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# PELICAN ELN Fiscal Management User's Guide



Office of Child Development and Early Learning (OCDEL)  
COMMONWEALTH OF PENNSYLVANIA

## Table of Contents

<b>1. FINANCIAL MANAGEMENT OVERVIEW .....</b>	<b>2</b>
<b>2. PSS LOGIN VIEW.....</b>	<b>3</b>
<b>3. PA PRE-K COUNTS HOME .....</b>	<b>7</b>
<b>4. FINANCIAL MANAGEMENT HOME PAGE.....</b>	<b>9</b>
<b>4.1 GRANT AT A GLANCE .....</b>	<b>11</b>
<b>4.2 GRANT INFORMATION .....</b>	<b>12</b>
<b>4.3 GRANT STRUCTURE .....</b>	<b>13</b>
<b>4.4 WAYFINDER NAVIGATION.....</b>	<b>15</b>
<b>5. FINANCIAL MANAGEMENT DOCUMENT PROCESSES.....</b>	<b>16</b>
<b>5.1 CONTINUATION GRANT APPLICATION .....</b>	<b>16</b>
<b>5.2 BUDGET DETAIL .....</b>	<b>27</b>
<b>5.3 BUDGET REVISION .....</b>	<b>34</b>
<b>5.4 QUARTERLY EXPENDITURE REPORTS (QER) .....</b>	<b>41</b>
<b>5.5 FINAL EXPENDITURE REPORTS (FER) .....</b>	<b>48</b>
<b>5.6 INVENTORY REPORT .....</b>	<b>56</b>
<b>6. APPENDIX – GLOSSARY OF TERMS .....</b>	<b>62</b>

## 1. FINANCIAL MANAGEMENT OVERVIEW

PA Pre-K Counts (PKC) and Head Start Supplemental Assistance Program (HSSAP) Lead Agency (LA) and Partner users access the Financial Management functions of Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) to create financial documents, such as:

- Continuation Grants
- Budgets
- Pass Thru Budget (Partners only)
- Budget Revisions
- Pass Thru Budget Revisions (Partners only)
- Quarterly Expenditure Reports (QER)
- Final Expenditure Reports (FER)
- Inventory Reports

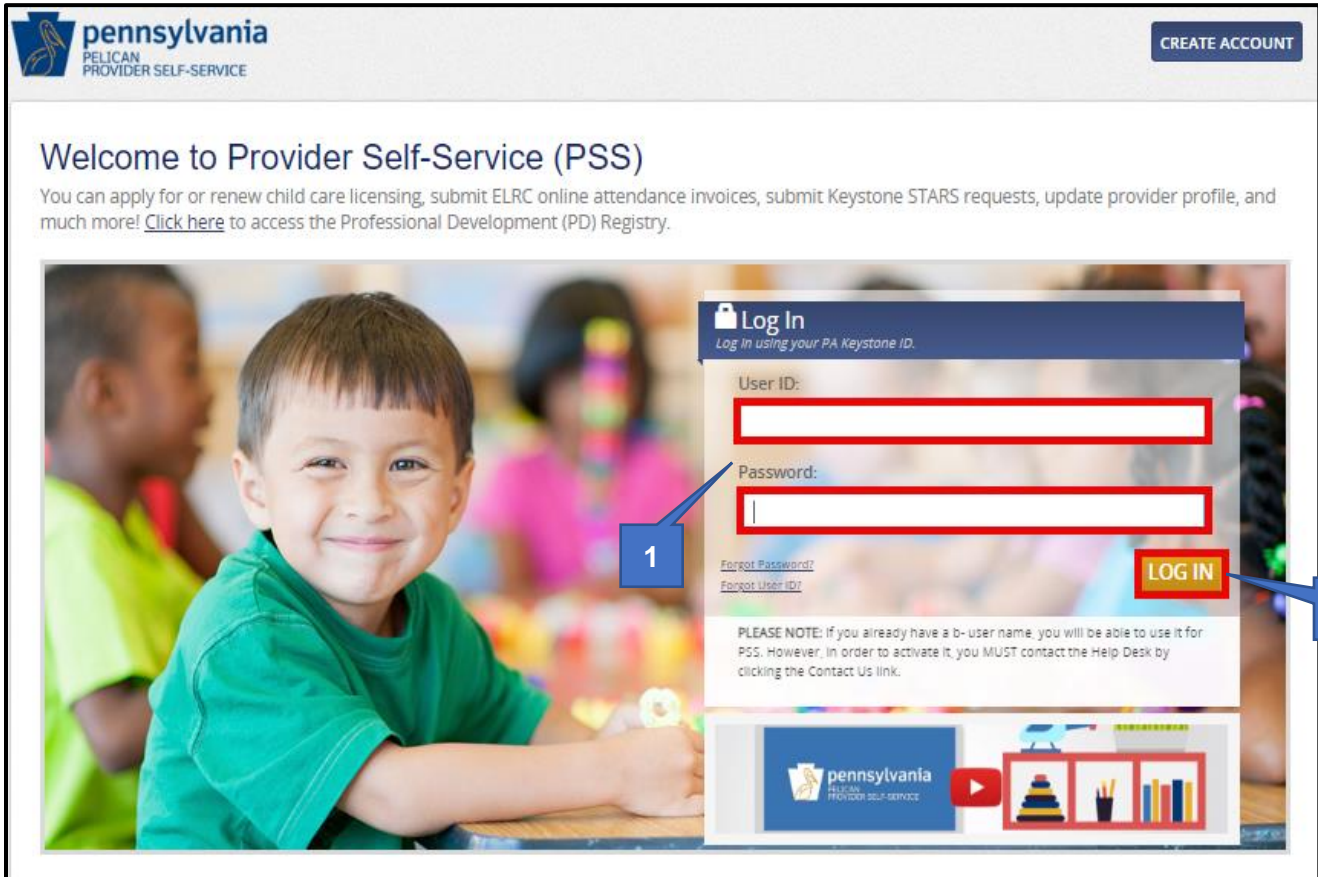
When participating in Pre-K Counts and/or HSSAP, as an LA/Grantee or as a Partner, the Financial Management process is required for each grant.

Grantees can refer to this user guide for the steps to create any of the financial documents listed above. Grantees also participating in the HSSAP will follow the same steps to submit a HSSAP Continuation Grant Application. The process itself does not change, only how some information is populated in the system.

This user guide is intended as a reference tool and is specific to Financial Management Documents. It does not address every scenario. Please contact your Pre-school Program Specialist (PPS) or the PELICAN Help Desk for additional assistance. If needed, contact the PELICAN Help Desk at 877-491-3818 or send an email to [RA-ELN@pa.gov](mailto:RA-ELN@pa.gov).

## 2. PSS Login View

Begin by logging in to the Provider Self-Service (PSS) system (<https://www.pelican.state.pa.us/provider>) with an LA User ID and Password.



**pennsylvania**  
PELICAN  
PROVIDER SELF-SERVICE

**CREATE ACCOUNT**

### Welcome to Provider Self-Service (PSS)

You can apply for or renew child care licensing, submit ELRC online attendance invoices, submit Keystone STARS requests, update provider profile, and much more! [Click here](#) to access the Professional Development (PD) Registry.

#### Log In

Log In using your PA Keystone ID.

User ID:

Password:

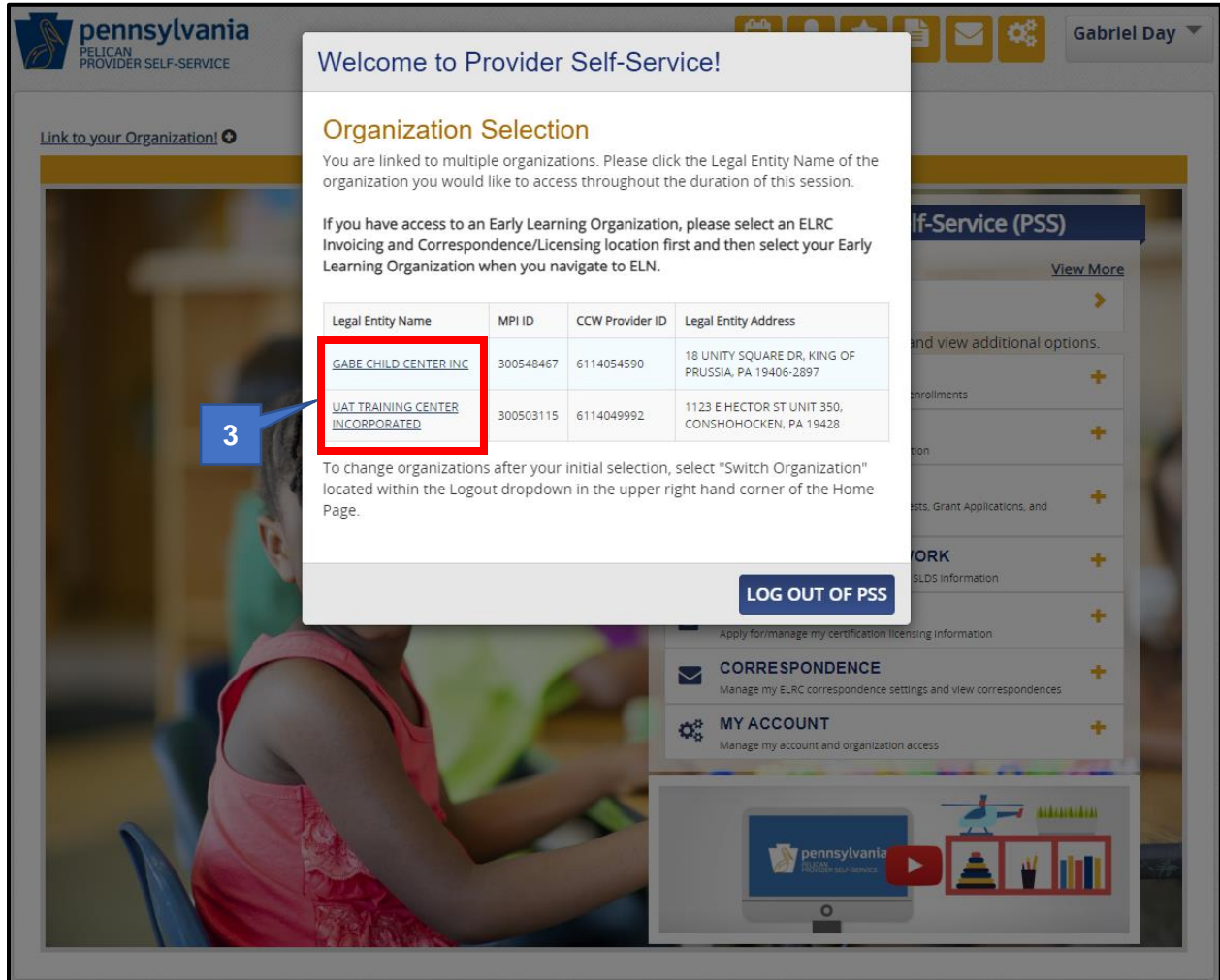
[Forgot Password?](#)  
[Forgot User ID?](#)

**LOG IN**

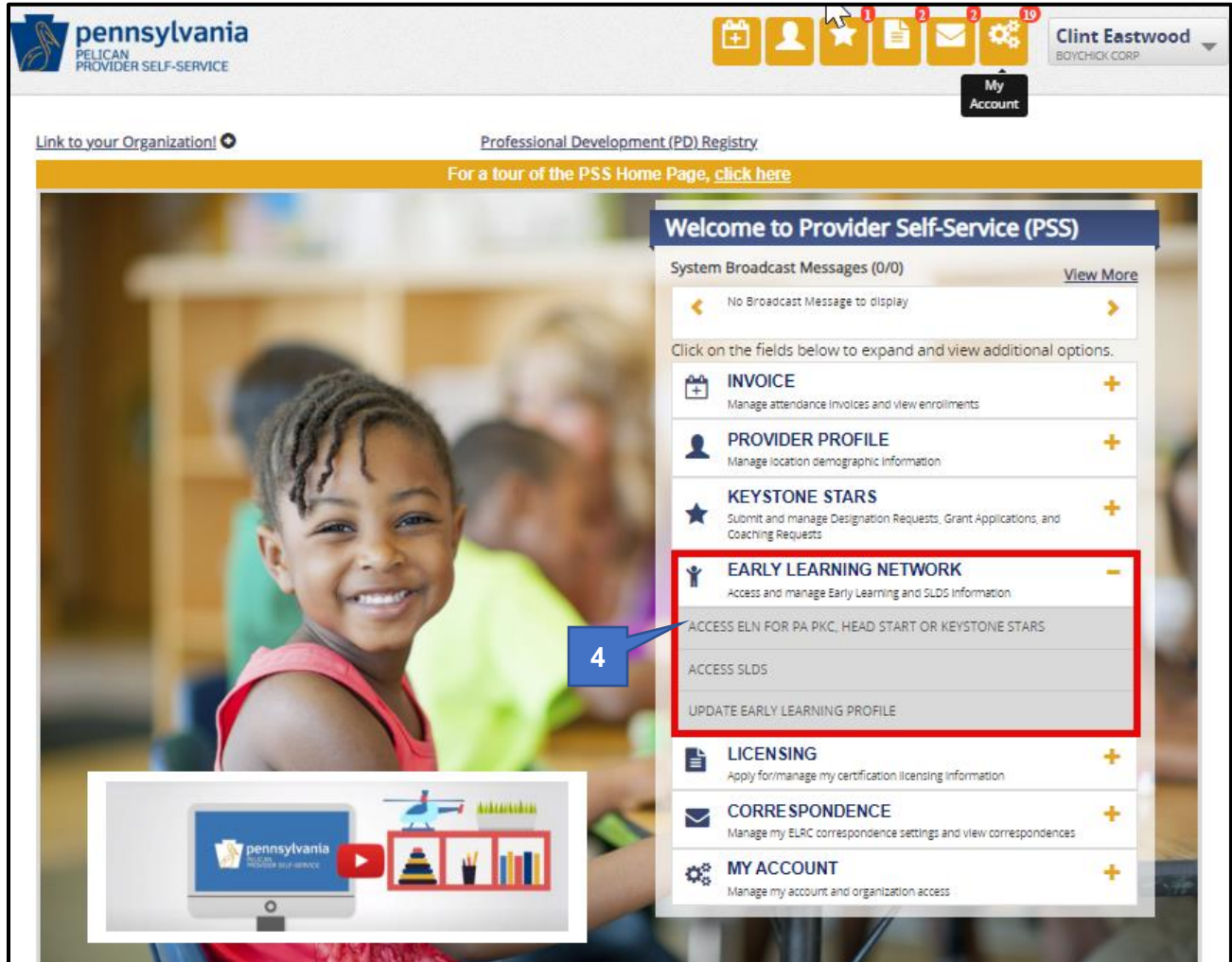
**PLEASE NOTE:** If you already have a b-user name, you will be able to use it for PSS. However, in order to activate it, you MUST contact the Help Desk by clicking the Contact Us link.

**pennsylvania**  
PELICAN  
PROVIDER SELF-SERVICE

1. Enter in the correct **User ID** and **Password**.
2. Click **LOG IN**.

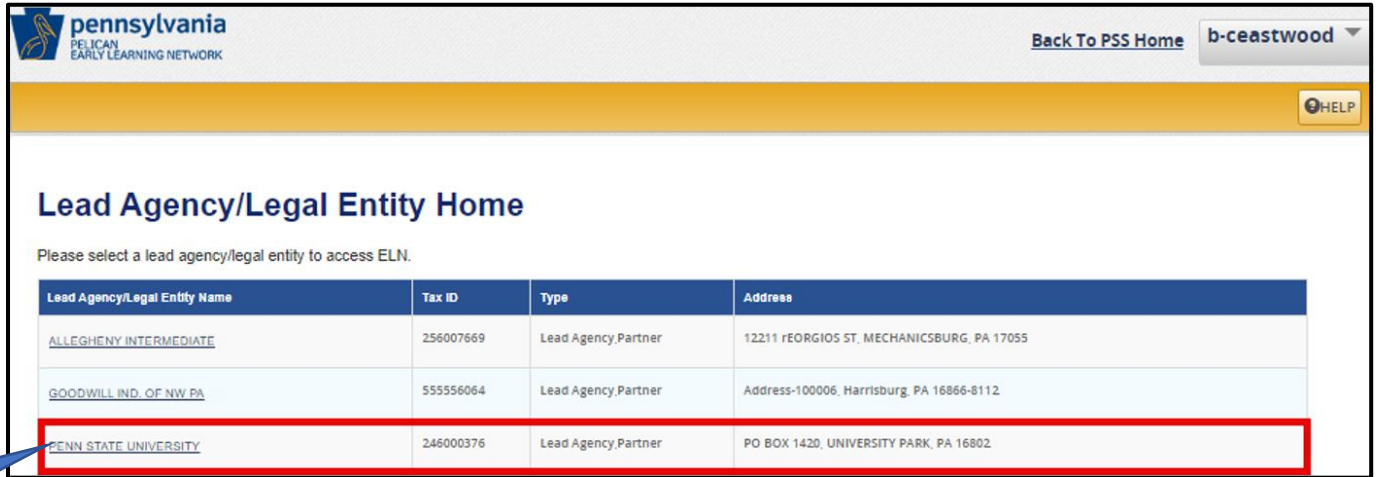


3. Click the desired Legal Entity Name link in the table. **Note:** If the user is linked to a single Organization, this screen will not display.



4. Click the drawer for **EARLY LEARNING NETWORK**, then select **ACCESS ELN FOR PA PKC, HEAD START OR KEYSTONE STARS** to navigate to the Early Learning Network (ELN).





**5**

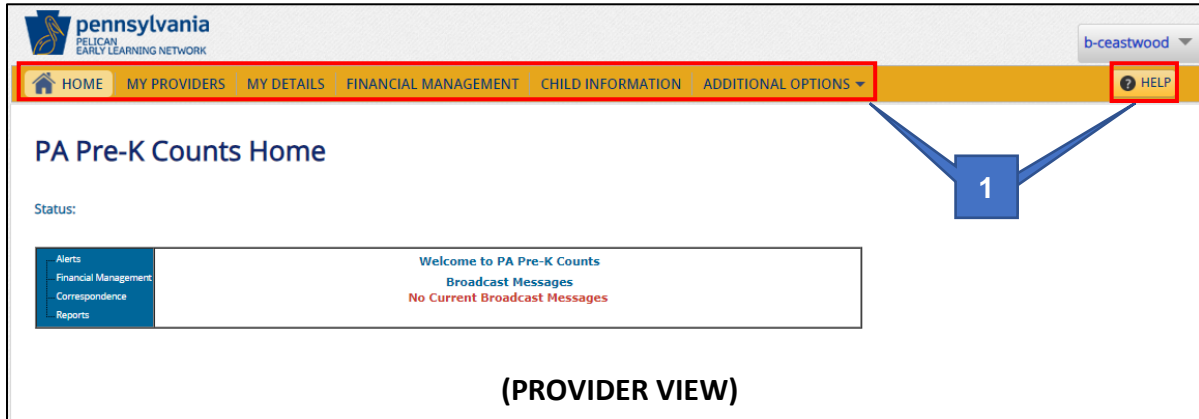
Lead Agency/Legal Entity Name	Tax ID	Type	Address
<a href="#">ALLEGHENY INTERMEDIATE</a>	256007669	Lead Agency,Partner	12211 rEORGIOS ST, MECHANICSBURG, PA 17055
<a href="#">GOODWILL IND. OF NW PA</a>	555556064	Lead Agency,Partner	Address-100006, Harrisburg, PA 16866-8112
<a href="#">PENN STATE UNIVERSITY</a>	246000376	Lead Agency,Partner	PO BOX 1420, UNIVERSITY PARK, PA 16802

5. Click the desired Lead Agency/Legal Entity Name link. **Note:** If the user is linked to a single Organization, this screen will not display.

