide ECE system which enables all families with children 0-5 years old to access high quality early education and care. Our lowest-income families in San Francisco struggle to obtain any child care services let alone high-quality ECE programs. They often wait months or years to obtain assistance paying for child care. A significant body of research over the last decade demonstrates that these families not only have the highest need for care, their*

*children actually benefit the most from receiving high-quality early education experiences. OECE is focused on ensuring these families, our most vulnerable children in San Francisco, have access to quality ECE programs. Additionally, given the high cost of living in San Francisco, we also are looking to provide support to our low-moderate income families through ELS-City (Moderate). A shared future vision is that all families regardless of income will have universal access to early care and education ages 0-5. We will continue to seek funding to execute on that vision.*

- 10) Question: In the peak enrollment form, can funding types overlap? For example, if we currently get enhancements from PFA for CSPPs children age 4, will we still get that?  
*Answer: No, the "enhancement" rate you currently receive attached to state subsidies will be converted to ELS-Gap. Simply enter the number of CSPP (and Title 5 registrants and other vouchers) on your ELS Peak Enrollment Form and the amount of ELS-Gap will be automatically calculated by those enrollees.*
- 11) Question: What are the eligibility rules for families? They need to be less than 70% of SMI to get ELS voucher. For state subsidy programs they remain eligible until income hits 85% of SMI. Is this true for ELS-City non target population as well?  
*Answer: They must be at or below 70% of the State Median Income to obtain an ELS funded subsidy (except ELS-Moderate) and can remain in a city funded subsidy and earn up to 110% of the Area Median Income.*
- 12) Question: How many types of funding are there? What is the funding amount? Is there a minimum of serving 2 children?  
*Answer: You can refer to pages 3-6 of the NOFA. The funding amount is also listed on page 25. Yes, you must serve at least two low-income children to qualify.*
- 13) Question: Does ELS-City (Reserved) have limitations on the number of students? Can the parent get to choose? How about the FCC, the FCC can choose too?  
*Answer: No, there is no limitation. You can project your own enrollment. If you apply for the ELS-City (Reserved), OECE will reserve the funding for you. However, the amount you actually receive will depend on children enrolled. Parents will continue to choose programs that best meet their needs. FCC's can choose to participate in the program, and select the children they enroll from SF3C.*
- 14) Question: What is the difference between a half-year and one-year tuition in ELS? What's ELS-Gap rates? Will the rates be different based on the age group?  
*Answer: Please check the NOFA page 7. All rates are different depending on the age group. The definition of age group is on NOFA page 6.*
- 15) Question: CDE-CFCC for family child care isn't CAPP funding. How do you calculate projections for this type of subsidy funding?  
*Answer: California Family Child Care Home Education Network (FCCHEN) enrollments should be indicated on the "other types of funding" category. Specialized FCCHEN rates will be determined for this contract through a separate process directly involving the State contracted agencies.*
- 16) Question: Do we include non-SF resident families on our peak enrollment forms?  
Do we include non-SF resident tuition paying families on our peak enrollment form for our current

enrollment?

*Answer: Yes, you can include participants who are not SF residents in your projections on the Projected Peak Enrollment Forms if those participants are Title 5 participants (e.g. FCCHN funding). All other projected enrollments for ELS or PFA funding must be SF residents. For your current enrollments on the Projected Peak Enrollment Form (section 5), please include all enrollments whether they are SF residents or not.*

17) Question: The food program is not income, it is a reimbursement. The cost of food is very high, the reimbursement is not enough.

*Answer: OECE recognizes the high costs associated with providing quality ECE services, particularly to our most vulnerable families. The Early Learning Scholarship is designed to increase the amount of funding available to FCC who are serving Local and State subsidized families. It is designed to enhance the funding on top of the food program and state rates, not replace the funding.*

18) Question: What will happen to the families who are certified and referred to our sites by SF3C?

*Answer: If a family has been certified as ELS eligible and given a voucher or referred to your program for a "reserved" space by the ECE Integrated Services grantee(s) you may enroll that child if you have space available.*

19) Question: If I want to expand my business what would the rate be for 14 children?

*Answer: Please refer to the ELS Reimbursement Rates tab in the Family Child Care Peak Enrollment Form for rate information. Rates are based on age for each child enrolled.*

20) Question: Who will ensure ELS sites are in compliance with program assurances? And if a site is not in compliance what will happen? What about the child?

*Answer: OECE is responsible for compliance monitoring. Providers cited for non-compliance will be required to follow a corrective action plan and receive monitoring visits.*

21) Question: I have a teacher permit and I am a large family child care provider. but I am not a preschool for all provider, could I take care of ELS kids to kindergarten? If I don't have any paid employees, will this affect me getting OECE funding?

*Answer: Your teacher permit level, at this point, is only relevant for Preschool for All funding and does not factor into your qualifications to apply for ELS funding through the NOFA process. ELS funding is primarily for children age 0-5. You do not need any paid employees to qualify for ELS funding.*

22) Question: How do we figure out the "current OECE funding amount in FY 2016-2017" and the "projected loss of OECE funding in FY 2017-2018 assuming proposed ELS and PFA enrollments are fully funded" in section H (page 6) (Transition funding)?

