



# Summer Transition Program

Transition Coach Training

May 9, 2016



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Georgia Department of Early Care and Learning

# Summer Transition Funding

- A total of 42 classes were selected for Rising Pre-K  
12 newly funded classes
  - Private providers: 23 classes
  - School System: 19 classes
- A total of 128 Rising K classes were awarded  
48 newly funded classes
  - Private providers: 86 classes
  - School System: 42 classes



# What is the Rising Pre-K Summer Transition Program?

Six-week, intensive instructional and family support program for rising pre-kindergarteners meeting the following criteria:

- Registered to attend Georgia's Pre-K Program or a Head Start Program for the 2016-2017 school year
- Families who meet income eligibility (85% of the state median income)
- Children whose home language is Spanish





# What Is the Rising Kindergarten Summer Transition Program?

Six-week, intensive instructional and family support program for rising kindergarteners meeting the following criteria:

- Did not attend a Georgia's Pre K or Head Start program or attended Georgia's Pre-K or Head Start but need additional academic support before entering kindergarten
- Families who meet income eligibility (85% of the state median income)



# Program Components

- 10 weeks for Transition Coaches
- 7 weeks for teachers
- 6 weeks (29 days) for students
- 14 students per classroom for Rising Pre-K
- 16 students per classroom for Rising K
- 2 adults in the classroom at all times
- 6.5 hour instructional day





# Instructional Components

- Classroom environment
- Daily schedule
- Lesson plans
- OWL curriculum
- GELDS





# Transition Coach Requirements

- Transition Coach
  - Must have a minimum of an Associates degree
  - Must have experience working with families
- Transition Coach for Rising Pre-K must be fluent in Spanish
- Transition Coach hours should accommodate family schedules





# Role of the Transition Coach

- Recruits students meeting the enrollment priorities
- Works with families to collect eligibility documentation
- Plans and facilitates family engagement activities based on parent survey
  - Minimum of 1 per week
- Connects families with community resources
- Plans kindergarten transition activities for Rising K



## Who is eligible for Rising K?

Children who will be eligible to attend Kindergarten next school year whose families meet the income requirements (85% of state median income)

- Priority 1: Age-eligible children who have not been enrolled in a Georgia's Pre-K or Head Start program
- Priority 2: Children who entered the program late and need more time
- Priority 3: Children who may need additional support and services



# What Forms are Required for Enrollment?



- STP Registration Form
- Parent Agreement Form
- Age Documentation
- Proof of Georgia Residency
- Current Certificate of Immunization (Form 3231)
- Current Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300)
- Eligibility Information Form
- Income Verification (as needed)
- Proof of Citizenship or Legal Alien Status





# Eligibility Information Form

- Developed to aid in verifying that families meet the 85% SMI requirement
- Located on the DECAL website under the Summer Transition Program tab
- Required for all students enrolled in the STP



# Eligibility Information Form



Families who receive services in any of the following programs and can verify active participation DO NOT NEED to complete the Income Eligibility process:

- Child Care and Parent Services (CAPS)
- Supplemental Nutrition Assistance Program
- Medicaid
- Temporary Assistance for Needy Families (TANF)

If the family does not receive any of the services, check *None of the Above* on the form and complete the Income Eligibility Worksheet for the family to determine eligibility





Please clearly print the name as it appears on the birth certificate.

Legal Last Name																			
Legal First Name																			
Legal Middle Name															Name Suffix (Jr,II,III)				
Child's Social Security #							DOB) (M/D/Y)					Gender							
__	--	__	--	__	__	__	__	/	__	/	__	/	__						
															<input type="checkbox"/> M	<input type="checkbox"/> F			

Indicate whether your child currently receives any of the following services?

- Child Care and Parent Services (CAPS)
- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid
- Temporary Assistance for Needy Families (TANF)
- None of the above

If you selected any of the services above, **documentation must be provided to verify active participation** in the program. If you checked multiple boxes, documentation verifying any one of the services will be sufficient.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**For program office use only**

If families are currently participating in any of the aforementioned services and verifying documentation is on site, programs may use the Summer Transition Program 2016 Eligibility Information Form in lieu of the Income Eligibility Worksheet.