### 3. PA Pre-K Counts Home

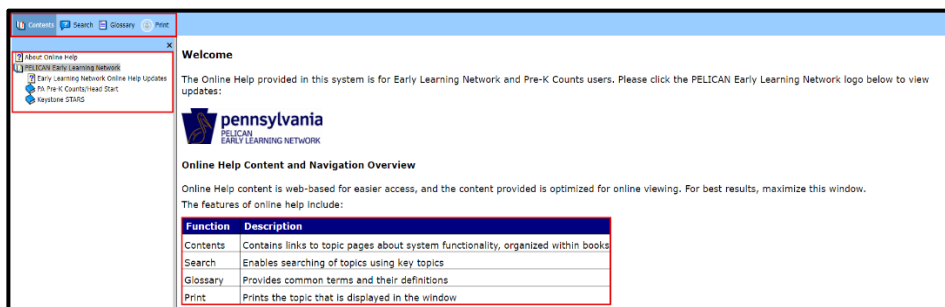
The **PA Pre-K Counts Home** screen enables users to navigate to different sections in the PA Pre-K Counts system, utilized by Lead Agencies, Partners, and Locations with at least one of the following programs:

- HSSAP
- PKC

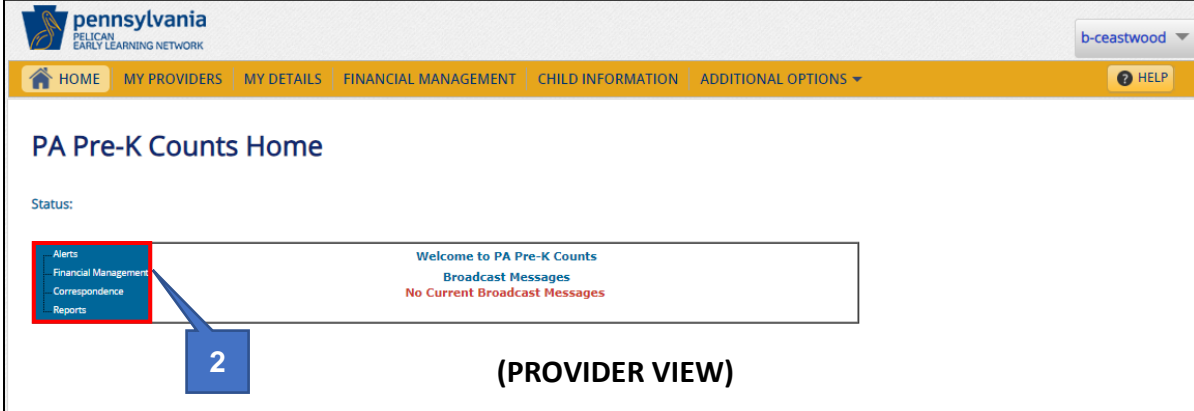


#### 1. Main Navigation Bar

- **HOME** – Click this option to access the PA Pre-K Counts Home screen.
- **MY PROVIDERS** – Click this option to access the My Providers screen.
- **MY DETAILS** – Click this option to access the Providers Details screen.
- **FINANCIAL MANAGEMENT** – Click to access the Financial Management screen.
- **CHILD INFORMATION** – Click this option to access the Location Home screen.
- **ADDITIONAL OPTIONS** – Click this menu to access the following (access *PKC Online Help* for more details about these screens):
  - **TOOLS** – Click to access Alerts, Transfers, and Correspondence.
  - **QUALITY MANAGEMENT** – Click to access Quarterly Narrative, Program Review Instrument, and Waivers.
  - **REPORTS** – Click to generate reports and view them in the Reports Inbox.
- **HELP** – Click to access PKC Online Help in a new browser tab (as seen below).







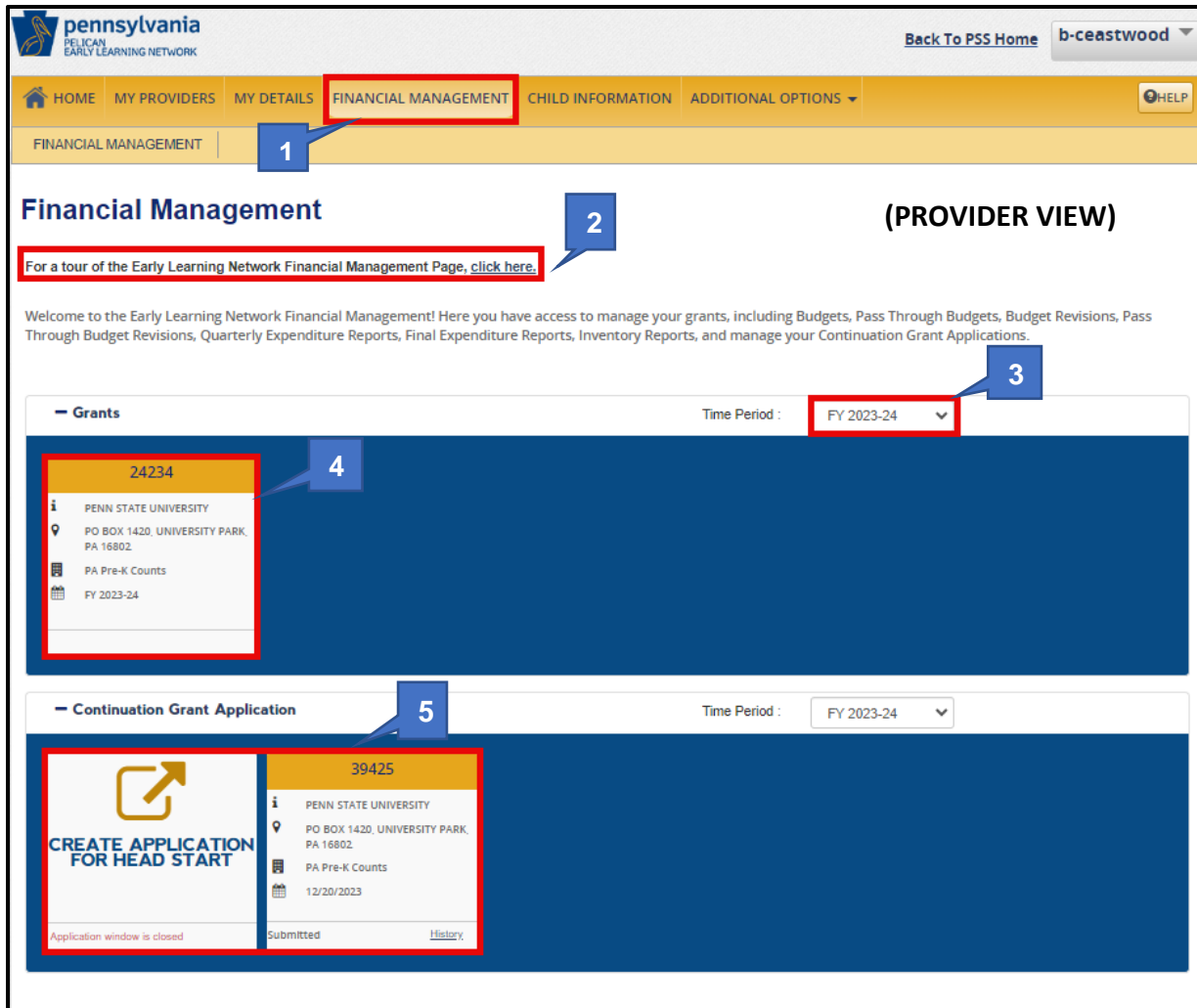
The screenshot displays the 'PA Pre-K Counts Home' page. At the top, there is a navigation bar with links for HOME, MY PROVIDERS, MY DETAILS, FINANCIAL MANAGEMENT, CHILD INFORMATION, and ADDITIONAL OPTIONS. A user profile 'b-ceastwood' is visible in the top right. Below the navigation bar, the page title 'PA Pre-K Counts Home' is shown. Underneath, there is a 'Status:' section. On the left, a blue box contains a vertical list of links: Alerts, Financial Management, Correspondence, and Reports. This blue box is highlighted with a red border. A blue callout box with the number '2' points to the blue box. To the right of the blue box, the text reads: 'Welcome to PA Pre-K Counts', 'Broadcast Messages', and 'No Current Broadcast Messages'.

## 2. Blue Box

- **Alerts** – Click to access the Alert Inbox screen.
- **Financial Management** – Click to access the Financial Management screen.
- **Correspondence** – Click to access the Correspondence screen.
- **Reports** – Click to access the Report Home screen.

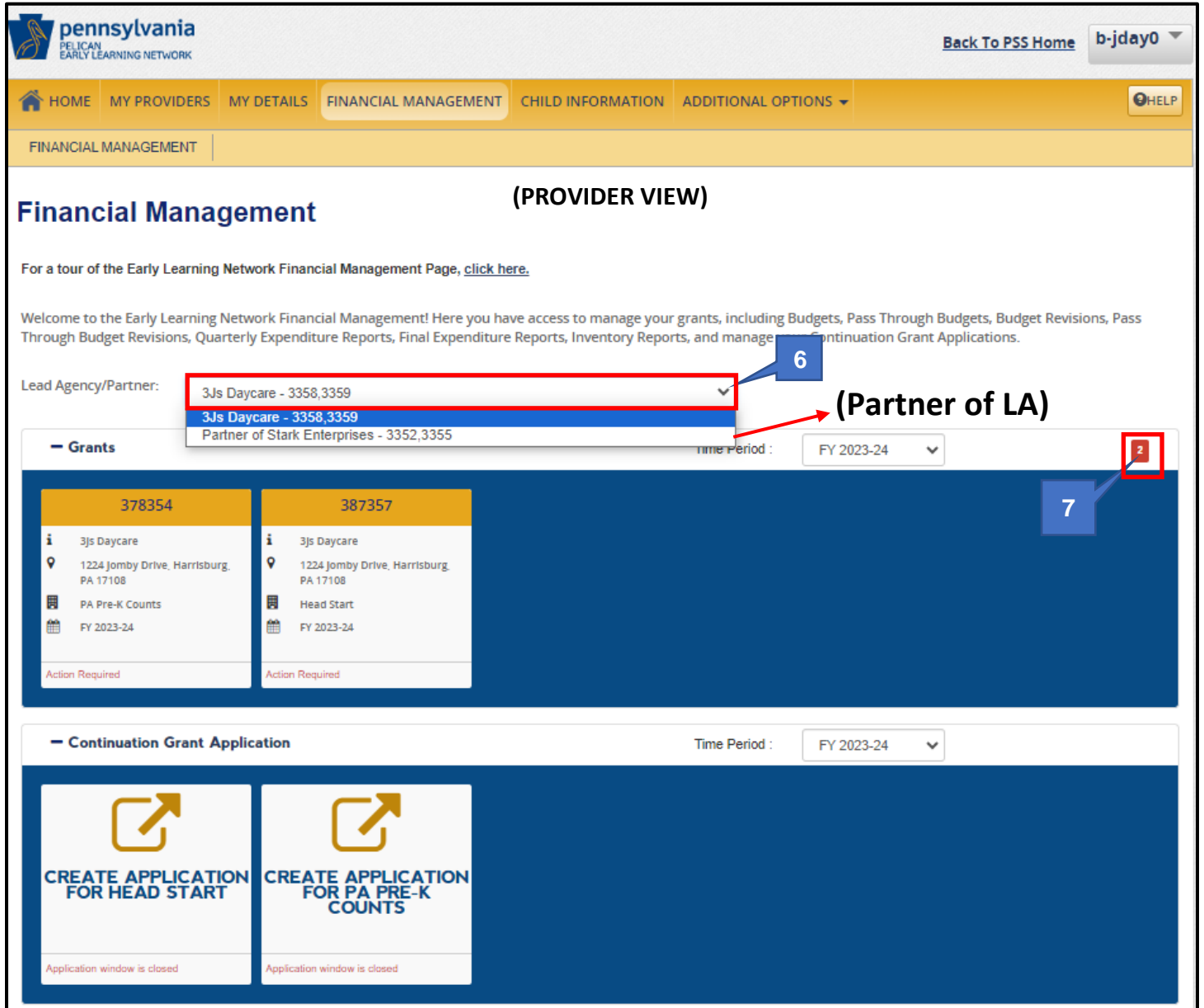
## 4. Financial Management Home Page

The **Financial Management** screen enables providers to access, create, and manage various grant-related documents, such as budget and budget revision documents, expenditure reports, inventory reports, and continuation grant applications. Navigate to this screen by clicking **FINANCIAL MANAGEMENT** in the main navigation bar. Other navigation paths to this screen may exist.



The screenshot shows the 'Financial Management (PROVIDER VIEW)' page. At the top, there is a navigation bar with 'HOME', 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT' (highlighted with a red box and callout 1), 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. Below this is a sub-navigation bar with 'FINANCIAL MANAGEMENT' and a callout 1. The main heading is 'Financial Management (PROVIDER VIEW)' with callout 2. A link 'For a tour of the Early Learning Network Financial Management Page, click here.' is highlighted with a red box and callout 2. A welcome message follows. Below is a 'Grants' section with a 'Time Period' dropdown set to 'FY 2023-24' (callout 3). A grant tile for '24234' is highlighted with a red box and callout 4, showing details for Penn State University. Below that is a 'Continuation Grant Application' section with a 'Time Period' dropdown set to 'FY 2023-24'. A 'CREATE APPLICATION FOR HEAD START' button is highlighted with a red box and callout 5, with a 'Submitted' status and a 'History' link below it.

1. **FINANCIAL MANAGEMENT** – Click to access this screen.
2. **System Tour** link – A pop-up modal opens for system tour.
3. **Time Period** drop-down – Select a specific Fiscal Year.
4. **Grants** tiles – Provides summarized Grant information. Click to access the Grant at a Glance screen.
5. **Continuation Grant Application** tiles – Click to access the Continuation Grant Application.



The screenshot shows the 'Financial Management (PROVIDER VIEW)' page. At the top, there is a navigation bar with 'HOME', 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT', 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. A 'Back To PSS Home' link and a user profile 'b-jday0' are also visible. Below the navigation bar, the page title 'Financial Management (PROVIDER VIEW)' is displayed. A welcome message follows, and a 'Lead Agency/Partner:' dropdown menu is highlighted with a red box and callout '6'. The dropdown menu is open, showing three options: '3Js Daycare - 3358,3359' (selected), '3Js Daycare - 3358,3359', and 'Partner of Stark Enterprises - 3352,3355'. A red arrow points from callout '6' to the selected option, with the text '(Partner of LA)' next to it. Below the dropdown, there is a 'Grants' section with a 'Time Period' dropdown set to 'FY 2023-24'. A red box with callout '7' is positioned over an alert icon in the top right corner of the grants section. The grants section contains two cards for '378354' and '387357', both for '3Js Daycare' at '1224 Jomby Drive, Harrisburg, PA 17108'. The first card is for 'PA Pre-K Counts' and the second for 'Head Start', both for 'FY 2023-24'. Both cards have an 'Action Required' status. Below the grants section is a 'Continuation Grant Application' section with a 'Time Period' dropdown set to 'FY 2023-24'. It contains two buttons: 'CREATE APPLICATION FOR HEAD START' and 'CREATE APPLICATION FOR PA PRE-K COUNTS', both with 'Application window is closed' messages below them.

6. **Lead Agency/Partner** drop-down – When logging into PSS as a Partner to an LA, select the correct LA or Partner from this drop-down.
7. **Alert** icon – Displays the corresponding number of grants that require action.

## 4.1 Grant at a Glance

The **Grant at a Glance** screen displays the high-level Grant Information, Key Dates, and details about associated Grant documents. This screen can be navigated to by clicking the Grant ID in the orange banner of a Grants tile on the Financial Management screen. Other screen navigation paths may exist.

### Grant at a Glance

(PROVIDER VIEW)

1

Select...  
 Select.  
 Provider Detail  
 Contacts  
 Contact Log  
 Grant Structure  
 Grant Information  
 Program Review Instrument  
 Quarterly Narrative  
 Waivers  
 View Locations

GO

#### Grant Summary

**Grant Information**

Grantee: PENN STATE UNIVERSITY  
 Program: PA Pre-K Counts  
 Fiscal Year: 2023-24  
 Grant ID: 2

**Key Dates**

Budget due by: 01/29/2023  
 Quarterly Expenditure Report I due by: 10/15/2023  
 Quarterly Expenditure Report II due by: 01/15/2024  
 Quarterly Expenditure Report III due by: 04/15/2024  
 Final Expenditure Report due by: 08/31/2024

2
GRANT INFORMATION
GRANT STRUCTURE
3

#### Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
16	17	108.25%

#### Grant Progress

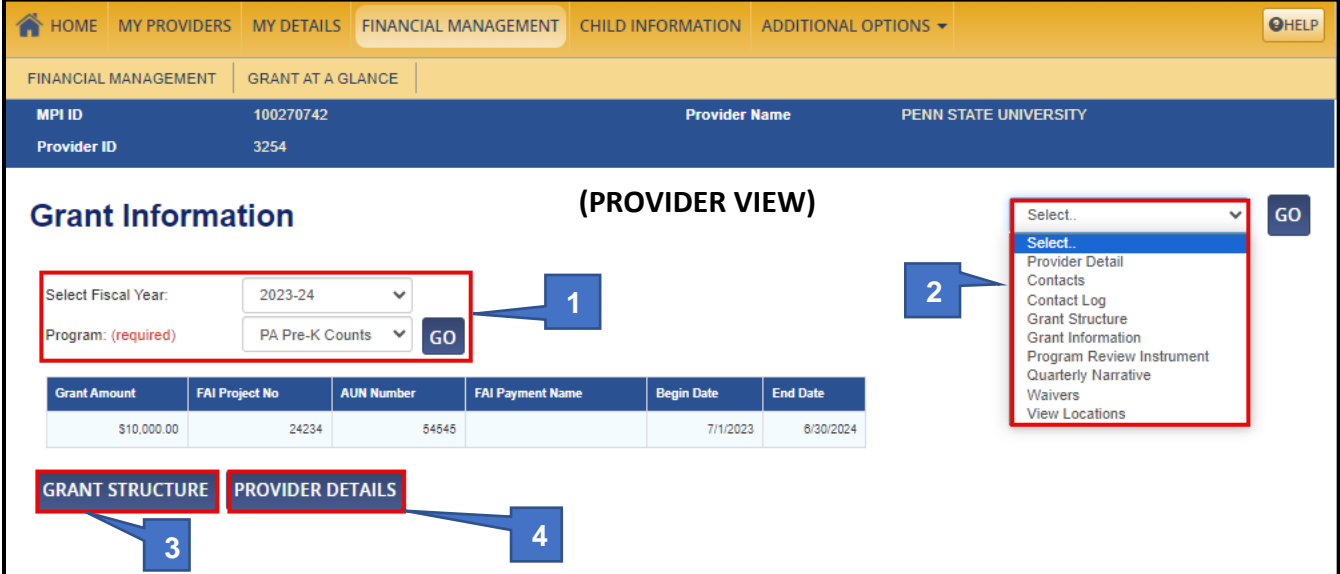
Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	<a href="#">39394</a>	PENN STATE UNIVERSITY	07/31/2023	07/31/2023	Final Approved	08/11/2023	<a href="#">Status History</a>	✓
Budget Revision	<a href="#">39484</a>	PENN STATE UNIVERSITY	12/07/2023	12/11/2023	Final Approved	12/11/2023	<a href="#">Status History</a>	✓
Pass Through Budget Revision	<a href="#">39485</a>	ALLEGHENY CHILD CARE ACADEMY INC	12/07/2023	12/07/2023	Final Approved	12/12/2023	<a href="#">Status History</a>	✓

NEW BUDGET REVISION
NEW QUARTERLY EXPENDITURE I
NEW QUARTERLY EXPENDITURE II
NEW QUARTERLY EXPENDITURE III
4

1. **Select...** drop-down – Select a screen title from this drop-down to access the selected screen.
2. **GRANT INFORMATION** – Click to access the Grant Information screen.
3. **GRANT STRUCTURE** – Click to access the Grant Structure screen.
4. **Documents** buttons – Click to access the specified document screen.

## 4.2 Grant Information

The **Grant Information** screen allows a user to view grant information and associated slot information by Fiscal Year and Program. This screen can be navigated to by selecting **FINANCIAL MANAGEMENT** from the **PA Pre-K Counts Home** page, then clicking the Grant ID in the orange banner of a Grants tile on the Financial Management screen. Once on the Grant at a Glance screen, click the **GRANT INFORMATION** button.