*Answer: The current OECE funding amounts are simply all of the city funding (C-WAGES and/or PFA) that your FCC will receive in Fiscal Year 16-17 **minus** the total from your FCC-Peak Enrollment Form "Total Requested...Funding Amount to be Included in Funding Agreement" (See below). After doing*

*that calculation, if you expect to receive less city funding next year under the new ELS program you may request Transition Funding through the NOFA application.*

<b>Total Requested Annual Quality Grant and ELS/PFA Funding Amount to be Included in Funding Agreement:</b> (Annual Quality Grant Funding Amount + Total Projected ELS and/or PFA Annual Funding Amount) <b>Note: This Funding is a requested amount only. Agencies may not be funded to the full requested amount.</b>	\$ -
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- 23) Question: ELS funds children 0-5. What if I currently have children over 5 years old in my daycare with vouchers, what will happen to those children and how does funding work for those children?  
Answer: *All children currently subsidized through a State or local subsidy on July 1, 2017 will continue to be subsidized, including children over age 5.*
- 24) Question: You mentioned in question 11 : "OECE will accept your most recent QRIS rating if you have an assessment scheduled for the fiscal year (July 1, 2017-June 30, 2018)". What about fiscal year 2016-2017 and 2018-2019 and onward?  
Answer: *OECE is asking applicants to agree to work toward achieving a score of 3 or higher on the QRIS no later than June 30, 2020. OECE will work with selected FCCs to schedule training and technical assistance regarding the QRIS assessment after July 2017. You do not need to call anyone at this time. FCCs without a QRIS score will be paid at the Tier 3 rates through June 30, 2020.*
- 25) Question: Will ELS pay for low income private kids or only subsidized kids?  
Answer: *ELS-City (Moderate) is designed to support low moderate income families who are fee-paying and non-fee paying. ELS-City (Voucher/Reserved) is for low-income families seeking a subsidy.*
- 26) Question: What is OECE funding and does it include a subsidy rate?  
Answer: *OECE funding includes all of the locally funded subsidies through its ELS programs and Preschool for All 9 and 12 month. Please refer to the NOFA for more information.*

### **PRESCHOOL FOR ALL:**

- 27) Question: What is PFA?  
What is the difference between PFA-9 & 12 month?  
What is PFA (Preschool for All)? What's the difference between PFA 9 month and PFA 12 month?  
Answer: *It is a program offering free part-day preschool services for 4 year olds regardless their family income level. PFA helps families pay for their tuition. PFA 9 month means the preschool program operates for 9 months. PFA 12 month means the program operates for 12 months. The rates for PFA 9 month and PFA 12 month are the same. If you are a PFA provider currently, you are qualified to apply for PFA. Otherwise, PFA is not available for you to apply.*
- 28) Question: My current child care center is not or no longer a PFA center, or if I am in the process of applying to become a PFA provider, can I apply for the PFA?  
Answer: *You have to currently be a PFA provider to apply for PFA. If you are new, you are not qualified to apply for PFA funding.*

- 29) Question: I want to become a PFA provider. Where can I apply? Is PFA not taking any more new applicants?  
*Answer: Sorry, we are not accepting new applicants at this time.*
- 30) Question: Will PFA give funding for a teacher with teacher assistance permits?  
*Answer: No. PFA will not provide funding for a teacher with teacher assistance permit. The PFA rate is listed on NOFA page 7.*
- 31) Question: If a teacher has a teacher assistant permit, can the teacher receive ELS funding?  
*Answer: No.*
- 32) Question: I have teacher permit, but my FCC is not PFA site. Can I apply PFA funding? Can I enroll preschool age children?  
*Answer: Sorry, we are not accepting new applicants at this time.*
- 33) Question: What should I do if I am not part of PFA? Can I apply now?  
*Answer: PFA funding is only for current PFA sites. We are not accepting any new PFA applications.*
- 34) Question: I have 18 ECE units. Does it mean my FCC is PFA site?  
*Answer: No, only FCCs that currently receive Preschool for All funding are considered PFA sites.*
- 35) Question: How are PFA sites at Tier 5 incentivized to keep their quality at Tier 5? Why not go to Tier 3 (less work and same pay)? Less pay if we decrease staff, etc.  
*Answer: Having your program rated at a Tier 5 on the QRIS is a substantial promotional asset to your business. Higher rated FCC's are able to set premium rates for fee paying families, given the demonstrable quality of its services. PFA sites that would also like to serve ELS funded families, would receive an Annual Quality Grant for achieving Tier 4 or 5. Eventually, depending on funding availability, OECE would like to increase its rates from a baseline of Tier 3 and pay providers at higher rate reflective of the program's Tier 4 and 5 ratings.*
- 36) Question: If you are a PFA funded site and serve families with Children's Council vouchers, which NOFA should we use?  
*Answer: The NOFA is the same for all FCC providers. Specifically, you would complete and submit the **Family Child Care - Early Learning Scholarship - Peak Enrollment Form**. which is available on the OECE website at: [www.SFOECE.org](http://www.SFOECE.org)*
- 37) Question: Are PFA tuition credit only children eligible for quality grant amount?  
*Answer: PFA Tuition Credit enrollments are not eligible for Annual Quality Grants.*
- 38) Question: What will be the process for families to apply for the PFA Tuition Credit?  
*Answer: Families would apply for PFA tuition credit next year in the same manner as this year.*
- 39) Question: How do we get the payment for the permit of the lead teacher? i.e., \$6,000 for having a Program Director permit.  
*Answer: Only existing Preschool for All FCC's are eligible for the PFA 9/12 Month program. If you*

*are not currently a PFA provider, please leave that projected enrollment section blank.*