Current participation in the above program verified:

Yes  
Indicate type of documentation received: \_\_\_\_\_

Other: \_\_\_\_\_

No  
If current participation cannot be verified, the program must complete the **Income Eligibility Worksheet** to determine eligibility





## How Do I Verify Family Income?

- Obtain supporting income documentation
  - Paycheck stub (4 weeks)
  - Employment verification
- Complete the Income Eligibility Worksheet
- Use State Median Income Chart to determine eligibility





# Income Eligibility Chart

Family Size	Multiplier	100% of SMI Per Month	85% of SMI (Monthly) [Multiply (c) by 0.85]	85% SMI (Annually) [Multiply (d) by 12]
1	52%	\$2,966	\$2,521	\$30,252
2	68%	\$3,879	\$3,297	\$39,564
3	84%	\$4,791	\$4,073	\$48,876
4	100%	\$5,704	\$4,848	\$58,176
5	116%	\$6,617	\$5,624	\$67,488
6	132%	\$7,529	\$6,400	\$76,800
7	135%	\$7,700	\$6,545	\$78,540
8	138%	\$7,872	\$6,691	\$80,292
9	141%	\$8,043	\$6,836	\$82,032
10	144%	\$8,214	\$6,982	\$83,784
11	147%	\$8,385	\$7,127	\$85,524
12	150%	\$8,556	\$7,273	\$87,276

**SMI from Federal Register for Family of 4 in Georgia**





# Income Eligibility Worksheet

**Summer Transition Program  
Income Eligibility Worksheet**

Child Name: \_\_\_\_\_

**Earned Income**

Payment Frequency:	
Paystub 1:	
Paystub 2:	
Paystub 3:	
Paystub 4:	
Average Paystub \$	
x _____	
Monthly Earned Income \$	

To calculate monthly income:  
 Multiply average **weekly** income by 4.3333  
 Multiply average **bi-weekly** income by 2.1666  
 Multiply average **semi-monthly** income by 2

**Other Sources of Income**

Type	Monthly Amount
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Monthly Other Income	\$ _____
<b>Total Monthly Income</b>	<b>\$ _____</b>
Family Size	_____

**FFY 2016 85% State Median Income (SMI)**

Family Size	85% SMI	
	Annually	Monthly
1	\$30,252	\$2,521
2	\$39,564	\$3,297
3	\$48,876	\$4,073
4	\$58,176	\$4,848
5	\$67,488	\$5,624
6	\$76,800	\$6,400
7	\$78,540	\$6,545
8	\$80,292	\$6,691
9	\$82,032	\$6,836
10	\$83,784	\$6,982

\*\*\*Children in families at or below 85% State Median Income are eligible for the Summer Transition Program.



# Employment Verification Form



- This form should be used if no other written financial verification (paystub, etc.) is available
- Employer completes the form
- Located on the DECAL website under Summer Transition Program (Transition Coach tab)



## Other Income Considerations

- Families in the other income category need to document what their income is and have it notarized.
  - Families with no income
  - Families who are paid in cash. Common types of jobs that are paid cash-in-hand include:
    - Domestic work such as housekeeping, babysitting or foodservice
    - Construction work or farm work
    - Short-term work and day laborers
    - Various types of self-employment such as plumbing, painting, window cleaning, landscaping





## How Do I Verify Citizenship?

- A child must be a U.S. citizen or have established status as a lawfully admitted qualified alien to participate in the Summer Transition Program
- Only the child must have their citizenship or alien status verified
- A listing of acceptable documentation is posted on the DECAL website
- Documentation must be verified and kept in each child's file





# Citizenship/Qualified Alien Documentation

## Verification of Child Eligibility as a Citizen or Qualified Alien

To be eligible to participate in the Summer Transition Program, each child must be verified as a U.S. citizen or have established status as a lawfully admitted qualified alien. Acceptable documentation must be on file before the child may be enrolled in the program. Verification **must** be obtained by using one of the following documents.

- Birth Certificate;
- Certificate of Citizenship (Forms N-560);
- Naturalization Certificate (N-550);
- Vital records (document information viewed case activity log in SPMS)
- Report of Birth from Abroad of a U.S. Citizen (Form FS-240, FS-545, DS 1350);
- U.S. Citizen I.D. card (I-97);
- U.S. Passport;
- Consoler's report of birth;
- American Indian Card (first issued by USCIS in 1983);
- Court records of parentage, juvenile proceedings or child support indicating place of birth;



## What do you do to recruit?

- Spend 10 minutes at your table and talk about recruitment strategies – have someone at the table document your ideas
  - How does your school meet the priority levels for enrollment?
  - What is the most creative way you have found children?
  - What has been successful?
  - What has not been successful?