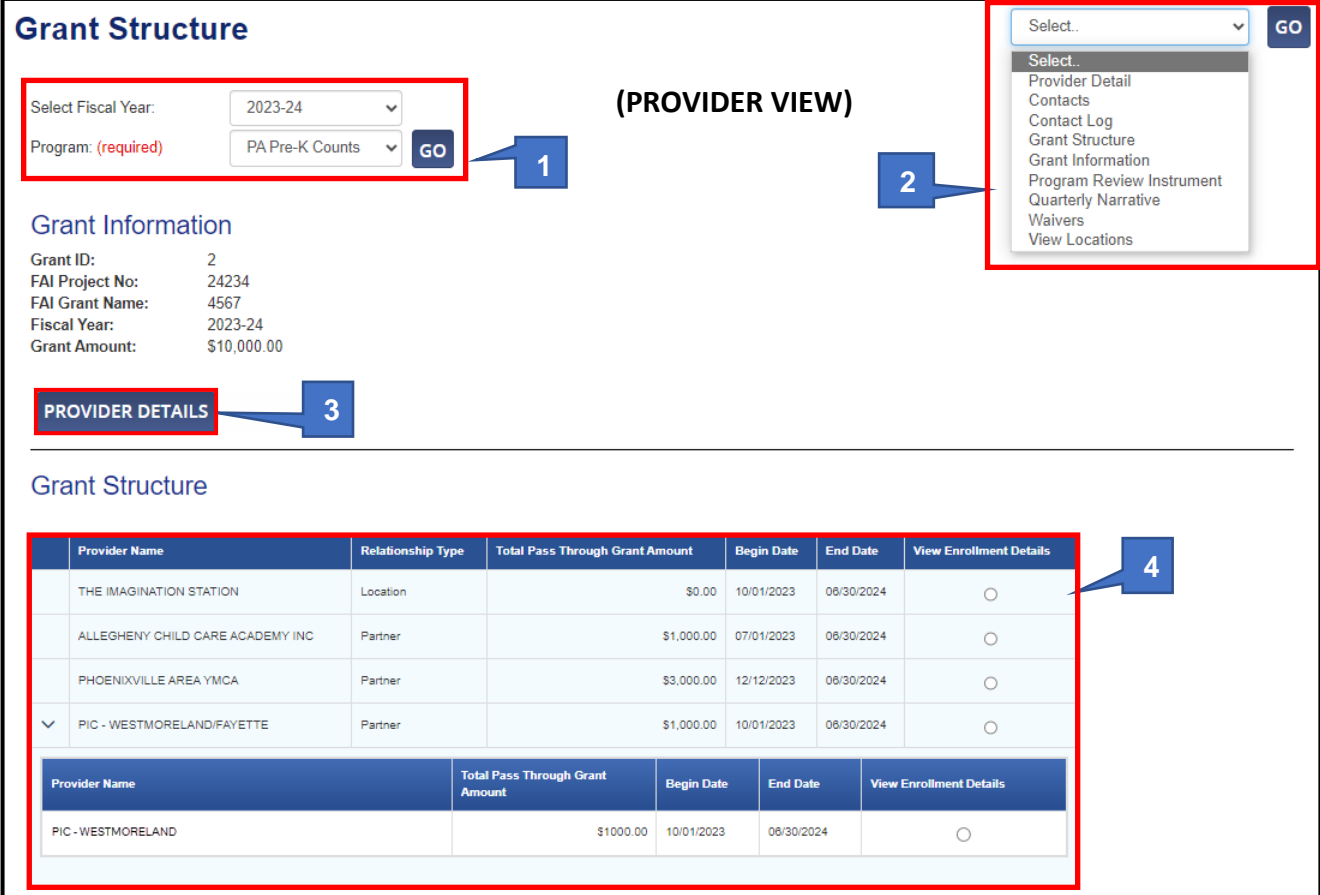


The screenshot shows the 'Grant Information (PROVIDER VIEW)' screen. At the top, there is a navigation bar with 'HOME', 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT', 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. Below this is a sub-header with 'FINANCIAL MANAGEMENT' and 'GRANT AT A GLANCE'. The main content area displays provider information: MPI ID 100270742, Provider Name PENN STATE UNIVERSITY, and Provider ID 3254. The 'Grant Information' section includes a 'Select Fiscal Year' dropdown set to '2023-24' (callout 1), a 'Program: (required)' dropdown set to 'PA Pre-K Counts' (callout 2), and a 'GO' button. Below this is a table with columns: Grant Amount, FAI Project No, AUN Number, FAI Payment Name, Begin Date, and End Date. The table contains one row with values: \$10,000.00, 24234, 54545, (blank), 7/1/2023, and 6/30/2024. At the bottom, there are two buttons: 'GRANT STRUCTURE' (callout 3) and 'PROVIDER DETAILS' (callout 4). A dropdown menu is open on the right, showing options: Select..., Provider Detail, Contacts, Contact Log, Grant Structure, Grant Information, Program Review Instrument, Quarterly Narrative, Waivers, and View Locations.

1. **Select Fiscal Year** drop-down – Select the fiscal year for which the grant information for the selected provider is applicable.
  - **Program** drop-down – Select the program for which the grant information for the selected provider and fiscal year are applicable.
  - **GO** button – Click to see the requested Grant Information.
2. **Select...** drop-down – Select a screen title from this drop-down to access the selected screen.
3. **GRANT STRUCTURE** – Click to access the Grant Structure screen.
4. **PROVIDER DETAILS** – Click to access the Provider Detail screen.

### 4.3 Grant Structure

The **Grant Structure** screen allows the users to view the Grant Structure associated to a particular grant by Fiscal Year and Program. Grant information such as Grant Amount, Slots, and Fiscal Year are displayed on the page. This screen can be navigated to by selecting **FINANCIAL MANAGEMENT** from the **PA Pre-K Counts Home** page, then clicking the Grant ID in the orange banner of a Grants tile on the Financial Management screen. Once on the Grant at a Glance screen, click the **GRANT STRUCTURE** button.



**Grant Structure**

(PROVIDER VIEW)

Select Fiscal Year: 2023-24  
 Program: (required) PA Pre-K Counts **GO** 1

Select... **GO** 2

- Select...
- Provider Detail
- Contacts
- Contact Log
- Grant Structure
- Grant Information
- Program Review Instrument
- Quarterly Narrative
- Waivers
- View Locations

**Grant Information**

Grant ID: 2  
 FAI Project No: 24234  
 FAI Grant Name: 4567  
 Fiscal Year: 2023-24  
 Grant Amount: \$10,000.00

**PROVIDER DETAILS** 3

**Grant Structure**

Provider Name	Relationship Type	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
THE IMAGINATION STATION	Location	\$0.00	10/01/2023	06/30/2024	<input type="radio"/>
ALLEGHENY CHILD CARE ACADEMY INC	Partner	\$1,000.00	07/01/2023	06/30/2024	<input type="radio"/>
PHOENIXVILLE AREA YMCA	Partner	\$3,000.00	12/12/2023	06/30/2024	<input type="radio"/>
▼ PIC - WESTMORELAND/FAYETTE	Partner	\$1,000.00	10/01/2023	06/30/2024	<input type="radio"/>

Provider Name	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
PIC - WESTMORELAND	\$1000.00	10/01/2023	06/30/2024	<input type="radio"/>

4

- Select Fiscal Year** drop-down – Select the fiscal year for which the grant information for the selected provider is applicable.
  - Program** drop-down – Select the program for which the grant information for the selected provider and fiscal year are applicable.
  - GO** button – Click to see the requested Grant Information.
- Select...** drop-down – Select a screen title from this drop-down to access the selected screen.
- PROVIDER DETAILS** – User is navigated to the Provider Detail page.
- Grant Structure** table – Displays the Provider Name, Relationship Type, Total Pass Through Grant Amount, Begin Date, and End Date. Select a radio button under **View Enrollment Details** to view the number of slots per enrollment for the provider.



### Grant Structure (PROVIDER VIEW)

Provider Name	Relationship Type	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
THE IMAGINATION STATION	Location	\$0.00	10/01/2023	06/30/2024	<input type="radio"/>
ALLEGHENY CHILD CARE ACADEMY INC	Partner	\$1,000.00	07/01/2023	06/30/2024	<input type="radio"/>
PHOENIXVILLE AREA YMCA	Partner	\$3,000.00	12/12/2023	06/30/2024	<input type="radio"/>
▼ PIC - WESTMORELAND/FAYETTE	Partner	\$1,000.00	10/01/2023	06/30/2024	<input type="radio"/>

Provider Name	Total Pass Through Grant Amount	Begin Date	End Date	View Enrollment Details
PIC - WESTMORELAND	\$1000.00	10/01/2023	06/30/2024	<input checked="" type="radio"/>

### Enrollment Details

Enrollment	Number Of Slots
Half Day	12
Full Day	8
PKC SKRP Full Day	8
PKC SKRP Half Day	12
<b>Total</b>	<b>40</b>

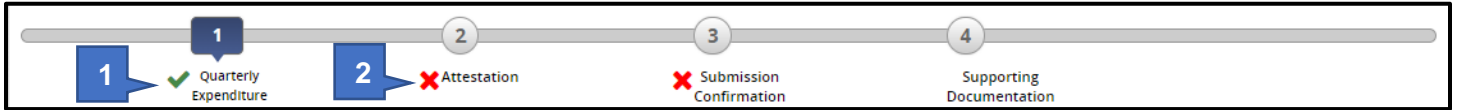
LOCATION MAINTENANCE

LOCATION DETAIL

5. Click the drop-down arrow next to a provider in the Grant Structure table to view Partner pass through details.
6. Select a radio button under **View Enrollment Details** to view the number of slots per enrollment for the provider.
7. **LOCATION MAINTENANCE** – Click to navigate to the Location Information screen to add classroom sessions. **Note:** This button only displays when the View Enrollment Details radio button is selected for a Location.
8. **LOCATION DETAIL** – Click to navigate to the Provider Detail screen to view general information about the provider location or to view Program Participation or STARS Rating history screens. **Note:** This button only displays when the View Enrollment Details radio button is selected for a Location.

## 4.4 Wayfinder Navigation

The **Wayfinder** shows which step the user is taking within the Document process.



1. **Green Check** – Displays when a section has been completed.
2. **Red X** – Displays when a section has not been completed.

## 5. Financial Management Document Processes

### 5.1 Continuation Grant Application

To begin the **Continuation Grant Application** process, log into [PSS](#) and navigate to [ELN](#) as described previously, click **FINANCIAL MANAGEMENT**, then click on the desired Continuation Grant application for Head Start or PA Pre-K Counts tile.

1

(PROVIDER VIEW)

#### Grant Structure

Please read and respond to the question(s) on this page. If there are any updates to the Grant Structure, please document these changes both as answers to the applicable questions below, and within the Grant Structure table. Failure to do so will result in a processing delay.

**1. TOTAL SLOTS** (required)

Is this Grantee requesting a reduction in the total number of either Full-Day or Half-Day Slots?

Yes  
 No

1.1. If you answered "Yes" to the above, please indicate these change(s) in the Grant Structure chart and text box below and provide the rationale for these change(s). (2000 characters) (required)

**2. PARTNERSHIPS** (required)

Is this Grantee requesting a change in one or more Partners (Adding or Dropping Partners)?

Yes  
 No

2.1. If you answered "Yes" to the above, please indicate the Partnership change(s) in the Grant Structure chart below and provide the rationale for these change(s). (2000 characters) (required)

**3. SLOT DISTRIBUTION** (required)

Is this Grantee requesting a change in the distribution of Full-Day and/or Half-Day Slots across its Partners and/or Locations?

Yes  
 No

3.1. If you answered "Yes" to the above, please indicate these change(s) in the Grant Structure chart below and provide the rationale for these change(s). (2000 characters) (required)

**4. SERVICE LOCATIONS** (required)

Is this Grantee requesting a change in one or more Locations (Adding or Closing Locations)?

Yes  
 No

4.1. If you answered "Yes" to the above, please indicate the Service Location change(s) in the Grant Structure chart below and provide the rationale for these changes.\*NOTE\* Any Service Location being added to the Grant Structure MUST meet the eligibility requirement for its provider type before beginning program operations or it cannot be included in this application. (2000 characters) (required)

4.2. Additionally, for any Service Location change to a zip code with a poverty level less than 30%, please provide the rationale for proposing this Location. (2000 characters)

**5. Additional Changes** (required)

Detail requests for any changes from the original FY 2023-2024 grant application with the exception of partner and location changes already detailed in previous questions. (2000 characters)

1. On the **Grant Structure** screen, fill out the required five sections which include **TOTAL SLOTS**, **PARTNERSHIPS**, **SLOT DISTRIBUTION**, **SERVICE LOCATIONS**, and **Additional Changes**.

**(PROVIDER VIEW)**

Please modify the below table based on the answers you provided above. If you need to provide justification click the Add icon in the Justification column for that partner or location. If you would like to view or edit a previously added justification, click the Note icon in the Justification column for that partner or location.

Remove?	Provider Name	Relationship Type	Fiscal Year 2023-2024	Fiscal Year 2024-2025		Justification	Action
			Grant Amount	Projected Grant Amount	Actual Pass Through Amount		
	PENN STATE UNIVERSITY	Lead Agency	\$10,000.00	\$8,000.00			+ Partner + Location 👁 Enrollment
<input type="checkbox"/>	PHOENIXVILLE AREA YMCA	Partner Location	\$3,000.00	\$0.00	\$0.00	+	+ Location 👁 Enrollment
<input type="checkbox"/>	ALLEGHENY CHILD CARE ACADEMY INC	Partner	\$0.00	\$0.00	\$100.00	📄	+ Location 👁 Enrollment
<input checked="" type="checkbox"/>	THE IMAGINATION STATION	Location	\$0.00	\$0.00			👁 Enrollment
<input type="checkbox"/>	PIC - WESTMORELAND/FAYETTE	Partner	\$1,000.00	\$0.00	\$0.00	+	+ Location 👁 Enrollment
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>	<b>Total Actual Pass Through Amount</b>		
			\$10,000.00	\$8,000.00	\$100.00		

Please check this box to indicate all information in this section has been completed.

The table at the bottom of the screen enables the following actions:

- Remove a Partner or Location by selecting the appropriate checkbox in the **Remove?** column prior to saving or navigating to the next screen.
- Enter the **Projected Grant Amount** for the LA.
- View enrollment information for the LAs, Partners, and Locations by clicking **Enrollment** in the **Action** column.
- For Partners and their Locations, enter the **Actual Pass Through Amount** and add a **Justification** for why it differs from the **Grant Amount**.

- + Indicates that a justification must be entered. Click the icon to view a window to enter the justification.
- 📄 Indicates that a justification has already been entered. Click the icon to edit the justification that was previously entered.

**Note:** Entries made in this table should be based on answers provided in the previous sections.

- When changes are entered in the **Projected Grant Amount** or **Actual Pass Through Amount** fields, click the **CALCULATE** button to view the updated totals at the bottom of the table.
- Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then click the **SAVE** button. A confirmation windows displays, click **SAVE** again.
- After the **Confirmation** window closes, click the **NEXT** button to navigate to the Lead Agency Contacts screen.

### Continuation Grant Application (PROVIDER VIEW)

Fiscal Year: 2024-25	Lead Agency Name: 4D Childcare
Program: PA Pre-K Counts	Pre-School Program Specialist:

1
2
3
4
5
6
7
8

✔ Grant Structure
 ✘ Lead Agency Contacts
 ✘ Program Operations
 ✘ Additional Funding
 ✘ Fiscal Information
 ✘ Summary and Attestation
 ✘ Submission Confirmation
 ✘ Supporting Documentation

#### Lead Agency Contacts

Please review the contact information below and make necessary updates by clicking the ADD button to add a new Contact Type, or by clicking the Contact Type hyperlink to edit existing contacts. For each contact, verify that the information is up-to-date by selecting the Verified checkbox.

**Contact Information**

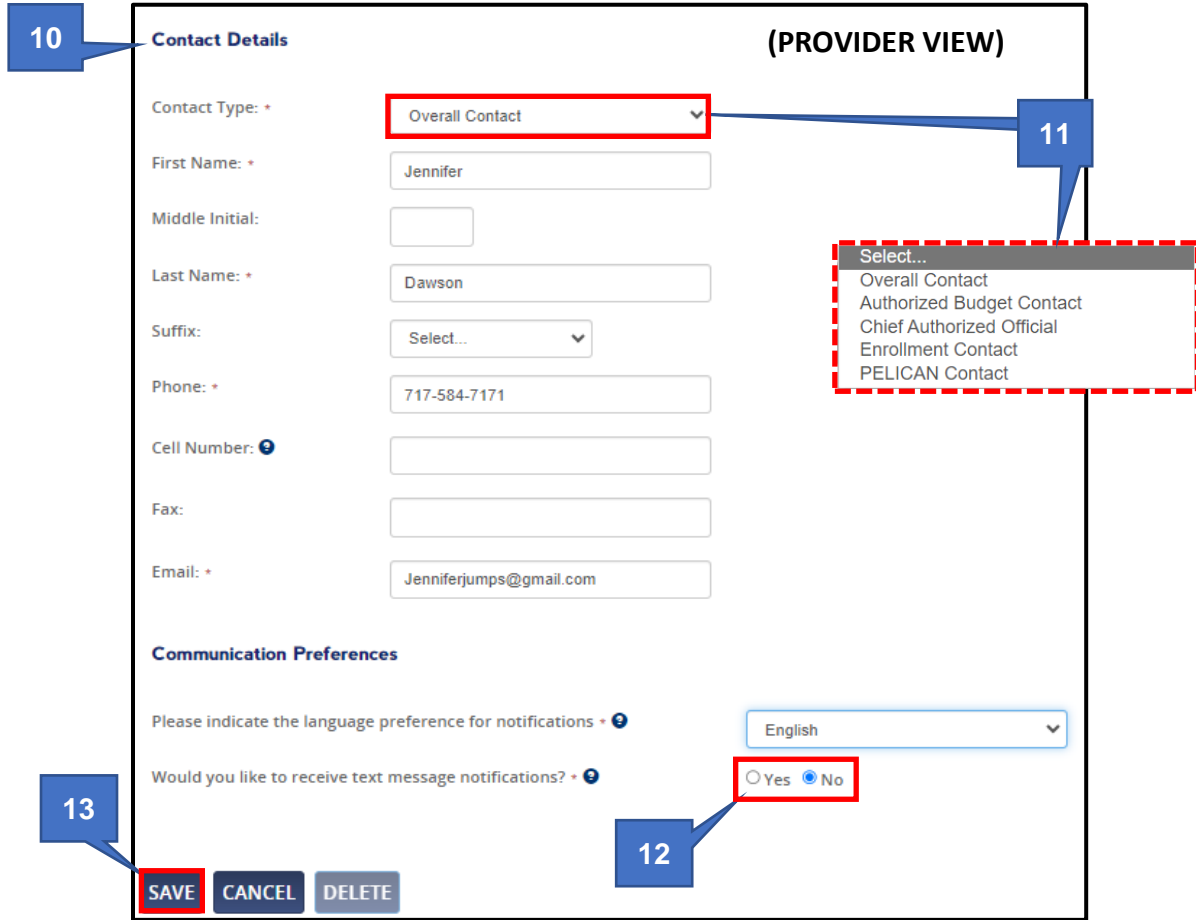
Contact Type	Full Name	Phone	Ext	Cell Number	Email	Opt In Status
No records are available						
<span style="border: 2px solid red; padding: 5px 15px; color: white; font-weight: bold;">ADD</span>						

Please check this box to indicate all information in this section has been completed.

PREVIOUS
SAVE
NEXT

9

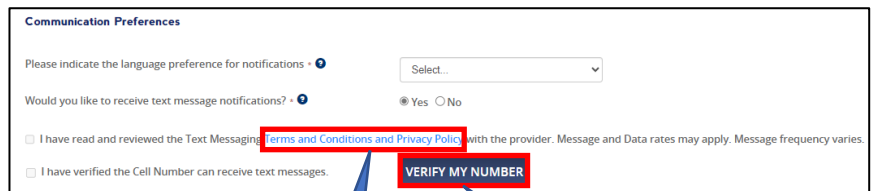
9. If no contacts have been entered, click the **ADD** button to navigate to the Contact Details screen.
- Note:** Continue to page 20 to view options for when contacts have already been entered.



10. Fill out the required information.
11. For training purposes, the contents of the **Contact Type** drop-down are displayed above.
12. To opt in to receive notifications via text messaging, select the radio button for **Yes**.