- 40) Question: How do we income verify PFA tuition credit children (to reach 2 low income) to qualify for ELS?  
Answer: *PFA 9/12 Month enrollments typically are fee paying families, not subsidy eligible, who receive a tuition credit. The ECE Integrated Services Grantee(s) will determine eligibility, including income, for all ELS enrollments.*
- 41) Question: Do PFA tuition credit families still have the option to donate part of all of their tuition credit to their FCCs scholarship fund?  
Answer: *Yes.*
- 42) Question: When would we receive our monthly PFA payment for earnings accrued - would it continue to be during the last week of the month after the month we accrue earnings?  
Answer: *Yes.*
- 43) Question: Can we serve both PFA-only children and ELS children?  
Question: Can I apply for PFA and ELS?  
Answer: *Yes. You can use the enrollment form with both ELS and PFA funding types but you have to be an existing PFA site.*
- 44) Question: Will there be an increase in the PFA Tuition Credit reimbursement rates?  
Answer: *There are no planned increases.*
- 45) Question: I am a PFA (9 month) provider, and begin enrolling in March. Will I have to wait until May to see if I am awarded an ELS?  
Answer: *Yes, although OECE anticipates existing PFA 9/12 Month programs to continue receiving funding for any currently funded PFA 9/12 month enrollments starting July 1, 2017.*
- 46) Question: Of the ELS PFA Tuition Credit Part Day/Part Year rate of \$7,627, how much do we pass directly on the families as their tuition credit?  
Answer: *The PFA 9/12 Month Tuition Credit rates and program will remain the same next year.*
- 47) Question: If a provider participates in PFA and serves low-income infant and toddlers, should she fill out both PFA and ELS spreadsheets?  
Answer: *Complete one application and an Early Learning Scholarship Peak Enrollment Form. Do not complete the PFA ONLY Peak Enrollment Form if you are seeking to also serve ELS funded families.*
- 48) Question: Is the Office trying to reduce participation in the PFA program?  
If you have a site expansion, and you can not exceed current PFA enrollment (25 point loss on scoring matrix) , can that site split their PFA enrollments between the two sites? The site will have some families with 4 year olds with PFA and some without. The existing PFA guidelines state that sites that offer PFA must offer it to all eligible families.  
Answer: *OECE is not trying to reduce participation in the PFA program. We encourage providers to accurately reflect their projected enrollments, including any expected program growth. Projected*

*growth in PFA enrollments is not a disqualifying action nor is OECE seeking to penalize providers who project growth. Rather, PFA is a capped budget and any projected program growth newly funded would require reallocating funding from existing PFA providers who are projecting to serve fewer PFA eligible families next year. The scoring is simply a way of prioritizing funds to ensure existing PFA programs can be refunded, at a minimum, at their current levels.*

49) Question: How will the rating results be scored? Do you get more points for higher ratings and lower points for lower ratings? Or 25 points for being rated above a 3? Will you get no points if you are not rated yet due to being a new PFA site?

*Answer: FCC's will be scored by the NOFA review panel according to the scoring criteria in the NOFA. The higher the points the better the score. Please refer to pages 12-13 in the FCC-NOFA for more information on the scoring and selection criteria. Program's who have a QRIS score or agree to actively work with the QRIS T&TA contractor(s) will be awarded 26 points.*

### **NETWORKS:**

50) Question: Where will the children be referred from to be enrolled at my site, for example would it still be CCSF or Wu Yee?

*Answer: The ECE Integrated Services grantee(s) will be responsible for determining ELS funding eligibility and referring families to FCC's with available slots.*

51) Question: If I am an FCC, will I have to be in a network?

*Answer: Yes, if you are qualified through this NOFA you will need to participate in a staffed network. You do not have to be a member of a network at the time you submit your application.*

52) Question: If my FCC enrolled some children who are referred from FACES, can these children qualify to receive the ELS funding? Can I count the children who are referred from FACES as the Target Population?

*Answer: Yes, children referred from FACES may be eligible for ELS funding. If children referred from FACES meet OECE's definition of Target Populations, then you can count them as Target Population children.*

### **TARGET POPULATIONS:**

53) Question: Why did the OECE believe it was necessary to double identify Target Population low-income families based on race (i.e. Latino, African-American, ELL) as low-income and not double identify SPED families?

Question: In Target Populations why isn't the population 'children with identified special needs or disabilities' modified to clarify that they need to be 'low-income' as the Latino, African-American and ELL populations are?

*Answer: OECE specifically identified three groups that would not be "means" tested for subsidy eligibility: families who are homeless with a young child, involved in the child welfare system, and/or children with identified special needs or disabilities. All three of these populations comprise our most vulnerable families in San Francisco. OECE included children with identified special needs or*



disabilities in this grouping to ensure a sufficient intervention given the [First 5 2015-16 School Readiness Assessment Results](#). Children with “Special Needs/IEP” are the least likely (29%) of any group measured (by race and/or income) to be kindergarten ready. OECE continues to envision a day where all children regardless of race or socioeconomic status have universal access to high-quality early education experiences ages birth through five. Unfortunately, funding for early care and education in San Francisco has not reached a level to fully execute this vision. Therefore, OECE has had to make difficult choices on how and where to allocate local resources.

