# CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM REQUIREMENTS FOR PREKINDERGARTEN AND FAMILY LITERACY SUPPORT (CPKS)

**FISCAL YEAR 2020–21**

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## PROGRAM REQUIREMENTS

The following program requirements are provided to assist the contractor in meeting the legislative intent. Detailed contract information is located in the Funding Terms and Conditions (FT&C), the California Code of Regulations, Title 5, and the California Education Code.

The Prekindergarten and Family Literacy support contract funds must be used to promote and support interactive literacy activities for children and families enrolled in the Prekindergarten and Family Literacy program.

## AGENCY RESPONSIBILITES

(EC 8238, 8238.4)

These Prekindergarten and Family Literacy school support contract funds must be used for the benefit of children and families enrolled in Prekindergarten and Family Literacy program.

1. Use of Funds

Funds may be used for the following:

1. Education for parents and legal guardians of children in participating classrooms to support the development of their child’s literacy skills. Parenting education shall include, but not be limited to, instruction in all the following:
   1. Providing support for the educational growth and success of their children.
   2. Improving parent-school communications and parental understanding of school structures and expectations.
   3. Becoming active partners with teachers in the education of their children.
   4. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for school district special education referral.
2. Staff development for teachers in participating classrooms that includes, but is not limited to, all the following:
3. Development of a pedagogical knowledge including, but not limited to, improved instructional strategies.
4. Knowledge and application of developmentally appropriate assessments of the pre-reading skills of children in participating classrooms.
5. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities.
6. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion.
7. Referrals, as necessary, to providers of instruction in adult education and English as a second language in order to improve the academic skills of parents and legal guardians of children in participating classrooms.
8. Non Allowable Uses of Funds

Contract funds may not be used to pay for:

1. The direct provision of child care services.
2. Construction of a facility to meet basic licensing requirements.
3. The purchase or improvement of land;
4. Lease or rent payments.
5. The purchase of equipment.
6. Reimbursement Costs
7. Reimbursable costs must be incurred during the contract period. Contractors shall not use current year contract funds to pay prior or future year obligations.
8. Non-reimbursable costs will be determined in accordance with the FT&Cs Section “Non-reimbursable Costs.”
9. Reporting Requirements
10. The contract period is July 1, 2020 through June 30, 2021.
11. The Expenditure and Revenue Report Form (CDFS 9529) must be submitted quarterly for reimbursement of expenditures. The CDFS 9529 is available on the CDE Web site at: <https://www.cde.ca.gov/fg/aa/cd/>
    * + - 1. The CDFS 9529 is due quarterly: October 20, January 20, April 20 and July 20.
          2. Please complete and submit the form directly to your assigned fiscal analyst at:

California Department of Education  
Child Development Nutrition Fiscal Services  
1430 N Street, Suite 2213  
Sacramento, CA 95814

## CDE CONTACT INFORMATION

Please direct questions regarding the appropriateness of activities or proposed uses of program funds to your assigned Early Learning and Care Division Consultant. Contact information for Consultants can be found on the CDE Web site at: <http://www.cde.ca.gov/sp/cd/ci/assignments.asp>.