If **Yes** is selected, follow the steps below:

- 12a. Click the [Terms and Conditions and Privacy Policy](#) link.
- 12b. Click **VERIFY MY NUMBER**.



**Note:** A verification text will be sent to the phone number entered in the **Cell Number** field.

13. Once all information is entered, click the **SAVE** button.

**Note:** The **DELETE** button enables the removal of a previously saved contact, and it is disabled when initially entering a new contact.



### Lead Agency Contacts (PROVIDER VIEW)

Please review the contact information below and make necessary updates by clicking the ADD button to add a new Contact Type, or by clicking the Contact Type hyperlink to edit existing contacts. For each contact, verify that the information is up-to-date by selecting the Verified checkbox.

**Contact Information**

Contact Type	Full Name	Phone	Ext	Cell Number	Email	Opt In Status	Verified
<a href="#">PELICAN Contact</a>	Steven Smith	717-123-4567			StevenSmith@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Enrollment Contact</a>	Ashley Anderson	717-234-5678			AshleyAnderson@gmail.com	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Chief Authorized Official</a>	Matt Martin	717-345-6789			MattMartin@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Overall Contact</a>	Jimmy Johnson	717-456-7890			JimmyJohnson@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Authorized Budget Contact</a>	Tim Thompson	717-567-8901			TimThompson@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please check this box to indicate all information in this section has been completed.

14. To edit a previously saved contact, click the appropriate Contact Type link.
15. Indicates if a contact is opted in to receive text message notifications as well as email.
16. Select checkboxes in the **Verified** column for each contact whose information has been verified.
17. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then click the **SAVE** button. A confirmation windows displays, click **SAVE** again.
18. After the **Confirmation** window closes, click the **NEXT** button to navigate to the Program Operations screen.

## Program Operations (PROVIDER VIEW)

Please read and respond to the question(s) on this page.

### Staff Qualifications

– 1. LEAD TEACHER CERTIFICATION (required)

Complete a row for each provider that will be funded through this Grantee and provide the information indicated based on your CURRENT LEAD TEACHERS. Please verify that the Lead Agency and ALL Partners identified in the Grant Structure are listed.

Provider Name (*)	Total Number of Lead Teachers (*)	Number of Lead Teachers with ECE Instructional Certification (*)	Reason Lead Teacher does not hold ECE Instructional Certification (NA if columns 3 and 4 are equal) (*)	
Smith Elementary	2	2	NA	<div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">EDIT</div> <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px;">REMOVE</div>

ADD

### Grantee-Specific Requirements

– 1. AGENCY-SPECIFIC QUESTION (required)

Please obtain an agency specific question from your Preschool Program Specialist. Copy the question and paste it here along with your response to that question. (2000 characters or less)

Please check this box to indicate all information in this section has been completed.

PREVIOUS
20
SAVE
21
NEXT

19. Fill out the required two sections, which include Staff Qualifications and Grantee-Specific Requirements.
20. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then click the **SAVE** button. A confirmation windows displays, click **SAVE** again.
21. After the **Confirmation** window closes, click the **NEXT** button to navigate to the Additional Funding screen.

22

### Additional Funding (PROVIDER VIEW)

Please read and respond to the question(s) on this page.

**1. ADDITIONAL FUNDING REQUEST (required)**

IF THERE ARE ADDITIONAL FUNDS AVAILABLE, would this Grantee be interested in requesting additional funds for standard slots?

Yes  
 No

1.1. If you answered "Yes" to the above, please fill out the chart below, showing ONLY the Total Additional Funding & Slots this Grantee would like to request IF AVAILABLE FOR RE-DISTRIBUTION.(required)

Funding Requested (Enter Whole Numbers ONLY - No Symbols) (*)	Standard Full-Day Slots Requested (*)	Standard Half-Day Slots Requested (*)
<b>ADD</b>		

1.2. Additionally, please provide rationale for any Additional Funding and Slots. Are you currently fully enrolled? What is your waitlist number? Describe the need in this community (2000 characters or less) (required)

Please check this box to indicate all information in this section has been completed.

**PREVIOUS**      **23**      **SAVE**      **24**      **NEXT**

- 22. Fill out the required Additional Funding Request section.
- 23. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then click the **SAVE** button. A confirmation windows displays, click **SAVE** again.
- 24. After the **Confirmation** window closes, click the **NEXT** button to navigate to the Fiscal Information screen.

## Fiscal Information

Please read and respond to the question(s) on this page.

### Staff Salaries

#### 1. LEAD TEACHER / HOME VISITOR FUNDING (required)

Complete a row for each LEAD TEACHER that will be funded through this Grantee and provide the information indicated. \*\* NOTE: Reporting of this information is in no way a waiver of program staff qualification requirements.

Lead Teacher Name (*)	Early Childhood Education Certified? (*)	Highest Current Degree? (*)	TOTAL Annual Salary (Enter Whole Number ONLY - No Symbols) (*)	Number of PA Pre-K Counts Work Days per Year (*)	TOTAL Number of Work Days per Year (*)	Number of PA Pre-K Counts Work Hours per Day (*)	TOTAL Number of Work Hours per Day (*)	Number of PA Pre-K Counts Children in Classroom(s) Assigned (*)	TOTAL Number of Children in Classroom(s) Assigned (*)
-----------------------	--	-----------------------------	--	--	--	--	--	---	---

ADD

25

### Classroom Enrollments

#### 1. ANTICIPATED CLASSROOM INFORMATION (required)

Complete a row for each anticipated CLASSROOM under each Location that will serve PA Pre-K Counts children through this Grantee and provide the information indicated. \*\*Note: Total Pre-K Counts enrollments for all classrooms must match total enrollments for the grant.

Location Name (*)	Classroom Name (*)	PA Pre-K Counts Standard Full-Day Slots in this Classroom (*)	TOTAL Number of Full-Day Children in this Classroom (*)	PA Pre-K Counts Standard Half-Day Slots in this Classroom (*)	TOTAL Number of Half-Day Children in this Classroom (*)
-------------------	--------------------	---	---	---	---

ADD

### Location Enrollments

#### 1. ANTICIPATED LOCATION INFORMATION (required)

Complete a row for each anticipated LOCATION that will serve PA Pre-K Counts children through this Grantee and provide the information indicated. \*\*Note: Total Pre-K Counts enrollments for all locations must match total enrollments for the grant.

Location Name (*)	PA Pre-K Counts Standard Full-Day Slots in this Location (*)	TOTAL Number of Full-Day Children in this Location (*)	PA Pre-K Counts Standard Half-Day Slots in this Location (*)	TOTAL Number of Half-Day Children in this Location (*)
-------------------	--	--	--	--

ADD

Please check this box to indicate all information in this section has been completed.

PREVIOUS

26

SAVE

27

NEXT

25. Fill out the required three sections which include Lead Teacher Funding, Classroom Enrollments, and Location Enrollment.
26. Once all entries are completed and confirmed to be accurate, check the **Attestation** checkbox, then click the **SAVE** button. A confirmation windows displays, click **SAVE** again.
27. After the **Confirmation** window closes, click the **NEXT** button to navigate to the Summary and Attestation screen.

### Grant Summary

Please review the Grant Summary below. If any details need to be updated, please return to the Grant Summary screen to make the necessary changes.

	2023-2024	2024-2025
Grant Amount	\$10,000.00	\$10,000.00
Half Day	10	10
Full Day	6	6
PKC SKRP Full Day	6	6
PKC SKRP Half Day	6	6

### Attestation

hereby declare that the information in this application is true, complete, and accurate to the best of my knowledge. **(required)**

#### Submission Comments

Please enter your text. You can expand the text box by clicking and dragging the bottom right hand corner.

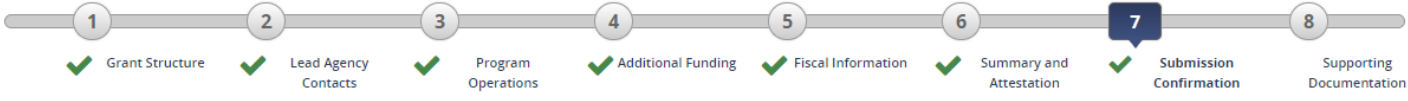
Characters Remaining:3500

**CANCEL** **SAVE** **PREVIOUS** **SUBMIT**

28. Ensure all entered information is correct, then select the **Attestation** checkbox.
29. Enter **Submission Comments** in the field.
30. Click the **SAVE** button.
31. Click the **SUBMIT** button to navigate to the Submission Confirmation screen.

## Continuation Grant Application

Fiscal Year:	2024-25	Lead Agency Name:	4D Childcare
Program:	PA Pre-K Counts	Pre-School Program Specialist:	

**PRINT**

## Submission Confirmation

Thank you!

Your Continuation Grant Application (**Document ID 39930**) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the **PRINT** button to save and print a copy for your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If not applicable, please exit the document by clicking **EXIT DOCUMENT**.

Your document has been submitted for review.

**PREVIOUS**

**EXIT DOCUMENT**

32

**UPLOAD SUPPORTING DOCUMENT**

### Notes:

- Click the **PREVIOUS** button to navigate back one step in the Wayfinder.
- Click the **EXIT DOCUMENT** button to navigate to the Financial Management screen.
- Click the **PRINT** button to download a copy of the submitted document.

32. Click the **UPLOAD SUPPORTING DOCUMENT** button to access the Supporting Documentation window.



## Supporting Documentation

### Instructions to Manage Documents:

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type from the drop-down and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.  
Maximum File Size: 10 MB.

**Note:** Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (\*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
Additional Information	<a href="#">Continuation Grant Application Test 226</a>	2/29/2024	2/29/2024	b-janjohnso	0.01 MB



Document Received Date: 4/15/2024

Select Document Type... (dropdown menu with options: Additional Information, Other)

ADD DOCUMENT

SUBMIT

PREVIOUS

When requested, follow the steps below:

33. Click the **Select Document Type...** drop-down and select a document type.
34. Click the **ADD DOCUMENT** button. A File Explorer window opens. Select the appropriate file and click Open.
35. Click the **SUBMIT** button.
36. Click the **CLOSE** button.

### Document Upload Confirmation

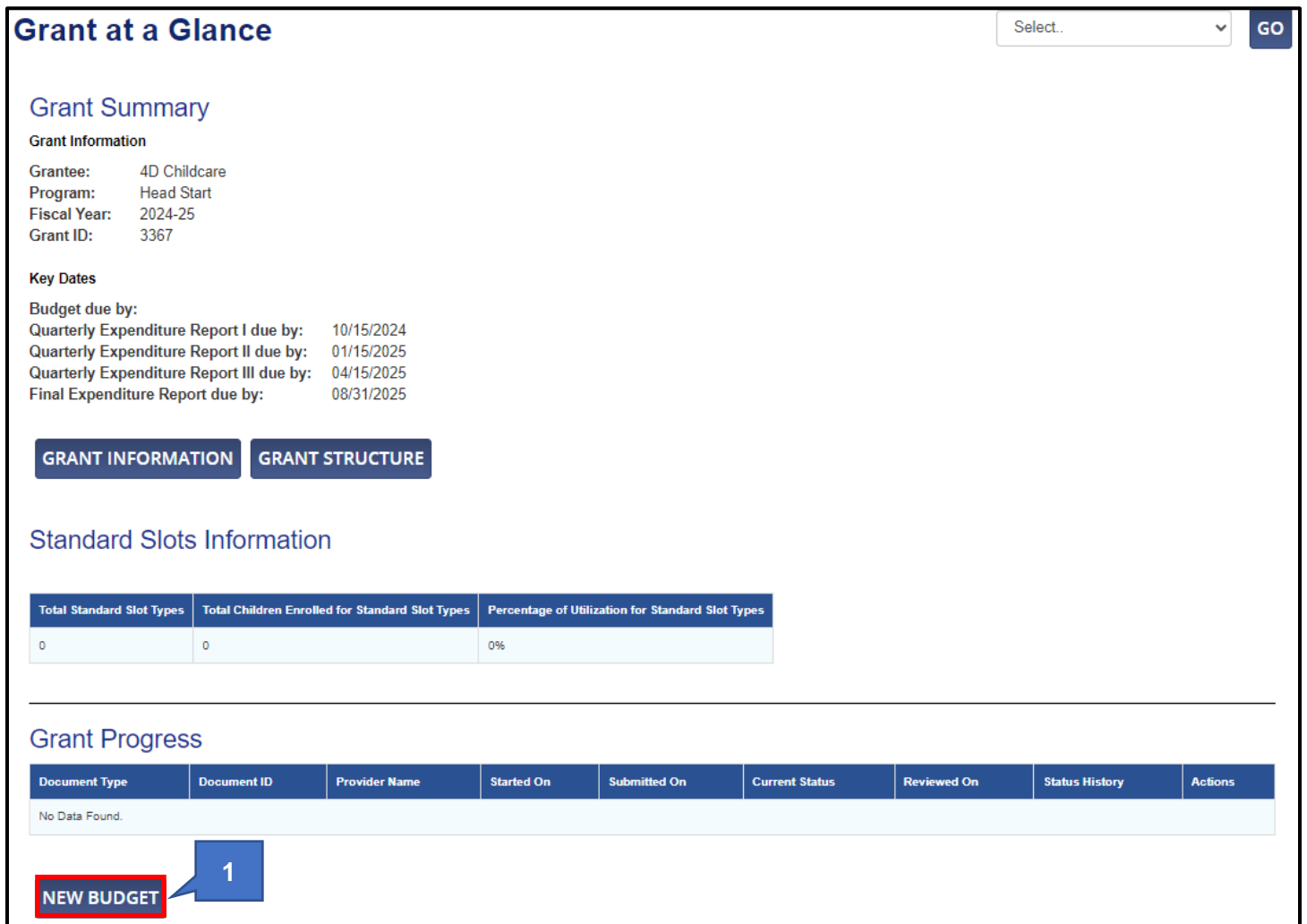
Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

CLOSE

**Note:** After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.

## 5.2 Budget Detail

To begin the **Budget Detail** process, log into [PSS](#) and [navigate to ELN](#) as described previously, click **FINANCIAL MANAGEMENT**, then click on the desired Grant tile in the Grants section. Once on the **Grant at a Glance** screen, click **NEW BUDGET**.



**Grant at a Glance** Select.. GO

### Grant Summary

**Grant Information**

Grantee: 4D Childcare  
Program: Head Start  
Fiscal Year: 2024-25  
Grant ID: 3367

**Key Dates**

Budget due by:  
Quarterly Expenditure Report I due by: 10/15/2024  
Quarterly Expenditure Report II due by: 01/15/2025  
Quarterly Expenditure Report III due by: 04/15/2025  
Final Expenditure Report due by: 08/31/2025

**GRANT INFORMATION** **GRANT STRUCTURE**

### Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
0	0	0%

---

### Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
No Data Found.								

**NEW BUDGET** 1

1. Click the **NEW BUDGET** button.

Fiscal Year: 2024-25	Lead Agency Name: 4D Childcare	FAI Project No: 0000
Program: Head Start	Pre-School Program Specialist:	FAI Name:
AUN: 56264		

1 Budget Detail      2 Attestation      3 Submission Confirmation      4 Supporting Documentation

### Budget Detail

Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

Grant Amount: \$0.00  
Total Amount Entered: \$0.00  
Percentage of Grant Amount : \$0.00%

Salaries Total Budgeted: \$0.00	+	Benefits Total Budgeted: \$0.00
Supplies & Equipment Total Budgeted: \$0.00	+	Maintenance Total Budgeted: \$0.00
Services Total Budgeted: \$0.00	+	Other Expenses Total Budgeted: \$0.00
Pass Through Funds Total Budgeted: \$0.00	+	

**SUMMARY BUDGET**

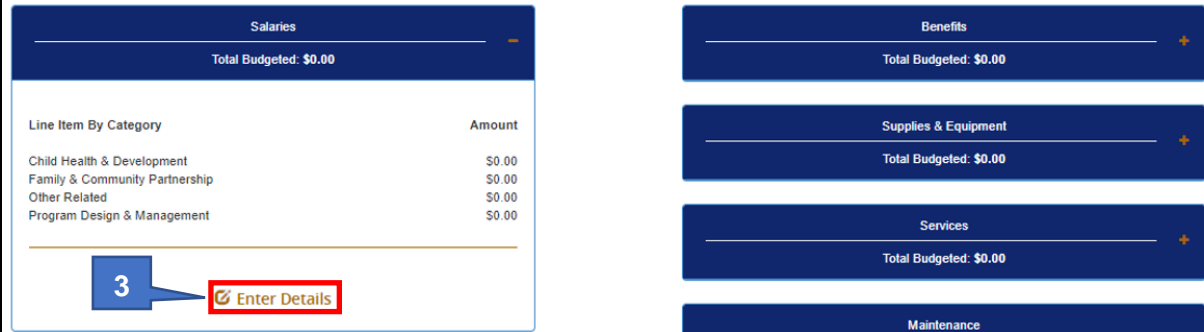
**Note:** Not all drawers will be applicable. For example, not all grantees have a partner, so they will not complete the Pass Through Funds drawer.

2. Click the + button for an applicable drawer.

### Budget Detail

Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

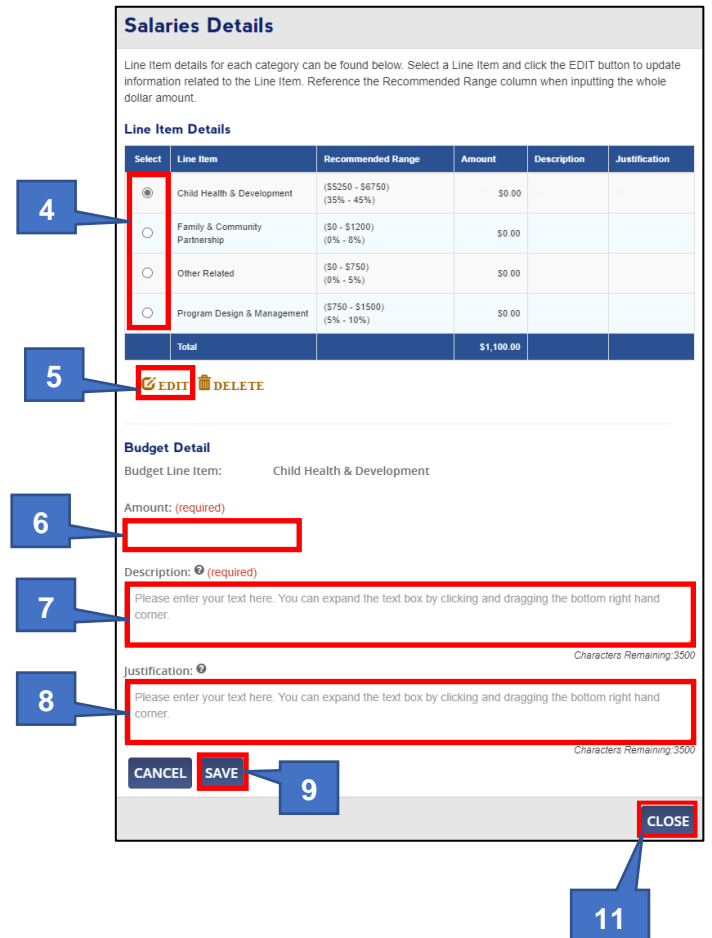
Grant Amount: \$0.00  
Total Amount Entered: \$0.00  
Percentage of Grant Amount: 0.00%



3. Click the **Enter Details** button.

#### Category Modal Steps:

4. Select a line item.
5. Click the **EDIT** button.
6. Enter the **Amount**.
7. Enter the **Description**.
8. Enter the **Justification** (if applicable).
9. Click the **SAVE** button.
10. Repeat steps 4–9 for each line item, as needed.
11. When finished, click **CLOSE**.



**Salaries Details**

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

Select	Line Item	Recommended Range	Amount	Description	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$5250 - \$6750) (35% - 45%)	\$0.00		
<input type="radio"/>	Family & Community Partnership	(\$0 - \$1200) (0% - 8%)	\$0.00		
<input type="radio"/>	Other Related	(\$0 - \$750) (0% - 5%)	\$0.00		
<input type="radio"/>	Program Design & Management	(\$750 - \$1500) (5% - 10%)	\$0.00		
Total			\$1,100.00		

**Budget Detail**  
Budget Line Item: Child Health & Development

Amount: (required)

Description: (required)

Justification:

**CANCEL** **SAVE** **CLOSE**

### Budget Detail

Fiscal Year: 2024-25	Lead Agency Name: 4D Childcare	FAI Project No: 0000	
Program: Head Start	Pre-School Program Specialist:	FAI Name:	
AUN: 56264			

1  
✗ Budget Detail

2  
✗ Attestation

3  
✗ Submission Confirmation

4  
 Supporting Documentation

### Budget Detail

Below is the summarized Budget for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget, detail the budget line items for each category and submit. For guidance on how to complete the budget, [click here](#) to access Fiscal Supplement document.