- 54) Question: What will happen with children that are not from the target population groups?  
Answer: *They will also be served, as a second priority. Low-income families comprise the largest group funded in the ELS financing strategy. They are ensured of at least one-program year of services if they happen to lose their State, Federal, or Local subsidy eligibility.*
- 55) Question: If I work with 14 low income families from the target population, will you fund all the spaces or only a percentage?  
Answer: *Depending on funding availability, low-income and Target Population families who are determined ELS eligible by the ECE Integrated Services Grantee(s) will be funded and enrolled in approved providers with openings.*
- 56) Question: Does the “Target Population” receive priority? What’s ELS-City (Reserved)? And what type of families can reserve the slots?  
Answer: *The ELS- City (Reserved) is for the “Target Population.” ELS-City (reserved) means you are going to have a contract with OECE and save some slots for the Target Population.*

### **OTHER:**

- 57) Question: How will having a curriculum and operating to fidelity be scored?  
Answer: *The only selection criteria related to curriculum is years of experience using an evidence-based curriculum.*
- 58) Question: Can I submit the application in Chinese?  
Answer: *Yes, you can.*
- 59) Question: Where can I find the SF3C application form? What’s the enrollment process?  
Answer: *You have to follow the SF3C enrollment process in order to qualify for the ELS. Learn more about SF3C at <https://www.sfcel.org/index.cfm?Menu=Public&Nav=00&formaction=none>*
- 60) Question: Do you provide assistance in filling out the application? Is there any organizations that can help fill out the application form?  
What should I do if I don’t know how to fill out the application online?  
Answer: *There are organizations that may be able to assist FCC’s to fill out the application. You may contact Children’s Council of San Francisco at 415-276-2900.; Wu Yee Children’s Services Provider Support services at 415.230.7538; or if you are a current PFA provider, First 5 San Francisco at Phone: 415.934.4849. We encourage you to seek assistance with the application if you need it, but*

*doing so does not guarantee qualification or an award of funding.*

- 61) Question: Is there a PDF version of the application or a printable copy that we can use for reference?  
*Answer: Yes, OECE has posted PDF versions of the enrollment forms on our website at <http://sfoece.org/>.*
- 62) Question: We have to submit two forms in order to complete the application. What are the names of the two forms?  
*Answer: The first one is named the NOFA Application Form. The other form is named the Projected Peak Enrollment Form. These two forms are available on [www.sfoece.org](http://www.sfoece.org). You have to submit these two forms together.*
- 63) Question: Can I change the number on the Projected Peak Enrollment Forms after the application is submitted? What will happen if the project peak enrollment number is different with the actual enrollment number?  
*Answer: There is no right or wrong numbers to put down on the Project Peak Enrollment Form. It does not matter if the projected enrollment number is higher or lower than the actual enrollment. The funding is based on your actual enrollment.*
- 64) Question: Where can I find the ELS application?  
*Answer: You can find the ELS application on our website, [www.sfoece.org](http://www.sfoece.org). you also can come to pick up the hard copies at 1650 Mission Street, Suite 300, Monday to Friday, from 8:00am to 5:00pm.*
- 65) Question: Can I apply the ELS funding if my teacher's permit is expired?  
*Answer: Yes, you can still apply even if the teacher's permit is expired. The actual funding is calculated from the permit renewal date.*
- 66) Question: A 5 years old child will belong to which category on the Projected Peak Enrollment Form? ELS does not provider any funding for 5 years old. What should we do if we provider service to 5 years old.  
*Answer: To qualify for the ELS funding, the admitted children have to be 4 years or younger. If the children have already been enrolled in your family child care, they can receive the funding until they are 5 years old. ELS will not provide funding to the FCCs if they enroll 5 years old children in their family child care.*
- 67) Question: My childcare center is about to move to another location. How should I fill out the application?  
*Answer: Please use your current address and list your future address. You should indicate when you will move to the new location.*
- 68) Question: Under quality of the program assurances, it seems I have to be participate in the FCCQN. If I am not in FCCQN, can I apply?  
*Answer: Yes, please apply for the ELS. If you qualify for the ELS, you will be linked to the FCCQN in 2017 and then you must agree to actively work towards achieving a Tier 3 rating.*

- 69) Question: Is the Children Council of San Francisco the same as San Francisco Office Early Care and Education (OECE)? What is the official website? And is there any specific details on the official website? All NOFA related documents are available on the website?  
 Answer: No, they are not the same. Children’s Council of San Francisco receives funding from the San Francisco Office Early Care and Education (OECE). Our office website is [www.sfoece.org](http://www.sfoece.org). You can find the enrollment package on the website. Updated enrollment forms will be posted on the website.
- 70) Question: If I have further questions, I can only contact Steve Kim? Are there any other places I can get help?  
 Question: I don’t know how to fill out the application. Where can I get help?  
 Question: Is there anyone we can call to ask questions? Can we only email and wait until after 2.14.17 for a response?  
 Answer: *Yes, you can email your question to Steve Kim. Our office staff cannot help individuals fill out the application, but there are some agencies that are offering technical assistance. There are organizations that may be able to assist FCC’s to fill out the application. You may contact Children’s Council of San Francisco at 415-276-2900.; Wu Yee Children’s Services Provider Support services at 415.230.7538; or if you are a current PFA provider, First 5 San Francisco at Phone: 415.934.4849.*
- 71) Question: Where should I fill out the Projected Peak Enrollment form if I have a child is 4 years old with special need?  
 Answer: *If the child is currently subsidized you would select the appropriate category of funding based on their underlying subsidy. For example if they are CalWORKs funded you would indicate State voucher. If the child is not subsidized, they would need to apply to SF3C and be selected for an available subsidy.*
- 72) Question: If I save some slots for ELS-City (Reserved), and I don’t have any children who can fill these slots, what should I do?  
 Answer: *Providers will only be paid for ELS-City (Reserved) slots that are filled with eligible children.*
- 73) Question: If my FCC’s QRIS score is under Tier 3, and I don’t receive C-Wages funding, will I qualify any other funding?  
 Answer: *Yes - OECE is asking applicants to agree to work toward achieving a score of 3 or higher on the QRIS no later than June 30, 2020. OECE will work with selected FCCs to schedule training and technical assistance regarding the QRIS assessment after July 2017. You do not need to call anyone at this time. FCCs without a QRIS score will be paid at the Tier 3 rates through June 30, 2020.*  
 Question: The minimum qualification of ELS is to serve at least two low-income children. All FCCs have to follow the same requirement regardless the license types, correct?  
 Answer: *Correct - to be eligible for OECE funding FCCs must have a current license with Community Care Licensing Division (CCLD) of the California Department of Social Services, and be in good standing.*
- 74) Question: What’s the parent’s choice? What should the parents know and what kinds of documents do they have to prepare before they make a choice?  
 Answer: *OECE would like all parents to choose the ECE provider that best meets their child’s and family’s needs. Information about OECE’s financial assistance and what to look for when choosing an*

