# PreKindergarten and Family Literacy Contract Terms and Conditions

**Fiscal Year 2023–24**

California Department of Education

April 2023

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## Program Requirements

The following program requirements are provided to assist the contractor in meeting the legislative intent. Applicable contract requirements are located in these Contract Terms and Conditions (CT&C), the California Department of Education (CDE) Audit Guide, the *California Code of Regulations*, Title 5, and the California *Education Code*.

The Prekindergarten and Family Literacy (CPKS) support contract funds are provided through the annual Budget Act and must be used to promote and support interactive literacy activities for children and families enrolled in the CSPP Program. The CPKS support contract is an expenditure-only contract that supplements California State Preschool Program (CSPP) contracts. The CPKS contractor receives an initial advance apportionment of 25 percent of the CPKS contract amount. After the initial advance, the CPKS contractor may be reimbursed for reported allowable costs that exceed what has already has been apportioned. Quarterly reports pursuant to Section II(d) below are required to be completed by the CPKS contractor so that CDE may determine if further reimbursements are necessary.

## Agency Responsibilities

(*EC* sections 8220-8221)

These CPKS school support contract funds must be used for the benefit of children and families enrolled in CPSS program.

### 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.

### 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 or
6. Any other use not in furtherance of promoting and supporting interactive literacy activities for children and families enrolled in the CPKS program.

### Reimbursement Costs

1. Reimbursable costs must be incurred during the contract period. Contractors shall not use current year contract funds to pay prior or future year obligations.
2. Non-reimbursable costs will be determined in accordance with the CSPP CT&C section “Non-reimbursable Costs,” the CDE Audit Guide, and the procedures and standards set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200 and Title 45 CFR Part 75), Uniform Guidance (UG); Title 2.

### Reporting Requirements

1. The contract period is July 1, 2023, through June 30, 2024.

The CPKS Contract Expenditure and Revenue Report Form must be submitted quarterly as directed by the CDE. The CPKS Contract Expenditure and Revenue Report is submitted electronically through the Child Development Provider Accounting Reporting Information System at: <https://cparis.cde.ca.gov/cparis/logon.aspx>. The CPKS Contract Expenditure and Revenue Report Form is due quarterly: October 20, January 20, April 20, and July 20.

* + 1. Contractors may report more frequently than quarterly if they need to be reimbursed sooner as reimbursement after the initial allocation is based on reported expenditures.

### Other Agency Requirements

Any non-compliance with the contract may subject the contractor to termination of the contract and return of all CPKS funds for the fiscal year. Any variance from the Contract must be authorized in writing by the CDE and signed by the Director of the Early Education Division (EED) or the Director’s authorized representative.

## California Department of Education Contact Information

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