Grant Amount:	\$0.00
Total Amount Entered:	\$0.00
Percentage of Grant Amount :	\$0.00%

Salaries	+
Total Budgeted: \$0.00	

Supplies & Equipment	+
Total Budgeted: \$0.00	

Services	+
Total Budgeted: \$0.00	

Pass Through Funds	+
Total Budgeted: \$0.00	

Benefits	+
Total Budgeted: \$0.00	

Maintenance	+
Total Budgeted: \$0.00	

Other Expenses	+
Total Budgeted: \$0.00	

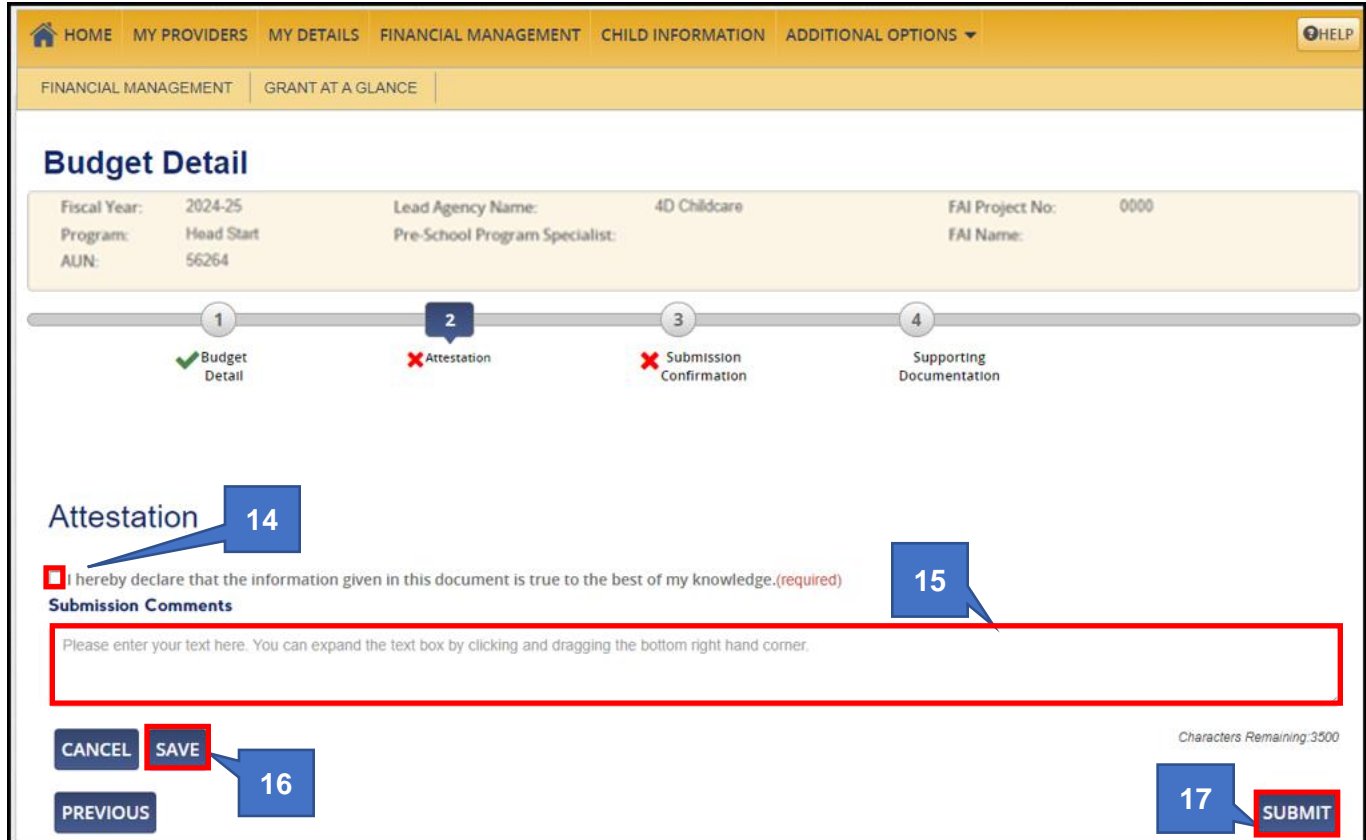
SUMMARY BUDGET

12

13

NEXT

12. Complete each applicable drawer by repeating steps 2–11 for each remaining drawer.
13. When finished, click the **NEXT** button to navigate to the Attestation screen.



HOME MY PROVIDERS MY DETAILS FINANCIAL MANAGEMENT CHILD INFORMATION ADDITIONAL OPTIONS ▾ HELP

FINANCIAL MANAGEMENT GRANT AT A GLANCE

### Budget Detail

Fiscal Year:	2024-25	Lead Agency Name:	4D Childcare	FAI Project No:	0000
Program:	Head Start	Pre-School Program Specialist:		FAI Name:	
AUN:	56264				

1 Budget Detail ✓ 2 Attestation ✗ 3 Submission Confirmation ✗ 4 Supporting Documentation

#### Attestation 14

I hereby declare that the information given in this document is true to the best of my knowledge.(required)

#### Submission Comments 15

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

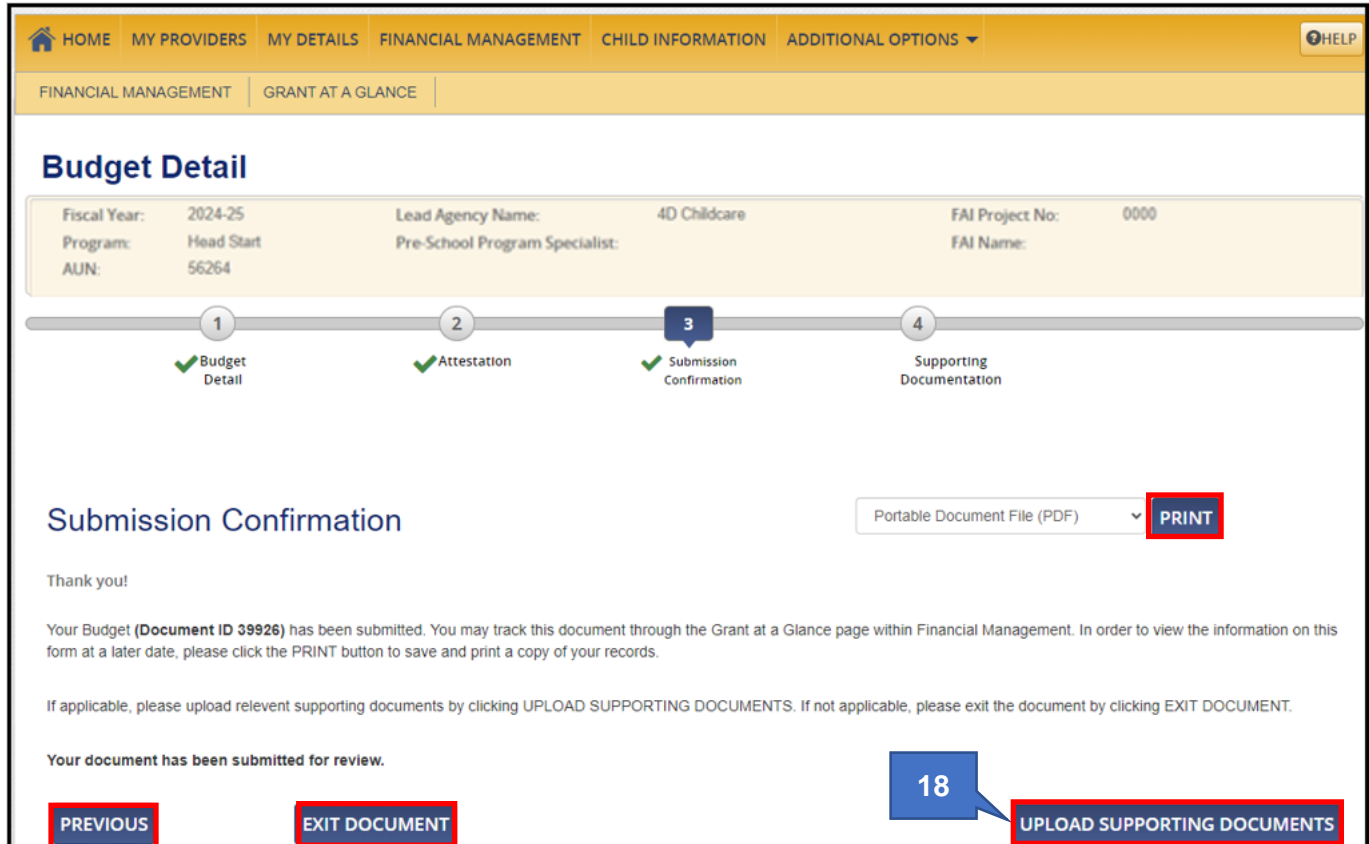
CANCEL SAVE 16 PREVIOUS

Characters Remaining:3500

17 SUBMIT

14. Check the **Attestation** checkbox.
15. Enter **Submission Comments**.
16. Click the **SAVE** button.
17. Click the **SUBMIT** button. Then click the **SUBMIT** button again to confirm.





The screenshot shows the 'Budget Detail' page in the Wayfinder system. At the top, there is a navigation bar with 'HOME', 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT', 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. Below this is a sub-navigation bar with 'FINANCIAL MANAGEMENT' and 'GRANT AT A GLANCE'. The main content area is titled 'Budget Detail' and contains a table with the following information:

Fiscal Year:	2024-25	Lead Agency Name:	4D Childcare	FAI Project No:	0000
Program:	Head Start	Pre-School Program Specialist:		FAI Name:	
AUN:	56264				

Below the table is a progress bar with four steps: 1. Budget Detail (checked), 2. Attestation (checked), 3. Submission Confirmation (active), and 4. Supporting Documentation. A 'PRINT' button is visible next to a dropdown menu set to 'Portable Document File (PDF)'. Below the progress bar, the text reads: 'Thank you! Your Budget (Document ID 39926) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records. If applicable, please upload relevant supporting documents by clicking UPLOAD SUPPORTING DOCUMENTS. If not applicable, please exit the document by clicking EXIT DOCUMENT. Your document has been submitted for review.' At the bottom, there are buttons for 'PREVIOUS', 'EXIT DOCUMENT', and 'UPLOAD SUPPORTING DOCUMENTS'. A blue callout box with the number '18' points to the 'UPLOAD SUPPORTING DOCUMENTS' button.

**Notes:**

- Click the **PREVIOUS** button to navigate back one step in the Wayfinder.
- Click the **EXIT DOCUMENT** button to navigate to the Grant at a Glance screen.
- Click the **PRINT** button to download a copy of the submitted document.

18. Click the **UPLOAD SUPPORTING DOCUMENT** button to access the Supporting Documentation window.

## Supporting Documentation

Please upload relevant supporting documents for the **Budget** below.

### Instructions to Manage Documents:

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.

Maximum File Size: 10 MB.

**Note:** Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (\*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date **19**  **20**

Select Document Type... **ADD DOCUMENT** **21** **SUBMIT**

Select Document Type...

- Additional Description/Justification Text
- Salary Scale
- Quotes/Bids
- Purchasing Process Policy
- Cost Allocation Plan
- Lease
- Proof of Insurance
- Contracts
- Tuition Documents
- Other

When requested, follow the steps below:

19. Click the **Select Document Type...** drop-down and select a document type.
20. Click the **ADD DOCUMENT** button. A File Explorer window opens. Select the appropriate file and click Open.
21. Click the **SUBMIT** button.
22. Click the **CLOSE** button.

### Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

**22** **CLOSE**

**Note:** After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.

### 5.3 Budget Revision

To begin the **Budget Revision** process, log into [PSS and navigate to ELN](#) as described previously, click **FINANCIAL MANAGEMENT**, then click on the desired Grant tile in the Grants section. Once on the **Grant at a Glance** screen, click **NEW BUDGET REVISION**.

## Grant at a Glance

GO

### Grant Summary

**Grant Information**

**Grantee:** 3C Childcare  
**Program:** Head Start  
**Fiscal Year:** 2023-24  
**Grant ID:** 3364

**Key Dates**

**Budget due by:** 01/05/2024  
**Quarterly Expenditure Report I due by:** 10/15/2023  
**Quarterly Expenditure Report II due by:** 01/15/2024  
**Quarterly Expenditure Report III due by:** 04/15/2024  
**Final Expenditure Report due by:** 08/31/2024

GRANT INFORMATION
GRANT STRUCTURE

### Standard Slots Information

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
0	0	0%

---

### Grant Progress

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	<a href="#">39766</a>	3C Childcare	01/26/2024	01/31/2024	Final Approved	01/31/2024	<a href="#">Status History</a>	✓
Pass Through Budget	<a href="#">39767</a>	4D Childcare	01/26/2024	01/31/2024	Final Approved	01/31/2024	<a href="#">Status History</a>	✓

NEW BUDGET REVISION

1

1. Click the **NEW BUDGET REVISION** button.

### Budget Revision

Fiscal Year: 2023-24      Lead Agency Name: 5E Childcare      FAI Project No: 6356  
Program: Head Start      Pre-School Program Specialist:      FAI Name:  
AUN: 5736

1 **Budget Revision**      2 **Attestation**      3 **Submission Confirmation**      4 **Supporting Documentation**

### Budget Revision

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date: 01/05/2024  
Grant Amount: \$10,000.00  
Total Current Amount: \$10,300.00  
Total Revision Amount: \$10,300.00  
Percentage of Change : 0.00%

<b>Salaries</b> Total Current Amount: \$2,000.00 Total Revised Amount: \$2,000.00	<b>Benefits</b> Total Current Amount: \$850.00 Total Revised Amount: \$850.00
<b>Supplies &amp; Equipment</b> Total Current Amount: \$1,350.00 Total Revised Amount: \$1,350.00	<b>Maintenance</b> Total Current Amount: \$1,900.00 Total Revised Amount: \$1,900.00
<b>Services</b> Total Current Amount: \$2,100.00 Total Revised Amount: \$2,100.00	<b>Other Expenses</b> Total Current Amount: \$2,100.00 Total Revised Amount: \$2,100.00
<b>Pass Through Funds</b> Total Current Amount: \$0.00 Total Revised Amount: \$0.00	

**SUMMARY BUDGET**

2. Click the **+** to expand the drawer that needs to be revised.

### Budget Revision

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date: 01/05/2024  
 Grant Amount: \$10,000.00  
 Total Current Amount: \$10,300.00  
 Total Revision Amount: \$10,300.00  
 Percentage of Change : 0.00%

#### Salaries

Total Current Amount: **\$2,000.00**  
Total Revised Amount: **\$2,000.00**

Line Item By Category	Current Amount	Revised Amount
Child Health & Development	\$500.00	\$500.00
Family & Community Partnership	\$500.00	\$500.00
Other Related	\$500.00	\$500.00
Program Design & Management	\$500.00	\$500.00

**3**

#### Benefits

Total Current Amount: **\$850.00**  
Total Revised Amount: **\$850.00**

#### Supplies & Equipment

Total Current Amount: **\$1,350.00**  
Total Revised Amount: **\$1,350.00**

#### Maintenance

Total Current Amount: **\$1,900.00**  
Total Revised Amount: **\$1,900.00**

3. Click the **Enter Details** button.

Category Modal Steps:

4. Select a line item.
5. Click the **EDIT** button.
6. Enter the **Revised Amount**.
7. Enter the **Justification** (if applicable).
8. Click the **SAVE** button.
9. Repeat steps 4–8 for each line item, as needed.
10. When finished, click **CLOSE**.

### Salaries Details

Line Item details for each category can be found below. Select a Line Item and click the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the whole dollar amount.

#### Line Item Details

Select	Line Item	Recommended Range	Current Amount	Revision Request	Difference	% Change	Justification
<input checked="" type="radio"/>	Child Health & Development	(\$3500 - \$4500) (35% - 45%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Family & Community Partnership	(\$0 - \$300) (0% - 6%)	\$100.00	\$100.00	\$0.00	0.00%	
<input type="radio"/>	Other Related	(\$0 - \$500) (0% - 5%)	\$0.00	\$0.00	\$0.00	0%	
<input type="radio"/>	Program Design & Management	(\$500 - \$1000) (5% - 10%)	\$0.00	\$0.00	\$0.00	0%	
<b>Total</b>			<b>\$100.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>0.00%</b>	

**4**  Child Health & Development

**5**

#### Budget Revision

Budget Line Item: Child Health & Development

Current Amount: 0

Revised Amount: (required)  **6**

Justification:  **7**

Characters Remaining: 3500

**8**  **10**

### Budget Revision

Fiscal Year: 2023-24	Lead Agency Name: PENN STATE UNIVERSITY	FAI Project No: 24234	
Program: PA Pre-K Counts	Pre-School Program Specialist: Bill Elbert	FAI Name:	
AUN: 54545			

1  
✔ Budget Revision

2  
✘ Attestation

3  
✘ Submission Confirmation

4  
 Supporting Documentation

Microsoft Excel Spreadsheet (xlsx) ▾
PRINT

Below is the summarized Budget Revision for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Budget Revision, detail the budget line items for each category and submit.

Revision Request Date:	
Grant Amount:	\$10,000.00
Total Current Amount:	\$200.00
Total Revision Amount:	\$1,600.00
Percentage of Change :	700.00%

Salaries

---

Total Current Amount: **\$100.00**  
 Total Revised Amount: **\$100.00**

Supplies & Equipment

---

Total Current Amount: **\$0.00**  
 Total Revised Amount: **\$0.00**

Maintenance

---

Total Current Amount: **\$0.00**  
 Total Revised Amount: **\$400.00**

Pass Through Funds

---

Total Current Amount: **\$0.00**  
 Total Revised Amount: **\$1,600.00**

Benefits

---

Total Current Amount: **\$100.00**  
 Total Revised Amount: **\$100.00**

Services

---

Total Current Amount: **\$0.00**  
 Total Revised Amount: **\$0.00**

Other Expenses

---

Total Current Amount: **\$0.00**  
 Total Revised Amount: **\$0.00**

SUMMARY BUDGET

11

12

NEXT

11. Complete each applicable drawer by repeating steps 2–10 for each remaining drawer.
12. When finished, click the **NEXT** button to navigate to the Attestation screen.

### Budget Revision

Fiscal Year:	2023-24	Lead Agency Name:	PENN STATE UNIVERSITY	FAI Project No:	24234
Program:	PA Pre-K Counts	Pre-School Program Specialist:	Bill Elbert	FAI Name:	
AUN:	54545				

1 Budget Revision ✓  
2 Attestation ✗  
3 Submission Confirmation ✗  
4 Supporting Documentation

### Attestation

13  I hereby declare that the information given in this document is true to the best of my knowledge. (required)

### Submission Comments

14

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

CANCEL SAVE 15

PREVIOUS 16 SUBMIT

Characters Remaining: 3500

13. Check the **Attestation** checkbox.
14. Enter **Submission Comments**.
15. Click the **SAVE** button.
16. Click the **SUBMIT** button. Click the **SUBMIT** button again to confirm.

### Budget Revision

Fiscal Year:	2023-24	Lead Agency Name:	PENN STATE UNIVERSITY	FAI Project No:	24234
Program:	PA Pre-K Counts	Pre-School Program Specialist:	Bill Elbert	FAI Name:	
AUN:	54545				

---

1 Budget Revision ✓  
2 Attestation ✓  
3 Submission Confirmation ✓  
4 Supporting Documentation

### Submission Confirmation

Portable Document File (PDF) **PRINT**

Thank you!

Your Budget Revision (Document ID 39962) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking UPLOAD SUPPORTING DOCUMENTS. If not applicable, please exit the document by clicking EXIT DOCUMENT.

Your document has been submitted for review.