*ECE provider will be available on our website at [www.sfoece.org](http://www.sfoece.org), and will also be available through our community's two Resource and Referral agencies: Children's Council of SF and Wu Yee Children's Services.*

- 75) Question: If some children enroll in the Part Day program, but then change to enroll in the Full Day later, how can the rate be calculated for these children?  
*Answer: Applicants should apply for their planned enrollment. Payments will be made on actual enrollments, so if an eligible child changes from part day to full day the payment amount will be adjusted accordingly, if the change is approved by OECE.*
- 76) Question: What's the deadline for me to enroll two low-income children?  
*Answer: By July 1, 2017 qualified providers will need to enroll two low-income children.*
- 77) Question: How can I estimate the future enrollment for my family child care?  
*Answer: Applicants are asked to make reasonable projections based on the best information they have available to them.*
- 78) Question: The ELS funding will pay to my FCC or to the parents?  
*Answer: ELS funding will be paid directly to providers who care for eligible children.*
- 79) Question: Does the private pay low-income family need to fill out an application? And what kind of documents do they have to provide?  
For the Low-Moderate private pay families, what kind of the documents should they provide?  
*Answer: OECE will determine the type of documentation needed and share those requirements in Spring 2017.*
- 80) Question: As a C-Wages program, are we still allocating funding towards wages? If the ELS funding is based on the actual enrollment, not the projected enrollment, will we have to keep changing the staff's wages?  
*Answer: The C-Wages funding program will end on June 30, 2017. In the ELS funding model, providers allocate how to spend the funding earned. OECE provides suggested hourly wage minimums for teaching staff.*
- 81) Question: If I am not in the FCCQN, can I apply the ELS NOFA? Can I apply to become one of the FCCQN members?  
*Answer: Yes, you do not need to be a current member of the FCCQN to apply. Qualified providers will be asked to join a staffed network, which may include the FCCQN, to work toward a QRIS rating of 3 or above before July 30, 2020.*
- 82) Question: What is the age group definition for infant, toddler, and preschooler?  
*Answer: Please go to the NOFA page 5-6 for the definitions.*
- 83) Question: If I have a 3 year old child in Head Start, what section should I fill out on the Peak Enrollment Form?  
*Answer: You can include Head Start children in the line stating "Other Funding Sources" in the latest*

version of the form. You can visit [www.sfoece.org](http://www.sfoece.org) to get the latest version.

84) Question: What should I do if I turn in my application late?

*Answer: You have to turn in the application by 5pm on March 3<sup>rd</sup>, 2017. We do not accept late applications.*

85) Question: What will happen to C-Wages ? Are there any changes in C-Wages?

*Answer: C-Wages funding will be ended on June 30, 2017. After that , it will be under the ELS Tier 3 rate.*

86) Question: I just got my FCC license, and I may not be able to enroll any children by March 3, 2017. Can I apply?

*Answer: Yes. If you want to apply for ELS funding, you have to submit the application and enrollment forms by March 3, 2017. Please indicate that your program is new, and leave Section 5, Current Peak Enrollment in FY 2016-2017 blank.*

87) Question: All the children enrolled in my FCC are private pay families. In this case, can I apply?

*Answer: If you want to receive the ELS funding, you have to fill out the NOFA Application and Peak Enrollment Form. You have to plan to serve at least two low-income children in FY 2017-2018 to qualify for the ELS funding.*

88) Question: According to the time frame, FCC providers need to sign a document between May and June 2017. What is the name of this document?

*Answer: The document is named the Funding Agreement. If you are qualified through this NOFA, you have to sign this agreement in order to receive the ELS funding.*

89) Question: Can I find the NOFA (Notice of Funding Availability) application form and Projected Peak Enrollment Form from the website?

*Answer: Yes. You may find the form here: <http://sfoece.org/funding-opportunities/>*

90) Question: Will grammar mistakes affect my application?

*Answer: No.*

91) Question: Will I receive a receipt after turning in the application?

*Answer: Yes.*

92) Question: Are there any academic requirements for hiring an assistant?

*Answer: A degree is not required but encouraged. You must pay \$14.00/per hour to your assistant.*

93) Question: On the Peak Enrollment form, what is the difference between section 6 and 7?