# Documentation Requirements

- Record of recruitment strategies
- Keep a log or record of parent contact throughout STP
- Sign in sheets and agendas from family workshops
- Record of kindergarten transition activities



# Student Attendance

- Programs should have a written policy regarding attendance
- Daily attendance is expected
- Daily attendance issues should be addressed immediately through:
  - Home visits
  - Parent meetings
  - Phone conferences
- Documentation of attendance issues is required



# Parent Survey

- To assist in planning activities throughout the STP program
- Each family should complete the survey
- Activities/ workshops should be planned based on responses to survey
- Activities/workshops should be offered at times that are best for families





In an effort to identify and best serve the needs of the families and children in the Summer Transition Program, we ask that you complete the following survey. The survey will assist the Transition Coach in planning activities throughout the six week program.

Parent/Guardian name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

Child name: \_\_\_\_\_

Please check any topics that would be of interest to you:

- Discipline and Parenting Workshop
- Health and Safety Workshop
- Computer Class
- Budgeting Ideas
- Parent and Child Activities to do at home
- Parent and Child Activities to do in the community
- First Aid
- Health Fair
- Developmental Stages of Children
- Community Resources
- Food and Nutrition
- How to create a family fun night on a budget
- Other: \_\_\_\_\_

Please check any areas of need for which you would like assistance:

- Housing
- Budget Counseling
- Clothing
- Education
- Employment
- After School Child Care



# New – Student Transition Materials



- Items that help support or prepare students for their transition to Pre-K or kindergarten
- Programs will receive an additional \$300 per class in their first STP payment to pay for these materials
- Examples include:
  - school supplies
  - spirit wear from a school
  - blankets or pillows for naptime
  - backpacks/book bags
  - water bottles/ lunch boxes
- Pre-K consultants will verify purchases during STP visits



## Roster Due Dates

- An initial roster is due **May 27, 2016**. This will be submitted on the Initial Roster Form and emailed to **summerschool@dec.al.ga.gov**
- Families must complete the Roster Information Form prior to submitting rosters
- 3 additional rosters will be submitted in PANDA
  - First Roster – June 10, 2016
  - Second Roster - June 24, 2016
  - Third Roster – July 15, 2016





# Initial Roster Form for Rising Pre-K

Site	Teacher	Number of Children Registered
example: ABC Learning Center	Maria Gonzales	14



# Initial Roster Form for Rising K



Site	Teacher	Number of total children registered for STP	Number of children who did not attend Georgia's Pre-K or Head Start during the 2015-2016 school year	Number of children who attended a Georgia's Pre-K or Head Start program but did not attend the entire school year	Number of children who attended a Georgia's Pre-K or Head Start program for the full 2015-2016 school year but are in need of additional academic support
example: ABC Learning Center	J. Smith	16	13	3	



# CAPS – Before and After Care



- Funding for before and after care will come directly through the current CAPS system
- STP programs not offering before and after care will be required to work with families who need before or after care
- CAPS funding will pay for before and after care at an alternative site if parents meet work/school requirements
- Email questions to: **[caps.support@dec.al.ga.gov](mailto:caps.support@dec.al.ga.gov)**



# Special Program for STP - Alliance Theater



- Strong teacher and parent arts integration focus
- New lead teachers receive training (on the same day as curriculum training)
- Site selects lesson
  - literacy
  - music
  - visual arts
- Alliance will contact sites to set up a date for an on-site field trip for students



# Pre-K Consultant Role and STP Site Visits

- Each site will be assigned a consultant
- STP initial visit for newly funded sites will be scheduled prior to the first day of STP
- STP Roster Verification visit – assigned consultant will review student files, rosters and eligibility documentation
- STP Program Visit – unannounced visit
- Professional Development on CLASS





## Transition Coach – Next Steps

- Recruit children for program
- Gather enrollment documentation and information for families and children
- Have parents complete the parent survey





Questions/Comments

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