**PREVIOUS**      **EXIT DOCUMENT**      17 **UPLOAD SUPPORTING DOCUMENTS**

**Notes:**

- Click the **PREVIOUS** button to navigate back one step in the Wayfinder.
- Click the **EXIT DOCUMENT** button to navigate to the Grant at a Glance screen.
- Click the **PRINT** button to download a copy of the submitted document.

17. Click the **UPLOAD SUPPORTING DOCUMENTS** button to access the Supporting Documentation window.



### Budget Revision

Fiscal Year: 2023-24	Lead Agency Name: PENN STATE UNIVERSITY	FAI Project No: 24234	
Program: PA Pre-K Counts	Pre-School Program Specialist: Bill Elbert	FAI Name:	
AUN: 54545			

1  
✓ Budget Revision

2  
✓ Attestation

3  
✓ Submission Confirmation

4  
Supporting Documentation

### Supporting Documentation

Please upload relevant supporting documents for the Budget Revision below.

**Instructions to Manage Documents:**

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.  
Maximum File Size: 10 MB.

**Note:** Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (\*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date: 4/3/2024

Select Document Type...

Select Document Type...

Additional Description/Justification Text

Salary Scale

Quotes/Bids

Purchasing Process Policy

Cost Allocation Plan

Lease

Proof of Insurance

Contracts

Tuition Documents

Other

ADD DOCUMENT

Document Received Date: 4/3/2024

SUBMIT

When requested, follow the steps below:

18. Click the **Select Document Type...** drop-down and select a document type.
19. Click the **ADD DOCUMENT** button. A File Explorer window opens. Select the appropriate file and click Open.
20. Click the **SUBMIT** button.
21. Click the **CLOSE** button.

### Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

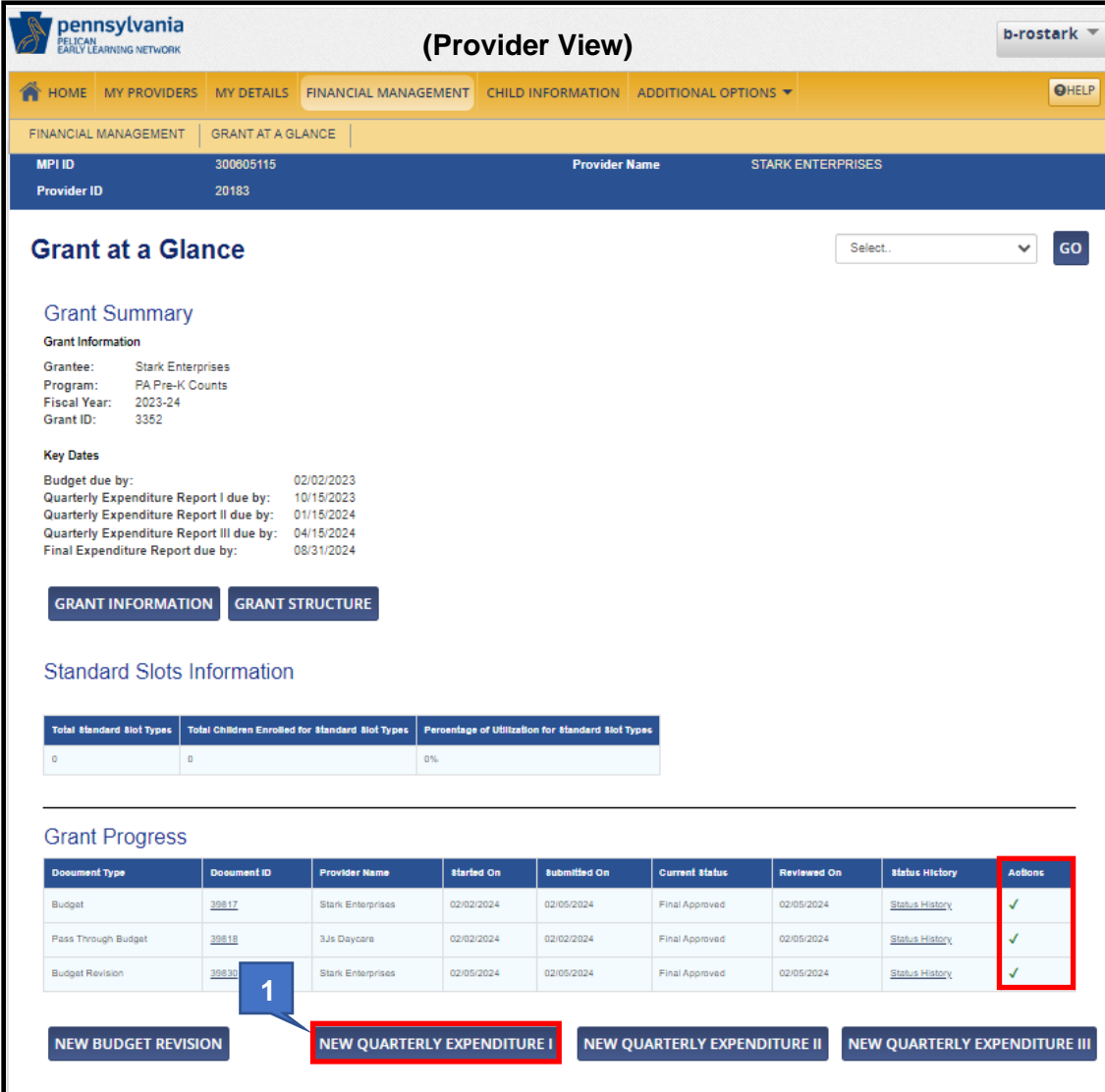
21

CLOSE

**Note:** After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.

## 5.4 Quarterly Expenditure Reports (QER)

To begin the **Quarterly Expenditure Reports** process, log into [PSS and navigate to ELN](#) as described previously, click **FINANCIAL MANAGEMENT**, then click on the desired Grant tile in the Grants section. Once on the **Grant at a Glance** screen, click a button for the **NEW QUARTERLY EXPENDITURE (I, II, III)**.



**(Provider View)**

HOME MY PROVIDERS MY DETAILS FINANCIAL MANAGEMENT CHILD INFORMATION ADDITIONAL OPTIONS ▾ HELP

FINANCIAL MANAGEMENT GRANT AT A GLANCE

MPI ID 300605115 Provider Name STARK ENTERPRISES  
Provider ID 20183

**Grant at a Glance** Select.. **GO**

**Grant Summary**

**Grant Information**  
Grantee: Stark Enterprises  
Program: PA Pre-K Counts  
Fiscal Year: 2023-24  
Grant ID: 3352

**Key Dates**  
Budget due by: 02/02/2023  
Quarterly Expenditure Report I due by: 10/15/2023  
Quarterly Expenditure Report II due by: 01/15/2024  
Quarterly Expenditure Report III due by: 04/15/2024  
Final Expenditure Report due by: 08/31/2024

**GRANT INFORMATION** **GRANT STRUCTURE**

**Standard Slots Information**

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
0	0	0%

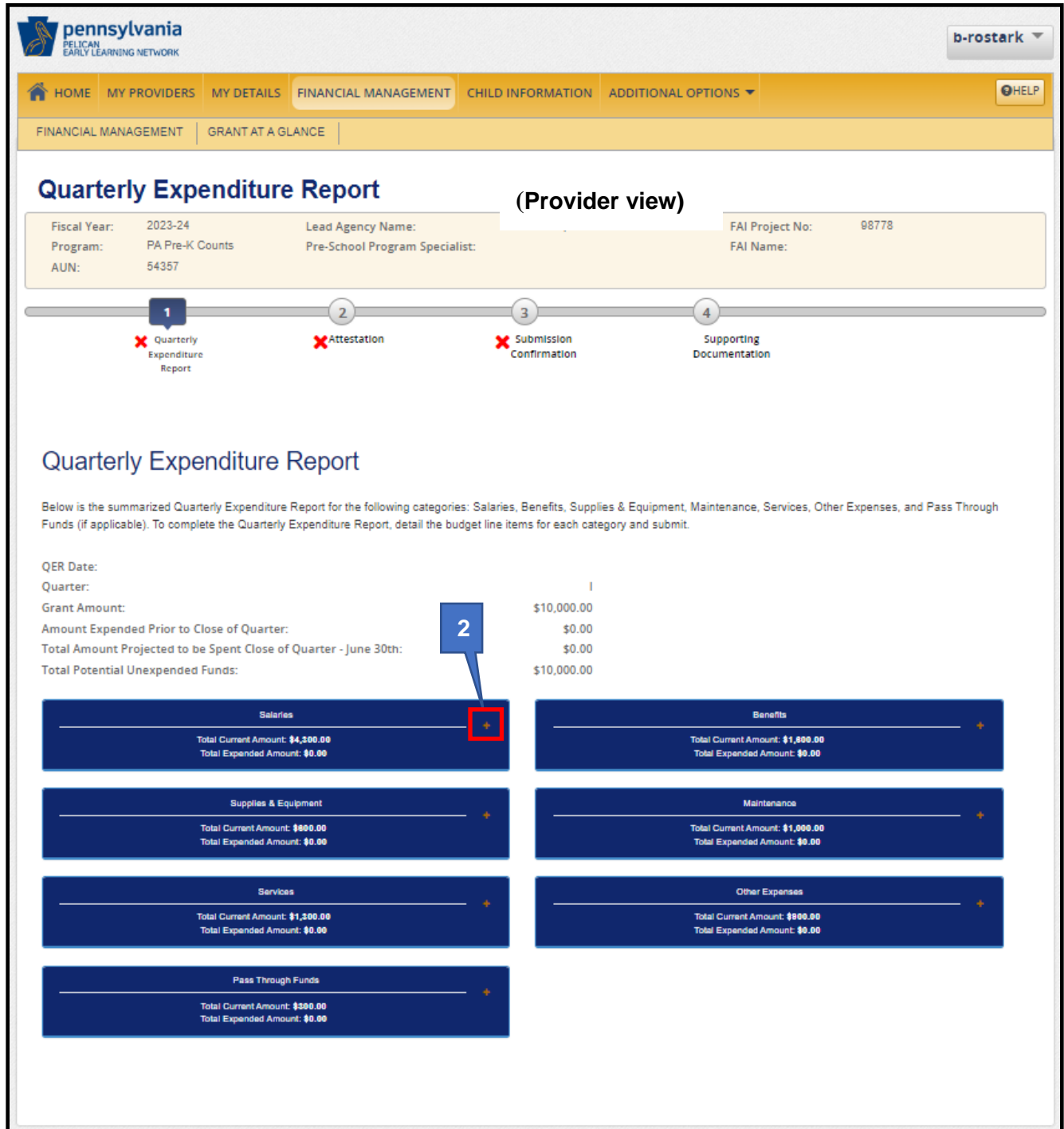
**Grant Progress**

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	39817	Stark Enterprises	02/02/2024	02/05/2024	Final Approved	02/05/2024	Status History	✓
Pass Through Budget	39818	3Js Daycare	02/02/2024	02/02/2024	Final Approved	02/05/2024	Status History	✓
Budget Revision	39830	Stark Enterprises	02/05/2024	02/05/2024	Final Approved	02/05/2024	Status History	✓

**NEW BUDGET REVISION** **NEW QUARTERLY EXPENDITURE I** **NEW QUARTERLY EXPENDITURE II** **NEW QUARTERLY EXPENDITURE III**

1. Click the **NEW QUARTERLY EXPENDITURE I** button to navigate to the first Quarterly Expenditure Report screen.

**Note:** Budget Documents must be Final Approved (indicated by a green checkmark in the Actions column in the displayed table) to start a Quarterly Expenditure Report.



**Quarterly Expenditure Report (Provider view)**

Fiscal Year: 2023-24      Lead Agency Name:      FAI Project No: 98778  
 Program: PA Pre-K Counts      Pre-School Program Specialist:      FAI Name:  
 AUN: 54357

1 Quarterly Expenditure Report      2 Attestation      3 Submission Confirmation      4 Supporting Documentation

**Quarterly Expenditure Report**

Below is the summarized Quarterly Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Quarterly Expenditure Report, detail the budget line items for each category and submit.

QER Date:  
 Quarter: I  
 Grant Amount: \$10,000.00  
 Amount Expended Prior to Close of Quarter: \$0.00  
 Total Amount Projected to be Spent Close of Quarter - June 30th: \$0.00  
 Total Potential Unexpended Funds: \$10,000.00

Category	Total Current Amount	Total Expended Amount
Salaries	\$4,300.00	\$0.00
Benefits	\$1,800.00	\$0.00
Supplies & Equipment	\$800.00	\$0.00
Maintenance	\$1,000.00	\$0.00
Services	\$1,300.00	\$0.00
Other Expenses	\$800.00	\$0.00
Pass Through Funds	\$300.00	\$0.00

2. Click the + to expand a drawer.

### Quarterly Expenditure Report

Below is the summarized Quarterly Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Quarterly Expenditure Report, detail the budget line items for each category and submit.

QER Date:  
 Quarter: I  
 Grant Amount: \$10,000.00  
 Amount Expended Prior to Close of Quarter: \$0.00  
 Total Amount Projected to be Spent Close of Quarter - June 30th: \$0.00  
 Total Potential Unexpended Funds: \$10,000.00

Salaries

Total Current Amount: \$800.00  
Total Expended Amount: \$0.00

Line Item By Category	Current Amount	Expended Amount
Child Health & Development	\$500.00	\$0.00
Family & Community Partnership	\$100.00	\$0.00
Other Related	\$100.00	\$0.00
Program Design & Management	\$100.00	\$0.00

3 Enter Details

Benefits

Total Current Amount: \$900.00  
Total Expended Amount: \$0.00

Supplies & Equipment

Total Current Amount: \$400.00  
Total Expended Amount: \$0.00

Maintenance

Total Current Amount: \$1,300.00  
Total Expended Amount: \$0.00

3. Click the **Enter Details** button.

Category Modal Steps:

4. Select a line item.
5. Click the **EDIT** button.
6. Enter the **Amount Expended Prior to Close of Quarter**.
7. Enter the **Justification** (if applicable).
8. Click the **SAVE** button.
9. Repeat steps 4–8 for each line item as needed.
10. When finished, click **CLOSE**.

#### Salaries Details

Line Item details for each category can be found below. Select a Line Item and click on the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the dollar amount.

Select	Line Item	Recommended Range	Current Amount Budgeted	Amount Expended Prior to Close of Quarter	Amount Projected to be spent close of Quarter - June 30th	Potential Unexpended Funds
<input checked="" type="radio"/>	Child Health & Development	(\$3500 - \$4500) (35% - 45%)	\$500.00	\$0.00	\$0.00	\$500.00
<input type="radio"/>	Family & Community Partnership	(\$0 - \$800) (0% - 8%)	\$100.00	\$0.00	\$0.00	\$100.00
<input type="radio"/>	Other Related	(\$0 - \$500) (0% - 5%)	\$100.00	\$0.00	\$0.00	\$100.00
<input type="radio"/>	Program Design & Management	(\$500 - \$1000) (5% - 10%)	\$100.00	\$0.00	\$0.00	\$100.00
<b>Total</b>			<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>

5 EDIT

**Quarterly Expenditure Report**

Budget Line Item: Child Health & Development

Current Amount Budgeted: 500

Amount Expended Prior to Close of Quarter: (required)

Amount Projected to be spent close of Quarter - June 30th: (required)

8 SAVE

10 CLOSE

### Quarterly Expenditure Report

Portable Document File (PDF) **PRINT**

Below is the summarized Quarterly Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Quarterly Expenditure Report, detail the budget line items for each category and submit.

QER Date: 01/05/2024  
Quarter: I  
Grant Amount: \$15,000.00  
Amount Expended Prior to Close of Quarter: \$271.00  
Total Amount Projected to be Spent Close of Quarter - June 30th: \$271.00  
Total Potential Unexpended Funds: \$14,458.00

<b>Salaries</b> Total Current Amount: \$1,065.00 Total Expended Amount: \$271.00	<b>Benefits</b> Total Current Amount: \$0.00 Total Expended Amount: \$0.00
<b>Supplies &amp; Equipment</b> Total Current Amount: \$0.00 Total Expended Amount: \$0.00	<b>Maintenance</b> Total Current Amount: \$0.00 Total Expended Amount: \$0.00
<b>Services</b> Total Current Amount: \$0.00 Total Expended Amount: \$0.00	<b>Other Expenses</b> Total Current Amount: \$0.00 Total Expended Amount: \$0.00
<b>Pass Through Funds</b> Total Current Amount: \$0.00 Total Expended Amount: \$0.00	

11

12 **NEXT**

11. Complete each applicable drawer by repeating steps 2–10 for each remaining drawer.
12. When finished, click the **NEXT** button to navigate to the Attestation screen.

### Quarterly Expenditure Report (Provider View)

Fiscal Year:	2023-24	Lead Agency Name:	4D Childcare	FAI Project No:	653465
Program:	Head Start	Pre-School Program Specialist:		FAI Name:	
AUN:	56264				

1 Quarterly Expenditure Report ✓

2 Attestation ✗

3 Submission Confirmation ✗

4 Supporting Documentation

Attestation **13**

hereby declare that the information given in this document is true to the best of my knowledge.(required)

**Submission Comments**

**14**

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

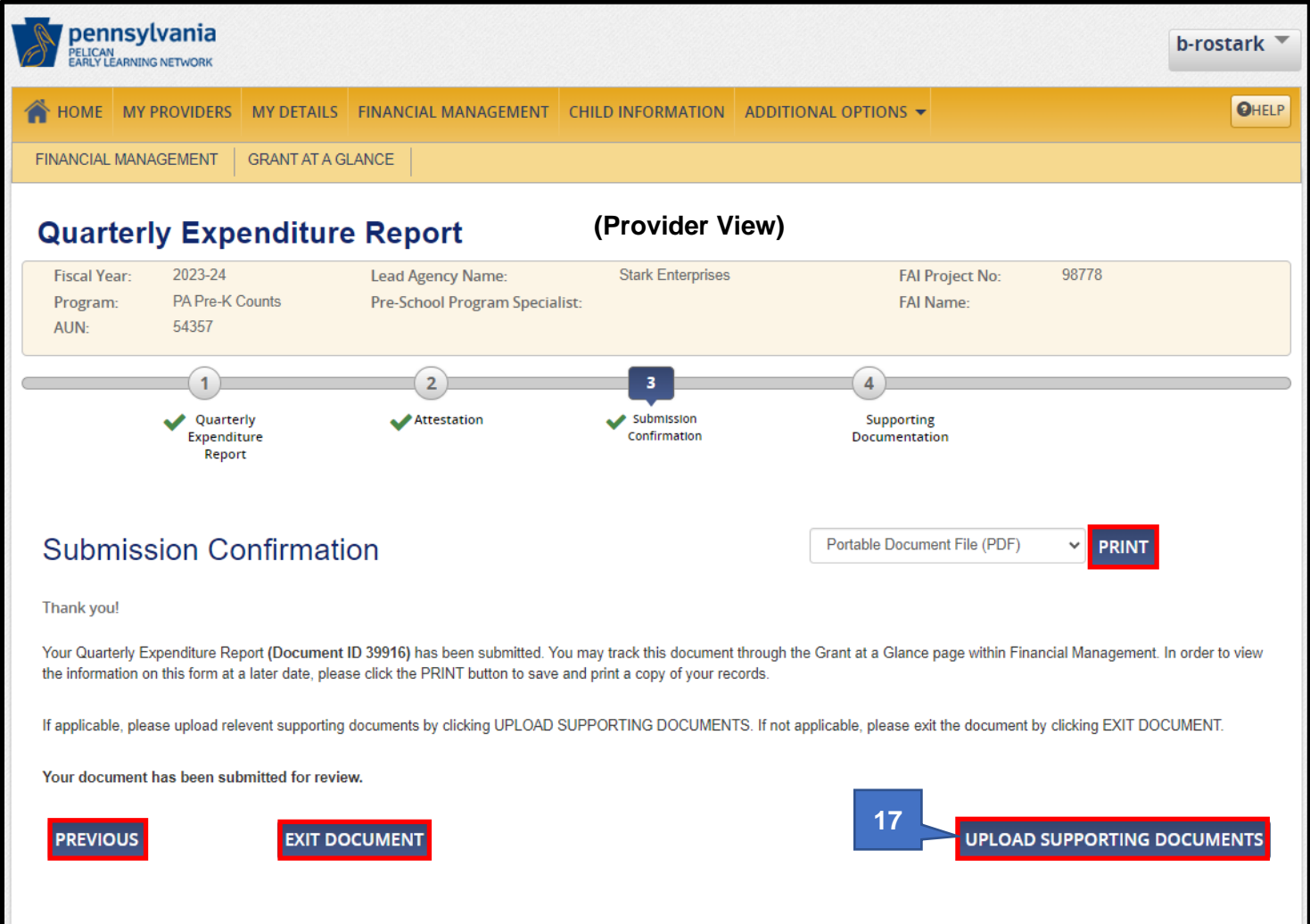
**15**

CANCEL SAVE PREVIOUS

Characters Remaining: 3500

**16** SUBMIT

13. Check the **Attestation** checkbox.
14. Enter **Submission Comments**.
15. Click the **SAVE** button.
16. Click the **SUBMIT** button. Click the **SUBMIT** button again to confirm.