*Answer: Section 6 is about the Voucher slots. Vouchers are parents' choice. The projected funding amount depends on how many children with Vouchers you enroll in your family child care. The projected funding calculation of this section will **not** be included in your Funding Agreement. Section 7 is about the RESERVED slots. Through this section, you will request how many slots you are going to use to enroll to the Target Population. The projected funding in this section will be included in your*

*Funding Agreement.*

- 94) Question: What is the definition of low-income families? Do private pay low-income families include as the low-income families?  
*Answer: Please see the definition on NOFA Appendix pg. 22. Low-income is defined as families earning less than 70% of the State Median Income (SMI).*
- 95) Question: What should I do if my actual enrollment is different than my projected enrollment?  
*Answer: There are no right or wrong answers on the Projected Peak Enrollment form because all the numbers are estimated. Your monthly funding is based on your actual enrollment.*
- 96) Question: How can we enroll low-income children?  
*Answer: You will need to enroll the children through the centralized waiting and eligibility list known as SF3C.*
- 97) Question: If I cannot enroll any low-income children from SF3C based on my Projected Peak Enrollment form, what should I do? Can I enroll private pay families to fill the slots?  
*Answer: If you project the slots for ELS-City (Reserved) funding, you must enroll the children from the Centralized Waiting and Eligibility list to fill the Reserved slots. But if it has been a while and you didn't enroll any eligible children, you can enroll private families to fill the slots.*
- 98) Question: ELS requires enrolling two low-income children. Must they be the San Francisco Residents?  
*Answer: Yes.*
- 99) Question: What happens if I cannot meet the projected peak enrollment?  
*Answer: This is just an estimate. We will allocate funding based on how many children you actually enroll in your family child care.*
- 100) Question: How and where can the parents get the information about the list of FCCs who are qualified for ELS funding?  
*Answer: That information will be available through our community's two Resource and Referral agencies: Children's Council of SF and Wu Yee Children's Services.*
- 101) Question: Is there grant application support if questions arise as you are working in the grant?  
*Answer: There are organizations that may be able to assist FCC's to fill out the application. You may contact Children's Council of San Francisco at 415-276-2900.; Wu Yee Children's Services Provider Support services at 415.230.7538; or if you are a current PFA provider, First 5 San Francisco at Phone: 415.934.4849. We encourage you to seek assistance with the application if you need it, but doing so does not guarantee qualification or an award of funding.*
- 102) Question: Are the applications resubmitted yearly? what happens if we do not meet our estimated growth?  
*Answer: They are not submitted annually. There is no penalty for not meeting projections as sites will be paid on actual enrollments.*

- 103) Question: If I submit my application early, will I receive priority?  
Answer: *No.*
- 104) Question: Who will be part of the review panel?  
Answer: *Individuals who are familiar with early care and education programs and services.*
- 105) Question: Is it correct to assume that if you charge more than the market rate for child care it won't pay you?  
Answer: *Early Learning Scholarships are funded at the Tier 3 rates indicated in the NOFA page 7.*
- 106) Question: Is priority for funding given to FCC sites that apply to just ELS or both ELS and PFA?  
Answer: *Neither are prioritized over the other.*
- 107) Question: Is it possible to know the day when money will be in our account? Is it possible to get the money in the middle or before 25<sup>th</sup> of each month?  
Answer: *Typically FCC's would be paid the last week of the month for the prior month's enrollments.*
- 108) Question: Why take care of infants if the rate is the same for toddlers?  
Answer: *It's up to each individual FCC which enrollment profiles best fit their business model.*
- 109) Question: We know SF is a sanctuary city, what will be the fiscal impact?  
Question: Since San Francisco is a sanctuary city will there be an impact to ELS?  
Answer: *At this time we do not anticipate any changes to ELS related to San Francisco Sanctuary City status.*
- 110) Question: How many children is OECE thinking of serving under ELS?  
Answer: *Over 5,000 children total will be served through ELS, not including PFA 9/12 month funding.*
- 111) Question: How will the enrollment of children work? If SF3C who will pull them?  
Question: How will enrollments happen? Will they be made by an agency?  
Question: Who is going to refer the children, Children's Council or should we need to look for them?  
Question: Which agencies will be responsible to refer subsidized families?  
Answer: *The ECE Integrated Services Grantee(s) will work with FCC's to enroll ELS eligible families from SF3C into open slots. Note, CalWORKs voucher enrollments do not occur through SF3C, but families will be referred to qualified providers by the the ECE Integrated Services Grantee(s).*
- 112) Question: If I don't qualify, what is going to happen with my program and with my families?  
Answer: *Programs who are not qualified through this NOFA process will not be able to serve ELS funded families, nor receive any enhanced rates. Note that, program's with a history of serving low-income subsidized families in San Francisco are prioritized in this application process.*
- 113) Question: If I don't have children of the same age, don't I receive help?  
Answer: *If you serve any children between the ages of birth through 5 and are interested in serving a minimum average of 2 low-income families a month, please apply.*



- 114) Question: What will happen to the medium income children that are in our program?  
 Answer: *OECE seeks to support middle income families through its ELS-City (Moderate) subsidy program and the Preschool for All (tuition credit for 4 year olds) program.*
- 115) Question: If I do not submit an application this time around, when will there be another opportunity?  
 Question: If I miss the NOFA deadline of 3/3/17, when will the next opportunity to apply come up?  
 Answer: *We highly encourage interested programs to submit an application before the deadline. There is no way for OECE to project the availability of additional funding, which would allow more programs to be approved for ELS funding at a later date. This NOFA is approving providers for a 3 year funding agreement with an option for the city to extend for an additional 2 years.*
- 116) Question: How often is funding available? Is it every three years? If we don't receive funding is there another opportunity to apply?  
 Answer: *The funding is available for three years with an option for the city to extend additional two years. There may be an opportunity to reapply again depending on funding available from the city.*
- 117) Question: You want to pay fair rates, but what will happen if the FCC does not qualify?  
 Answer: *They would not be eligible to receive any ELS funding.*
- 118) Question: What will be the consequences if a provider decides that ELS is not for her?  
 Answer: *They would not be eligible to receive any ELS funding.*
- 119) Question: Will the NOFA for Early Head Start be available before March 3rd? Should I submit my ELS application, then submit my Early Head Start application when it becomes available?  
 Answer: *Early Head Start/Head Start will be through a separate procurement process. Please indicate any existing EHS/HS enrollments in the revised FCC- Early Learning Scholarship - Peak Enrollment Form in the "Other funding sources not listed above" category (see example below). The revised form is available at [www.sfoece.org](http://www.sfoece.org).*