**Quarterly Expenditure Report (Provider View)**

Fiscal Year: 2023-24    Lead Agency Name: Stark Enterprises    FAI Project No: 98778  
Program: PA Pre-K Counts    Pre-School Program Specialist:    FAI Name:  
AUN: 54357

1 Quarterly Expenditure Report    2 Attestation    3 Submission Confirmation    4 Supporting Documentation

**Submission Confirmation**    Portable Document File (PDF)    **PRINT**

Thank you!

Your Quarterly Expenditure Report (Document ID 39916) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking UPLOAD SUPPORTING DOCUMENTS. If not applicable, please exit the document by clicking EXIT DOCUMENT.

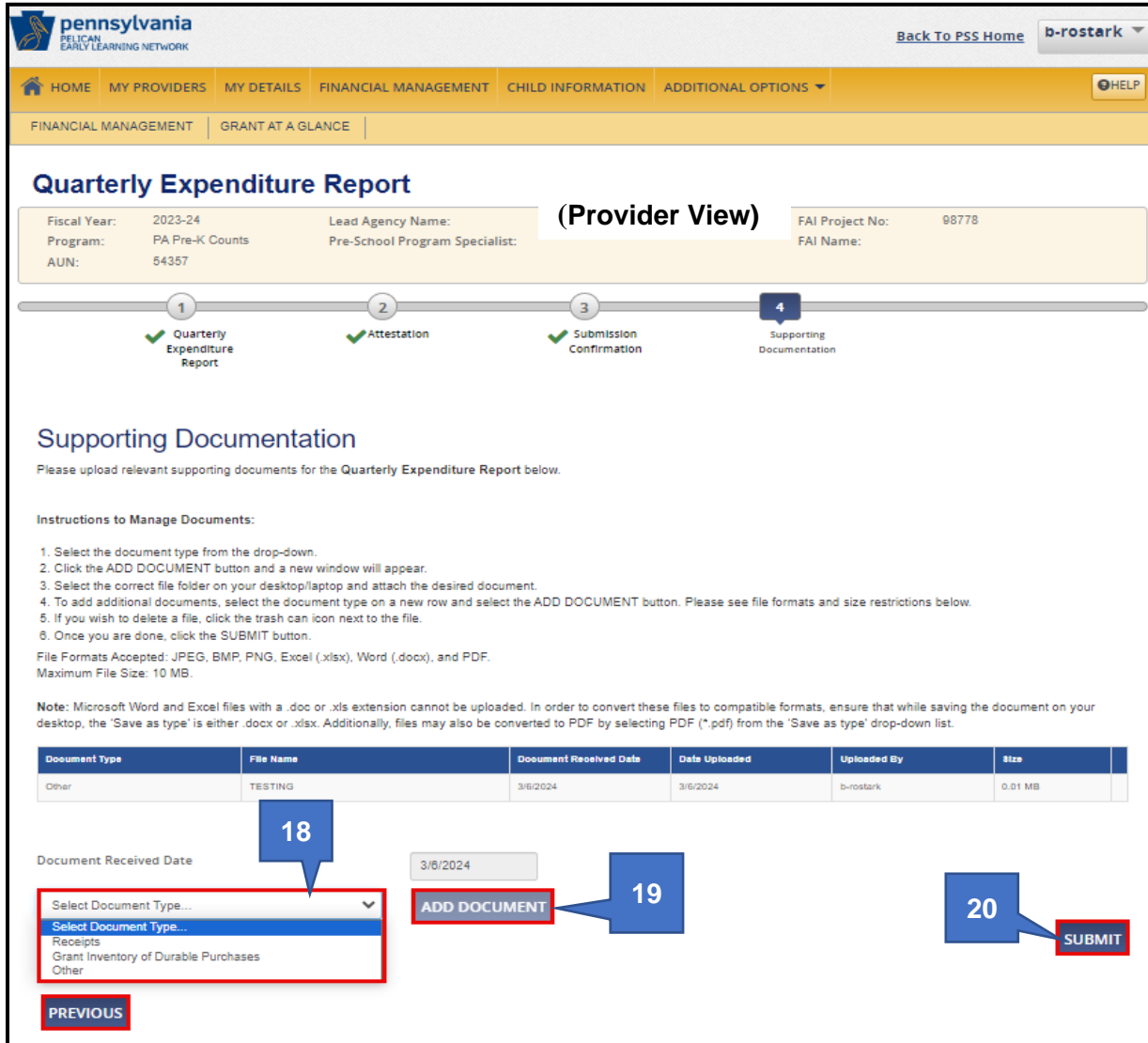
Your document has been submitted for review.

**PREVIOUS**    **EXIT DOCUMENT**    17 **UPLOAD SUPPORTING DOCUMENTS**

**Notes:**

- Click the **PREVIOUS** button to navigate back one step in the Wayfinder.
- Click the **EXIT DOCUMENT** button to navigate to the Grant at a Glance screen.
- Click the **PRINT** button to download a copy of the submitted document.

17. Click the **UPLOAD SUPPORTING DOCUMENTS** button to access the Supporting Documentation window.



**Quarterly Expenditure Report (Provider View)**

Fiscal Year: 2023-24    Lead Agency Name:    FAI Project No: 98778  
 Program: PA Pre-K Counts    Pre-School Program Specialist:    FAI Name:  
 AUN: 54357

1 ✓ Quarterly Expenditure Report    2 ✓ Attestation    3 ✓ Submission Confirmation    4 Supporting Documentation

**Supporting Documentation**

Please upload relevant supporting documents for the Quarterly Expenditure Report below.

**Instructions to Manage Documents:**

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.  
 Maximum File Size: 10 MB.

**Note:** Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (\*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
Other	TESTING	3/6/2024	3/6/2024	b-rostark	0.01 MB

Document Received Date: 3/8/2024

18 Select Document Type...  
 Receipts  
 Grant Inventory of Durable Purchases  
 Other

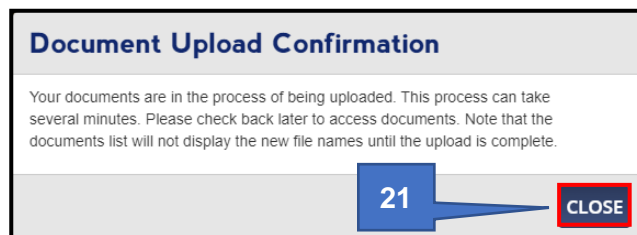
19 ADD DOCUMENT

20 SUBMIT

PREVIOUS

*When requested, follow the steps below:*

18. Click the **Select Document Type...** drop-down and select a document type.
19. Click the **ADD DOCUMENT** button. A File Explorer window opens. Select the appropriate file and click Open.
20. Click the **SUBMIT** button.
21. Click the **CLOSE** button.



**Document Upload Confirmation**

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

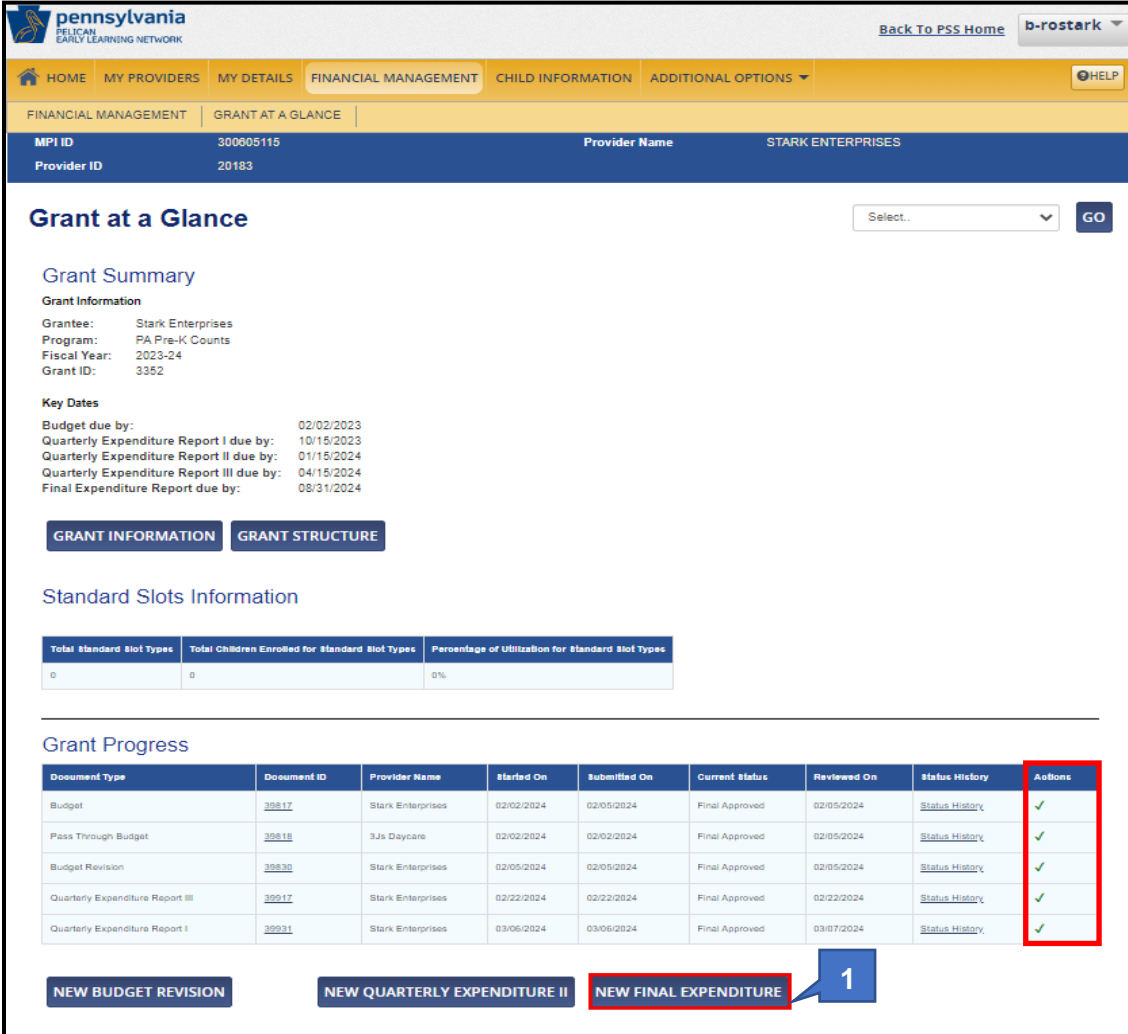
21 CLOSE

**Note:** After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.



## 5.5 Final Expenditure Reports (FER)

To begin the **Final Expenditure Reports** process, log into [PSS and navigate to ELN](#) as described previously, click FINANCIAL MANAGEMENT, then click on the desired Grant tile in the Grants section. Once on the **Grant at a Glance** screen, click the **NEW FINAL EXPENDITURE** button.



**Grant at a Glance**

**Grant Summary**

**Grant Information**

Grantee: Stark Enterprises  
 Program: PA Pre-K Counts  
 Fiscal Year: 2023-24  
 Grant ID: 3352

**Key Dates**

Budget due by: 02/02/2023  
 Quarterly Expenditure Report I due by: 10/15/2023  
 Quarterly Expenditure Report II due by: 01/15/2024  
 Quarterly Expenditure Report III due by: 04/15/2024  
 Final Expenditure Report due by: 08/31/2024

**Standard Slots Information**

Total Standard Slot Types	Total Children Enrolled for Standard Slot Types	Percentage of Utilization for Standard Slot Types
0	0	0%

**Grant Progress**

Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	39817	Stark Enterprises	02/02/2024	02/05/2024	Final Approved	02/05/2024	Status History	✓
Pass Through Budget	39818	3Js Daycare	02/02/2024	02/02/2024	Final Approved	02/05/2024	Status History	✓
Budget Revision	39830	Stark Enterprises	02/05/2024	02/05/2024	Final Approved	02/05/2024	Status History	✓
Quarterly Expenditure Report III	39917	Stark Enterprises	02/22/2024	02/22/2024	Final Approved	02/22/2024	Status History	✓
Quarterly Expenditure Report I	39931	Stark Enterprises	03/06/2024	03/06/2024	Final Approved	03/07/2024	Status History	✓

**NEW BUDGET REVISION** **NEW QUARTERLY EXPENDITURE II** **NEW FINAL EXPENDITURE** 1

1. Click the **NEW FINAL EXPENDITURE** button.

**Note:** Budget Documents and at least the Quarterly Expenditure Report III must be Final Approved (indicated by a green checkmark in the Actions column in the displayed table) to start a Final Expenditure Report.

### Final Expenditure Report (Provider View)

Fiscal Year: 2023-24	Lead Agency Name: 4D Childcare	FAI Project No: 653465
Program: Head Start	Pre-School Program Specialist:	FAI Name:
AUN: 56264		

1  
✘ Final Expenditure Report

2  
✘ Expense Summary

3  
✘ Attestation

4  
✘ Submission Confirmation

5  
 Supporting Documentation

### Final Expenditure Report

Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:	
Grant Amount:	\$10,000.00
Total Amount Expended:	\$0.00
Total Allowable Expenditure:	\$0.00

Salaries

---

Total Budgeted: \$800.00  
Total Spent: \$0.00

+

Benefits

---

Total Budgeted: \$900.00  
Total Spent: \$0.00

+

Supplies & Equipment

---

Total Budgeted: \$400.00  
Total Spent: \$0.00

+

Maintenance

---

Total Budgeted: \$1,300.00  
Total Spent: \$0.00

+

Services

---

Total Budgeted: \$500.00  
Total Spent: \$0.00

+

Other Expenses

---

Total Budgeted: \$1,100.00  
Total Spent: \$0.00

+

Pass Through Funds

---

Total Budgeted: \$5,000.00  
Total Spent: \$0.00

+

INVENTORY REPORT

NEXT

2. Click the **+** to expand a drawer.

**Note:** An Inventory Report is required to be completed to enable the submission of a FER. To complete an Inventory Report, start from this screen and click the **INVENTORY REPORT** button.

### Final Expenditure Report

Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:  
Grant Amount: \$10,000.00  
Total Amount Expended: \$0.00  
Total Allowable Expenditure: \$0.00

**Salaries**

Total Budgeted: **\$800.00**  
Total Spent: **\$0.00**

Line Item By Category	Approved Amount	Total Spent
Child Health & Development	\$500.00	\$0.00
Family & Community Partnership	\$100.00	\$0.00
Other Related	\$100.00	\$0.00
Program Design & Management	\$100.00	\$0.00

**3**

**Benefits**

Total Budgeted: **\$900.00**  
Total Spent: **\$0.00**

**Supplies & Equipment**

Total Budgeted: **\$400.00**  
Total Spent: **\$0.00**

**Maintenance**

Total Budgeted: **\$1,300.00**  
Total Spent: **\$0.00**

3. Click the **Enter Details** button.

Category Modal Steps:

4. Select a line item.
5. Click the **EDIT** button.
6. Enter the **Amount Expended**.
7. Click the **SAVE** button.
8. Repeat steps 4–7 for each line item as needed.
9. When finished, click **CLOSE**.

### Salaries Details

Line Item details for each category can be found below. Select a Line Item and click on the EDIT button to update information related to the Line Item. Reference the Recommended Range column when inputting the dollar amount.

**Line Item Details**

Select	Line Item	Recommended Range	Final Approved Budget	Total Grant Amount Expended Through 6/30	Total Allowable Expenditure
<input checked="" type="radio"/>	Child Health & Development	(\$2000 - \$4500) (25% - 45%)	\$500.00	\$0.00	\$0.00
<input type="radio"/>	Family & Community Partnership	(\$0 - \$800) (0% - 8%)	\$100.00	\$0.00	\$0.00
<input type="radio"/>	Other Related	(\$0 - \$500) (0% - 5%)	\$100.00	\$0.00	\$0.00
<input type="radio"/>	Program Design & Management	(\$500 - \$1000) (5% - 10%)	\$100.00	\$0.00	\$0.00
<b>Total</b>			<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Final Expenditure Report**

Budget Line Item: Child Health & Development  
Final Approved Amount: \$500.00

Amount Expended: (required)

### Final Expenditure Report

Portable Document File (PDF) **PRINT**

Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:  
Grant Amount: \$10,000.00  
Total Amount Expended: \$100.00  
Total Allowable Expenditure: \$100.00

Salaries	Total Budgeted: \$800.00 Total Spent: \$100.00
Supplies & Equipment	Total Budgeted: \$400.00 Total Spent: \$0.00
Services	Total Budgeted: \$500.00 Total Spent: \$0.00
Pass Through Funds	Total Budgeted: \$5,000.00 Total Spent: \$0.00
Benefits	Total Budgeted: \$900.00 Total Spent: \$0.00
Maintenance	Total Budgeted: \$1,300.00 Total Spent: \$0.00
Other Expenses	Total Budgeted: \$1,100.00 Total Spent: \$0.00

**INVENTORY REPORT** **10** **11** **NEXT**

- 10. Complete each applicable drawer by repeating steps 2–9 for each remaining drawer.
- 11. When finished, click the **NEXT** button to navigate to the Expense Summary screen.

### Final Expenditure Report (Provider View)

Fiscal Year:	2023-24	Lead Agency Name:	4D Childcare	FAI Project No:	75376
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	76375				

---

1  
✓ Final Expenditure Report

2  
✗ Expense Summary

3  
✗ Attestation

4  
✗ Submission Confirmation

5  
 Supporting Documentation

#### Expense Summary

Please log into the Fiscal Accounting Information (FAI) system and verify the dollar amount received from the Commonwealth with the dollar amounts entered in your account system. Enter that amount into the Revenue Received to Date row of the Summary table.

Portable Document File (PDF) ▾
PRINT

Revenue Received to Date *	\$2,000.00
Total Allowable Expenditures	\$1,065.00
Adjustments	\$0.00
Total Due to Grantee or (PA Dept. of Education)	-\$935.00

SAVE

NEXT

Once the Final Expenditure Report is Final Approved, if the amount is negative, issue a check in that amount made payable to the "PA Department of Education" and mail to the following address along with the Final Expenditure Report no later than August 31, 2024.

Office of Child Development and Early Learning  
Finance, Administration and Planning  
607 South Drive, 4th Floor Rotunda  
Harrisburg, PA 17120

12. Follow the instructions on this screen and enter the amount received from the Commonwealth for the Fiscal Year into the **Revenue Received to Date** field.
13. Click the **SAVE** button. The **Total Due to Grantee or (PA Dept. of Education)** field updates. As the on-screen instructions explain, if the amount is negative, issue a check in that amount to the PA Dept. of Education.
14. Click **NEXT** to move to the Attestation screen.

### Final Expenditure Report (Provider View)

Fiscal Year: 2023-24	Lead Agency Name: 4D Childcare	FAI Project No: 653465
Program: Head Start	Pre-School Program Specialist:	FAI Name:
AUN: 56264		

1
2
3
4
5

✓  
Final Expenditure Report

✓  
Expense Summary

✗  
Attestation

✗  
Submission Confirmation

○  
Supporting Documentation

#### Attestation

I certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period. *(required)*

Prepared By: Janice Johnson  
Title: *(required)*

#### Submission Comments

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

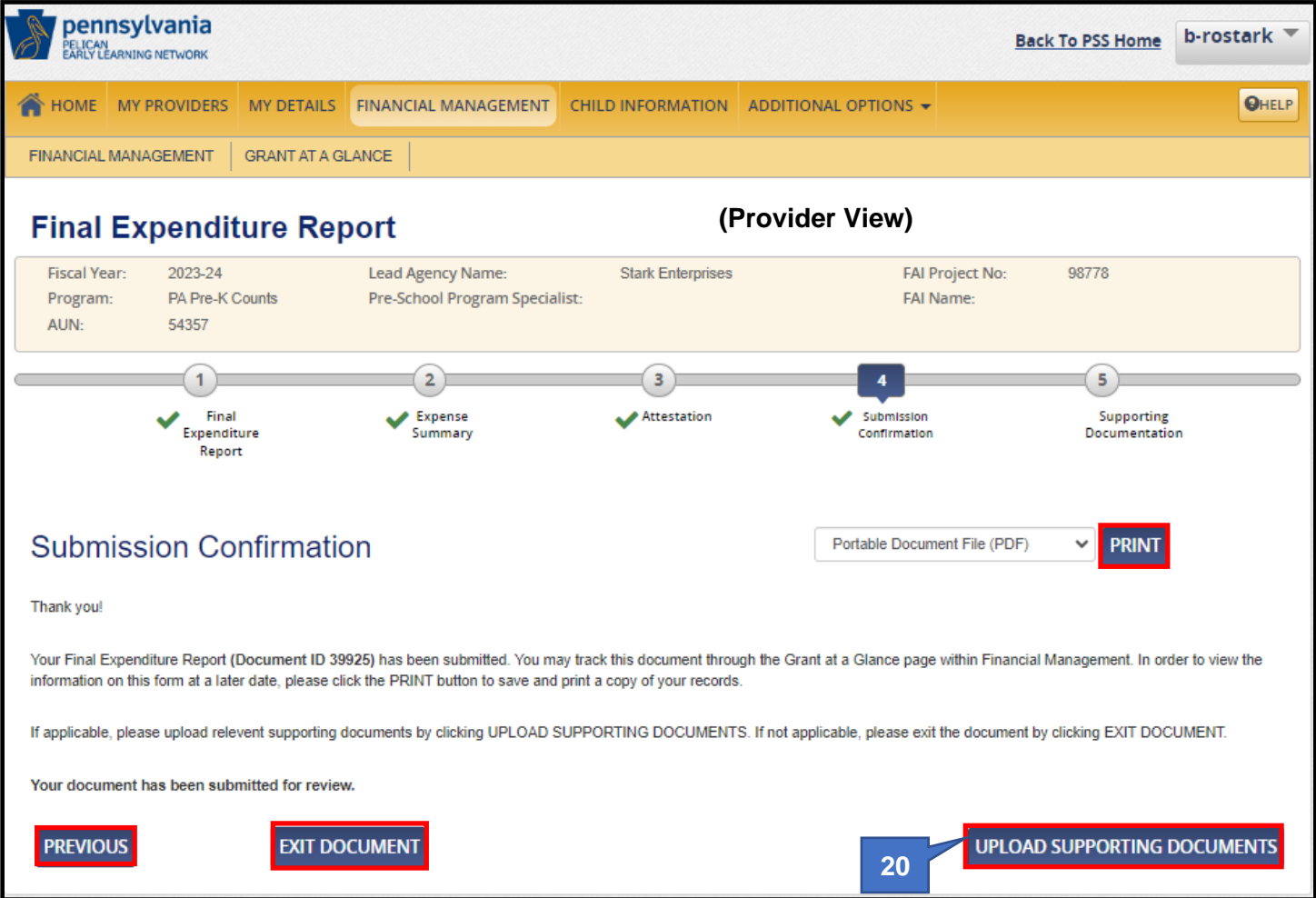
Characters Remaining : 3500

CANCEL
SAVE

PREVIOUS
SUBMIT

15. Check the **Attestation** checkbox.
16. Enter an appropriate **Title** in the field.
17. Enter **Submission Comments**.
18. Click the **SAVE** button.
19. Click the **SUBMIT** button. Click the **SUBMIT** button again to confirm.

**Note:** An Inventory Report must be created before submitting the Final Expenditure Report if the LA has a Partner. If on the Attestation screen for the Final Expenditure Report, click **Step 1 – Final Expenditure Report** on the Wayfinder, then click the **INVENTORY REPORT** button.



**Final Expenditure Report (Provider View)**

Fiscal Year:	2023-24	Lead Agency Name:	Stark Enterprises	FAI Project No:	98778
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	54357				

1 Final Expenditure Report  
2 Expense Summary  
3 Attestation  
4 Submission Confirmation  
5 Supporting Documentation

**Submission Confirmation** Portable Document File (PDF) **PRINT**

Thank you!

Your Final Expenditure Report (Document ID 39925) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order to view the information on this form at a later date, please click the PRINT button to save and print a copy of your records.

If applicable, please upload relevant supporting documents by clicking UPLOAD SUPPORTING DOCUMENTS. If not applicable, please exit the document by clicking EXIT DOCUMENT.

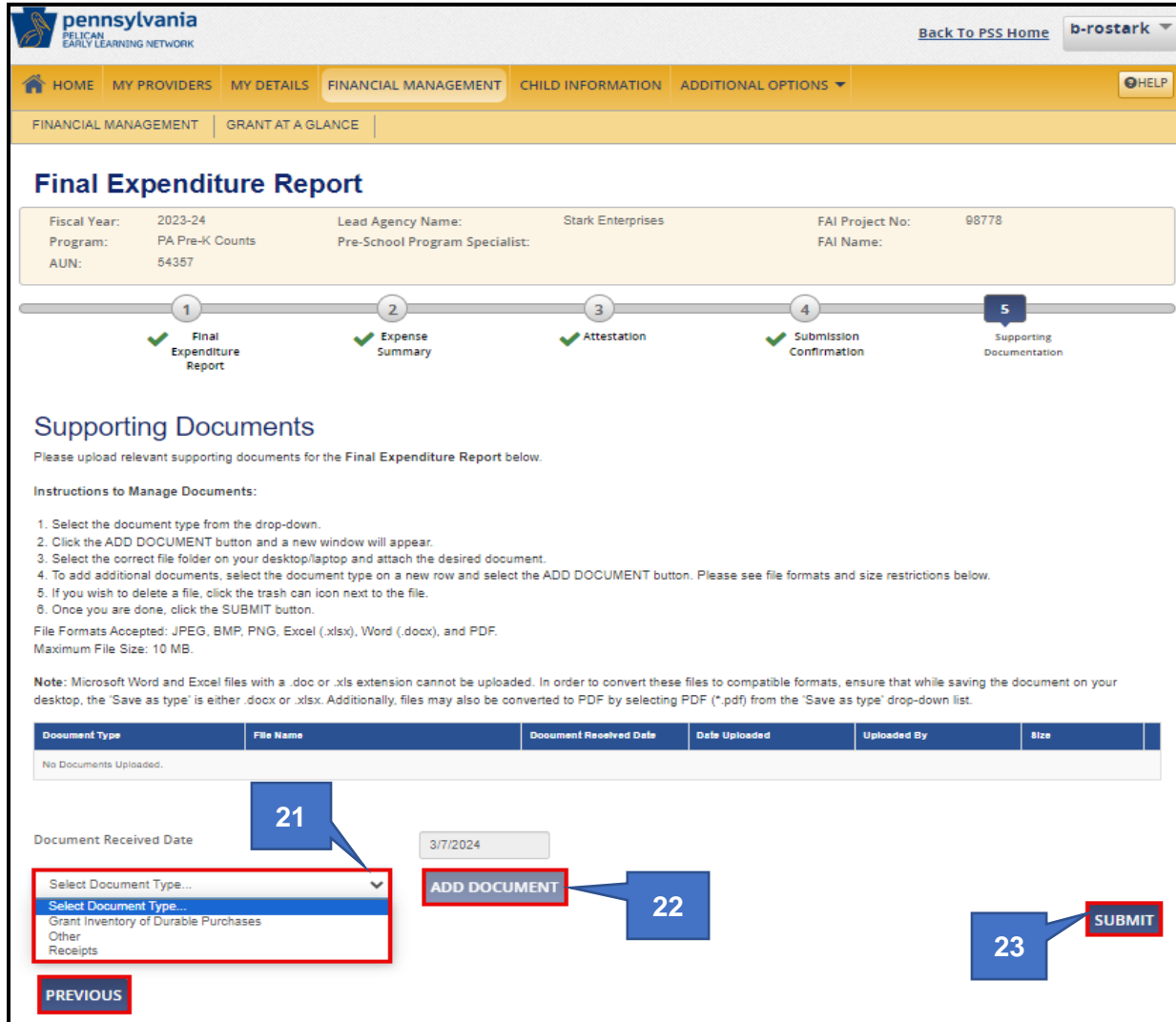
Your document has been submitted for review.

**PREVIOUS** **EXIT DOCUMENT** **20** **UPLOAD SUPPORTING DOCUMENTS**

**Notes:**

- Click the **PREVIOUS** button to navigate back one step in the Wayfinder.
- Click the **EXIT DOCUMENT** button to navigate to the Grant at a Glance screen.
- Click the **PRINT** button to download a copy of the submitted document.

20. Click the **UPLOAD SUPPORTING DOCUMENT** button to navigate the user to the Supporting Documentation screen.



**Final Expenditure Report**

Fiscal Year: 2023-24      Lead Agency Name: Stark Enterprises      FAI Project No: 98778  
 Program: PA Pre-K Counts      Pre-School Program Specialist:      FAI Name:        
 AUN: 54357

1 Final Expenditure Report    2 Expense Summary    3 Attestation    4 Submission Confirmation    5 Supporting Documentation

**Supporting Documents**

Please upload relevant supporting documents for the Final Expenditure Report below.

**Instructions to Manage Documents:**

1. Select the document type from the drop-down.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.  
 Maximum File Size: 10 MB.

**Note:** Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (\*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date: 3/7/2024

Select Document Type...  
 Select Document Type...  
 Grant Inventory of Durable Purchases  
 Other  
 Receipts

ADD DOCUMENT      SUBMIT      PREVIOUS

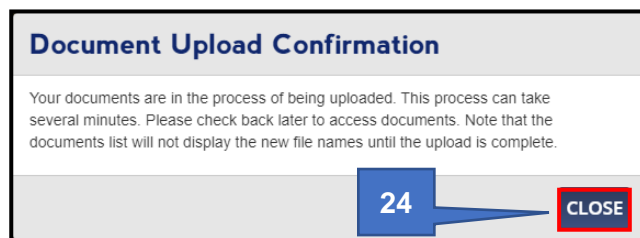
**Document Upload Confirmation**

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

CLOSE

When requested, follow the steps below:

21. Click the **Select Document Type...** drop-down and select a document type.
22. Click the **ADD DOCUMENT** button. A File Explorer window opens. Select the appropriate file and click Open.
23. Click the **SUBMIT** button.
24. Click the **CLOSE** button.



**Document Upload Confirmation**

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

CLOSE

**Note:** After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.



## 5.6 Inventory Report

To begin the **Inventory Report** process, log into [PSS and navigate to ELN](#) as described previously, click **FINANCIAL MANAGEMENT**, then click on the desired Grant tile in the Grants section. Once on the **Grant at a Glance** screen, click the Document ID link for the **Final Expenditure Report**, then click the **INVENTORY REPORT** button.

Grant Progress								
Document Type	Document ID	Provider Name	Started On	Submitted On	Current Status	Reviewed On	Status History	Actions
Budget	<a href="#">39657</a>	4D Childcare	01/05/2024	01/05/2024	Final Approved	01/05/2024	<a href="#">Status History</a>	✓
Quarterly Expenditure Report I	<a href="#">39659</a>	4D Childcare	01/05/2024	01/05/2024	Final Approved	01/05/2024	<a href="#">Status History</a>	✓
Quarterly Expenditure Report II	<a href="#">39660</a>	4D Childcare	01/05/2024	01/05/2024	Final Approved	01/05/2024	<a href="#">Status History</a>	✓
Quarterly Expenditure Report III	<a href="#">39665</a>	4D Childcare	01/05/2024	01/05/2024	Final Approved	01/05/2024	<a href="#">Status History</a>	✓
Final Expenditure Report	<a href="#">39718</a>	4D Childcare	01/16/2024		In-Process		<a href="#">Status History</a>	!

1

1. Scroll down to the bottom of the **Grant at a Glance** page and click the **Final Expenditure Report** Document ID link.

## Final Expenditure Report

Portable Document File (PDF) ▾

**PRINT**

Below is the summarized Final Expenditure Report for the following categories: Salaries, Benefits, Supplies & Equipment, Maintenance, Services, Other Expenses, and Pass Through Funds (if applicable). To complete the Final Expenditure Report, detail the budget line items for each category and submit.

FER Date:

Grant Amount: \$15,000.00

Total Amount Expended: \$570.00

Total Allowable Expenditure: \$570.00

Salaries +

---

Total Budgeted: \$1,065.00  
Total Spent: \$570.00

Benefits +

---

Total Budgeted: \$0.00  
Total Spent: \$0.00

Supplies & Equipment +

---

Total Budgeted: \$0.00  
Total Spent: \$0.00

Maintenance +

---

Total Budgeted: \$0.00  
Total Spent: \$0.00

Services +

---

Total Budgeted: \$0.00  
Total Spent: \$0.00

Other Expenses +

---

Total Budgeted: \$0.00  
Total Spent: \$0.00

Pass Through Funds +

---

Total Budgeted: \$0.00  
Total Spent: \$0.00

**INVENTORY REPORT**

2

**NEXT**

2. Click the **INVENTORY REPORT** button.

## Inventory Report

Portable Document File (PDF) ▾
PRINT

An Inventory Report is required when purchasing a single item priced \$5000 or higher. If you have questions on if you have inventory that qualifies for a report, please contact your Pre-School Program Specialists to discuss inventory report requirements.

Has your agency made a single item purchase of \$5000 or greater during the last fiscal year? (required)

Yes, I need to complete an Inventory Report.
3

No, I do not need to complete an Inventory Report.

---

### Purchase Details

Description of the Item	Purchase Date	Purchase Price	Action
No Data Found			
Total		\$0.00	

+ ADD
4

---

### Partners

Partner	Purchase Price total	Submit Status
No Data Found		
Total		

FINAL EXPENDITURE REPORT
NEXT

3. Click the **Yes, I need to complete an Inventory Report** radio button if there is anything over the single item threshold. If not, click **No, I do not need to complete an Inventory Report**.

*If Yes was selected, follow the steps below:*

4. Click **+ ADD**.
5. Enter the **Description of Item**.
6. Enter the **Purchase Date**.
7. Enter the **Purchase Price**.
8. Click the **SAVE** button.

### Purchase Details

Description of Item:(required) 5

Purchase Date:(required) 7

6

Purchase Price:(required)

CANCEL
8
SAVE

### Inventory Report

Portable Document File (PDF) ▾ PRINT

An Inventory Report is required when purchasing a single item priced \$5000 or higher. If you have questions on if you have inventory that qualifies for a report, please contact your Pre-School Program Specialists to discuss inventory report requirements.

**Has your agency made a single item purchase of \$5000 or greater during the last fiscal year? (required)**

Yes, I need to complete an Inventory Report.  
 No, I do not need to complete an Inventory Report.

---

#### Purchase Details

Description of the Item	Purchase Date	Purchase Price	Action
Best Desk Ever	04/08/2024	\$5,000.00	✎ 🗑️
<b>Total</b>		\$5,000.00	

+ ADD

---

#### Partners

Partner	Purchase Price total	Submit Status
3C Childcare	\$0.00	No
<b>Total</b>	0	

FINAL EXPENDITURE REPORT
10
NEXT

9. If a purchase was added, the **Purchase Details** table has been updated with your entry. Finish adding any additional items purchased of \$5,000 or greater during the last fiscal year.
10. Click the **NEXT** button to navigate to the **Attestation** screen.

### Inventory Report

Fiscal Year: 2023-24	Lead Agency Name: 4D Childcare	FAI Project No: 75376
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:
AUN: 76375		

1  
✔ Inventory Report

2  
✘ Attestation

3  
✘ Submission Confirmation

4  
 Supporting Documentation

#### Attestation

I certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period. (required)

#### Submission Comments

Please enter your text here. You can expand the text box by clicking and dragging the bottom right hand corner.

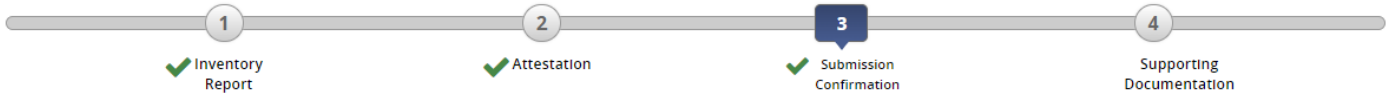
Characters Remaining: 3500

CANCEL
SAVE

11. Check the **Attestation** checkbox.
12. Enter **Submission Comments**.
13. Click the **SAVE** button.

## Inventory Report

Fiscal Year:	2023-24	Lead Agency Name:	4D Childcare	FAI Project No:	75376
Program:	PA Pre-K Counts	Pre-School Program Specialist:		FAI Name:	
AUN:	76375				



## Submission Confirmation

Portable Document File (PDF)

Thank you!

Your Inventory Report (**Document 39929**) has been submitted. You may track this document through the Grant at a Glance page within Financial Management. In order To view the information On this form at a later Date, please click the PRINT button To save And print a copy Of your records.

If applicable, please upload relevant supporting documents by clicking **UPLOAD SUPPORTING DOCUMENTS**. If Not applicable, please Exit the document by clicking **EXIT DOCUMENT**.

Your document has been submitted For review.

**PREVIOUS**

**EXIT DOCUMENT**

14

**UPLOAD SUPPORTING DOCUMENTS**

### Notes:

- Click the **PREVIOUS** button to navigate back one step in the Wayfinder.
- Click the **EXIT DOCUMENT** button to navigate to the Grant at a Glance screen.
- Click the **PRINT** button to download a copy of the submitted document.

14. Click the **UPLOAD SUPPORTING DOCUMENTS** button to navigate the user to the Supporting Documentation screen.

### Inventory Report

Fiscal Year: 2023-24	Lead Agency Name: 4D Childcare	FAI Project No: 75376
Program: PA Pre-K Counts	Pre-School Program Specialist:	FAI Name:
AUN: 76375		

1

✓ Inventory Report

2

✓ Attestation

3

✓ Submission Confirmation

4

Supporting Documentation

### Supporting Documentation

Please upload relevant supporting documents for the Inventory Report below.

**Instructions to Manage Documents:**

- Select the document type from the drop-down.
- Click the ADD DOCUMENT button and a new window will appear.
- Select the correct file folder on your desktop/laptop and attach the desired document.
- To add additional documents, select the document type on a new row and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
- If you wish to delete a file, click the trash can icon next to the file.
- Once you are done, click the SUBMIT button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF.  
Maximum File Size: 10 MB.

**Note:** Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF (\*.pdf) from the 'Save as type' drop-down list.

Document Type	File Name	Document Received Date	Date Uploaded	Uploaded By	Size
No Documents Uploaded.					

Document Received Date 4/17/2024

Select Document Type... ▼

Select Document Type...

Receipts

Grant Inventory of Durable Purchases

Other

ADD DOCUMENT

17

SUBMIT

PREVIOUS

When requested, follow the steps below:

- Click the **Select Document Type...** drop-down and select a document type.
- Click the **ADD DOCUMENT** button. A File Explorer window opens. Select the appropriate file and click Open.
- Click the **SUBMIT** button.
- Click the **CLOSE** button.

### Document Upload Confirmation

Your documents are in the process of being uploaded. This process can take several minutes. Please check back later to access documents. Note that the documents list will not display the new file names until the upload is complete.

18

CLOSE

**Note:** After documents have been successfully uploaded, a link to the document displays in the table on this screen. Allow at least five minutes before checking back to view the link in the File Name column.

## 6. Appendix – Glossary of Terms

Term	Description
ELN	Early Learning Network
FER	Final Expenditure Report
FY	Fiscal Year
HSSAP	Head Start Supplemental Assistance Program
LA	Lead Agency
PELICAN	Pennsylvania's Enterprise to Link Information for Children Across Networks
PKC	Pre-Kindergarten Counts
PPS	Pre-school Program Specialist
PRI	Program Review Instrument
PSS	Provider Self-Service
QER	Quarterly Expenditure Report
SLDS	State Longitudinal Data System