Other funding sources not listed above (e.g., Family Child Care Home Education Networks, Early Head Start, etc.)	0
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- 120) Question: Is there a fixed number of NOFA applications that will be accepted?  
 Answer: *No.*
- 121) Question: What is the definition of faith- based instruction?  
 Answer: *There is no set definition of "faith-based instruction," but generally public funding cannot be used to support any teaching, messaging, or activities that are religious in nature or content. Public funding supporting children at faith-based programs must solely be used for the costs of education and caring for children during the non-religious portion of the day. Publically funded children cannot be required, penalized, or discriminated against for not participating in any religious activities or teaching.*



122) Question: Projected Demographics-Should these numbers be duplicated or unduplicated? For example, if I project I will care for 2 low-income infant/toddlers who are also African-American, should I put 2 in each category or only in one?

Answer: *Duplicated. You may place children in one or more categories.*

123) Question: Current Peak Enrollments- Where do I include those children from the State FCCHEN program?

Answer: *In the revised FCC-Early Learning Scholarship-Peak Enrollment Form “Other funding sources not listed above” category (see example below). The revised form is available on the [www.SFOECE.org](http://www.SFOECE.org) website.*

Other funding sources not listed above (e.g., Family Child Care Home Education Networks, Early Head Start, etc.)	0
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124) Question: In the NOFA form, on page 3, #4, I the document will not let me enter the text. Similarly, I cannot enter text for #7 on page 5. In the projected peak enrollment form, I filled out the tables that relate for my program. However, I noticed that for #7 (Other projected peak enrollments) the value that is automatically calculated at the end is not correct. The value should be for 12 children times \$19,494 which should be \$233,928. However, the value it is showing is \$204,828.

Answer: *We apologize for our error. The form has been updated (fixed). Please download the revised form at [www.sfoece.org](http://www.sfoece.org).*

125) Question: Section C, "Demographics of your FCC's projected peak enrollment, in FY 17-18 . If providers are projecting receiving a child under the ELS City Voucher or Reserved, which would come from the SF3C system, how would they be able to predict the demographics of that child? They may be able to project the number of those children that they want to serve, but they won't be able to project their demographics now. Please explain how they will be able to do this.

Answer: *Providers are simply projecting their capacity to serve vouchered and/or reserved slots and are not required to determine the demographics of the family/child(ren). ELS-City subsidized families will be enrolled from SF3C. The ECE Integrated Services Grantee(s) will determine the child's subsidy eligibility and refer families to providers who have available spaces.*

126) Question: What are the requirements to be qualified?

Answer: *Please see pages 11-12 of the NOFA for a listing of the minimum qualifications.*

127) Question: How is the scholarship calculated? Based on low-income children? Based on how many kids?

Answer: *The ELS funding will be based on the number of eligible children actually enrolled in your program.*

128) Question: Is the scholarship one-time? Or monthly payment? How much is the range of scholarship award?

Answer: *FCC's will be paid monthly on all enrolled ELS subsidized families based on the rates on page 7 of the NOFA.*

- 129) Question: How soon can we find out if we qualify?  
 Answer: *OECE plans to issue tentative award letters in early May.*
- 130) Question: Which form should I fill out? NOFA application form? Projected Peak Enrollment Form? What supporting documents need to be provided?  
 Answer: *Each application must include an Application Form and a Projected Peak Enrollment Form. No other supporting documentation is needed at this time.*
- 131) Question: Is the deadline for Early Learning Scholarship by 3/3/17?  
 Answer: *Yes.*
- 132) Question: If I project to serve 6 children in my program, how can I fill out the Project Peak Enrollment form? Should I put down the enrollment number under each funding type?  
 Question: If I want to apply each funding type, how can I fill out the Project Peak Enrollment form?  
 Question: The Projected Peak Enrollment Form is very complicated. Could you provide more information on it?  
 Answer: *Please refer to the NOFA and NOFA Application Instructions for more information on completing the Peak Enrollment form. There are organizations that may be able to assist FCC's to fill out the application. You may contact Children's Council of San Francisco at 415-276-2900.; Wu Yee Children's Services Provider Support services at 415.230.7538; or if you are a current PFA provider, First 5 San Francisco at Phone: 415.934.4849. We encourage you to seek assistance with the application if you need it, but doing so does not guarantee qualification or an award of funding.*
- 133) Question: Is there any minimum education requirement for an FCC owner to apply for the ELS?  
 Answer: *No. However FCCs must either have a Tier 3 rating or higher on the California Quality Rating and Improvement System (QRIS) Matrix, or if an FCC has a score lower than 3 or has not yet been scored, agree to actively work with the QRIS technical assistance and training (T&TA) contractor(s) to achieve a Tier 3 rating no later than June 30, 2020 to be selected to receive OECE funds.*
- 134) Question: Currently, my FCC has 4 children. One of them receives subsidy, and others are private pay families. According to my current enrollment status, should I put down 1 on ELS-Reserved of the Projected Peak Enrollment form for low-income child. The child with subsidy already enrolled in my FCC. Can this child get the ELS funding based on ELS rate?  
 Answer: *For the enrollment that you describe you should apply for one ELS-City (Reserved) slot in the Projected Peak Enrollment form. If the child is already receiving a subsidy it is likely that they will be eligible for ELS support.*
- 135) Question: FCC owner doesn't have enough ECE units, but the assistant has AA degree. Will this FCC get a higher score in the Selection Process and Criteria?  
 Answer: *There is no minimum education requirement for an FCC owner to apply for ELS funding. The FCC would not receive a higher score in the Selection Process and Criteria because the assistant has an AA degree. However, FCCs must either have a Tier 3 rating or higher on the California Quality Rating and Improvement System (QRIS) Matrix, or if an FCC has a score lower than 3 or has not yet been scored, agree to actively work with the QRIS technical assistance and training (T&TA) contractor(s) to*

*achieve a Tier 3 rating no later than June 30, 2020 to be selected to receive OECE funds.*

- 136) Question: Peak enrollment form- New row for "Other funding sources not listed above (e.g. FCCHEN, Early Head Start, etc.) does not have formula connected. When inputting number of children, no ELS rate appears.  
*Answer: This is correct. OECE will work with an applicant who lists a state or federal funding source that may be eligible for ELS-Gap funding to understand how much state or federal funding is available to support each potentially eligible child. Note: OECE will be releasing a separate NOFA for Early Head Start/Head Start agencies, but encourages all FCCs - including those who may receive Early Head Start funding - to apply to be qualified for enhanced fund from the city through this NOFA #746.*
- 137) Question: If I come to submit the ELS application in person, should I submit to whom?  
Question: When "hand-delivering the NOFA", who do provider's drop-off the NOFA application with? Who will be issuing receipts to provider's that confirms they've turned in the NOFA directly to OECE? Will there be someone at the OECE office that will be available to support providers in all 3 languages [e.g. English, Spanish and Chinese] from 8am-5pm when dropping-off the NOFA application?  
*Answer: Please submit your ELS application to Steve Kim in the HSA Contracts Office, located at 1650 Mission Street, Suite 300. Applications will be accepted from 8am-5pm, Monday through Friday. You will receive a receipt with a timestamp at the time of submittal. The Contracts Office cannot guarantee bilingual assistance to providers dropping off their applications, but will make every effort to accommodate the request.*
- 138) Question: Can I download the application online?  
*Answer: Yes, you can download the application from [www.sfoece.org](http://www.sfoece.org).*
- 139) Question: What should I do if I am out of the country in June?  
Question: My name is XXX. I am writing for my mother XXX regarding a question about the NOFA process. She is applying for the program as a daycare provider, but she will be out of the country from the end of May to the end of June. She wonders if there is any time conflict for the program evaluation. Look forward to your response. Thank you very much.  
*Answer: If you will not be available in June, OECE will work with providers to find an alternate time to sign the Funding Agreement.*
- 140) Question: Section E of NOFA Application: If my family members are my assistants and they do not receive any salaries, do I fill out "yes" or "no" in section E in the application form?  
*Answer: Question #1 in Section E of the NOFA Application asks if you have paid employees. If you do not, you can skip the remaining questions in that section and proceed to Section F. If you have paid employees, then also complete Questions #2-6.*
- 141) Question: Section F5 of NOFA Application & Current Peak Enrollment FY2016-17: I don't have family income information. Therefore, I am not sure whether the families I serve are low-income or middle income. Do I make a guess in section F5 in the application and the current peak enrollment FY2016-17?  
*Answer: Yes - you can estimate the number of low and moderate income families that you project to serve in FY17-18. ELS funding will be based on the number of actual eligible children from low and/or moderate income families that you serve.*

- 142) Question: Section E of NOFA Application: What is the definition for whole day and part day of my current published rate (section G of the application)? Is it the same definition as *ELS Full Day, Part Day, Full Year and Part Year Definitions*?  
 Answer: Yes - *ELS Full/Part Day and Full/Part Year definitions are on page 5 of NOFA #746*
- 143) Question: I notice the Spanish NOFA application has an additional question that is not included in the English and Chinese NOFA application. Please refer to section G on the NOFA. Spanish NOFA: Section G has two questions listed
- i. Question **G.1** [p. 6] “En la tabla a continuación ingrese sus cantidades actuales de Financiamiento por Fuente” [ONLY included in the Spanish NOFA application].
  - ii. Question **G.2** [p. 6] “Si corresponde, en la tabla a continuación ingrese sus tarifas mensuales de matrícula...” [Included in the English/ Spanish/ Chinese NOFA application].
- please help us understand why the above questions [e.g. G.1] was included in the Spanish NOFA application and not on the ENGLISH / CHINESE NOFA application.
- Question: Section G, page 6: There are 2 tables in the Spanish NOFA Application on page 6. The first table on page 6 of the Spanish NOFA is not in the English and Chinese version of the NOFA Application RFP #746.  
 Answer: *OECE made an error and accidentally released a portion of an earlier draft of the NOFA application in Spanish. On 2/16/17, OECE posted a revised version of the Spanish application on its website, and apologizes for this error. If a provider submits answers to this earlier version, the responses will be disregarded.*
- 144) Question: On the NOFA Application, Chinese translated version, under E. – if my answer to question #1 is NO, then I will skip to F(5). Where is F(5)? Or is it F? Please clarify. Thanks.  
 Answer: *OECE made an error. It should read, please skip to Section F. OECE has posted a revised application on its website: <http://sfoece.org/funding-opportunities/>.*
- 145) Question: Error in translation on the NOFA FCC Enrollment – Spanish Excel Form. #6 of NOFA FCC-Enrollment has differing information on the English and Spanish versions:  
 English version – At or below 70% SMI of state “Median Income”  
 Spanish version – Greater than 70% of the SMI of state “Median Income”
- Answer: *OECE made an error and has posted a revised version of the Spanish form on its website. The eligibility for ELS-City (Voucher) is families earning at or below 70% of the State Median Income.*