

NYC DOE – Office of Early Childhood Education

# UPK Vendor User Manual

User Manual for UPK Vendor Portal users

**Updated Jun 24, 2010**

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## 1. Introduction

This document is a user manual for Universal Pre-Kindergarten (UPK) Vendor Portal. All the features available for Vendor user are described in this document.

The document has a general section for brief introduction and later, specific sections on Budget and Enrollments.

## 2. General Information

### 2.1. System Requirements

The user can access Vendor Portal website at following URL

<https://vendorportal.nycenet.edu/vendorportal/login.aspx> on Microsoft Internet Explorer 7.x or newer browser.

### 2.2. How to Register

A user can view the instructions to register as a new user by clicking on *How to Register?* link as circled in red Figure 1.



**Figure 1: Vendor Portal Login screen**

Once the user logs in successfully, a link to the application through the DOE's Vendor Portal will appear as marked in Figure 2's right side.

If the vendor user forgets the password, then the user can use the *Forgot your Password* link in the Figure 1 above. If you are having trouble still, please use the link above named *Contact Vendor Hotline*.



**Figure 2: Vendor Portal screen after user logs in**

If the link does not appear, please contact DCP representative with whom you interact. The providers who have contracted with DOE for UPK only see the *UPK* link (circled in red) after DCP completes provisioning steps.

### 2.3. How to Add/Edit users and control access

The administrator user (the one who can log in with 9-digit Federal Tax ID) at the Provider's organization can create *child accounts* to allow access to the Vendor Portal for other employees. This can be achieved via Account Administration shown in Figure 2 on the left side.

A "child account" is a way to give an employee a selective access to applications and/or functions within the application. The administrator can control the access level for each of the child accounts.

Steps to create a child account and grant access to NCLB applications

- Select *Account Administration* (Figure 2's left side) from the first screen after logging in
- On resulting page, select *Add/Edit users* and a screen as shown below comes up showing a list of existing users



**Figure 3 : Add users tab screen**

- Click on *Add Users* and a form as shown below comes up

USER ID: | FIRST NAME: | LAST NAME: | 

---

**User Info**

**User ID:**

**First Name:**  **Last Name:**

**Email**

---

**DOE Vendor Access**

USER ID:	BOE VENDOR NO:	BOE VENDOR NAME:
<input checked="" type="checkbox"/> 371468245	371468245	ABC PRESCHOOL & KINDERGARTEN

---

**Application Security**

**INFORMATION**

User Profile       Financial Inquiry

**OTHER**

MTAC       UPK

---

**User Module Access Settings List**

**UPK**

Budget       Enrollment       Miscellaneous       BudgetHeader

Summary       Consolidated Comments

**Figure 4: Add users form screen**

- **User Info section:** Enter appropriate information in the respective fields. Note that this User ID becomes the way for the child account to access the Vendor Portal now.
- **DOE Vendor Access section:** Put a check on the check box before proceeding to other sections.
  - ⚠ Please note that it is mandatory to put a check mark on *circled* check box for newly created child account for DOE Vendor access. If a user forgets to put a check mark then the application may not work as expected.
- **Application Security section:** Select the access for the user from Application Security section's Information.
- **User Module Access Settings List section:** Select the sub-section you want to provide access to the child account user.
- Click on **Save** button after you are done with this section.

After submitting the info, the system automatically generates an email to the newly created user in the email provided on the form, informing the username and password for access to the Vendor Portal.

### 3. Budget

The OECE personnel inspect these budget forms to keep a check on the Vendor costs and determine if the service pricing is reasonable. If any discrepancy is found, the OECE personnel send the plan back to the vendor for updating.

Click on *UPK* link results in the following screen:



**Figure 5: Budget screen**

Please note that a newly registered vendor with no prior budget plan will see the message *No Records* found instead of Figure 6.

The landing page has three links:

- Add Contacts : The link displays Contact Management screen.
- Add New Budget : The link displays a new budget form.
- Search : The link displays search options.

Before creating a budget, the contacts must be added in order to enable their addition on the budget. Once the vendor has completed filling the budget information, it must be certified and then submitted for DOE review. In Fig 5 above, the budget status will remain *Pending Approval* until it is being reviewed and approved by OECE personnel. The budget status may change to *Rejected*, if the OECE personnel rejects a submitted budget. If a submitted budget is approved by all the relevant OECE personnel, the budget status will change to *Approved*.

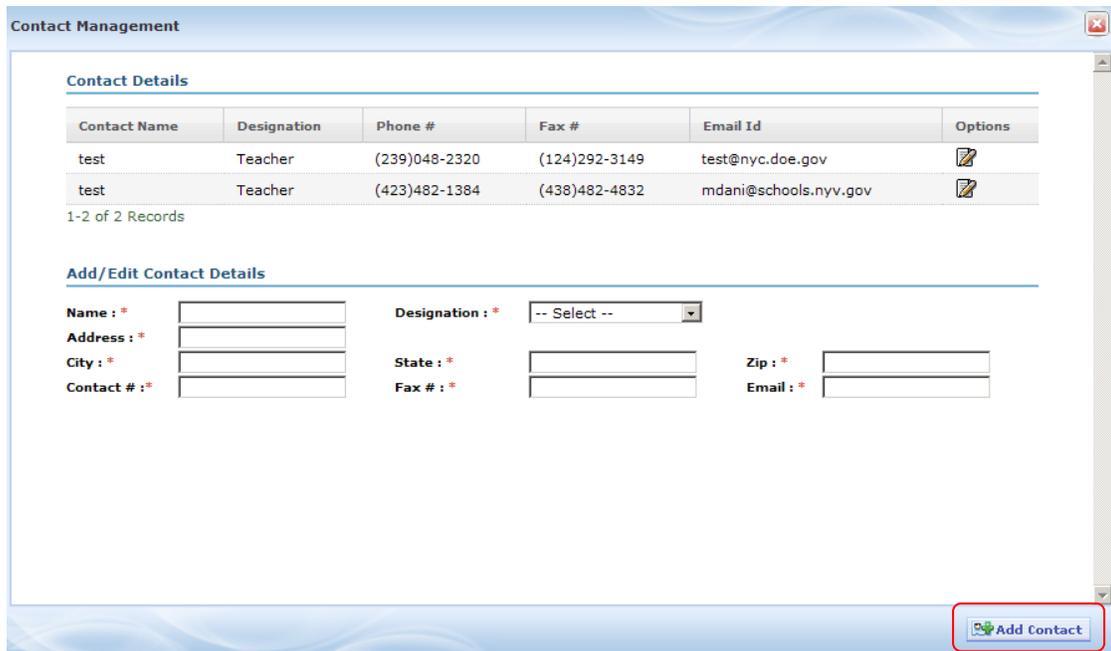
BudgetId	Fiscal Year	Vendor Id	Vendor Name	District	Contract #	Budget Type	Submitted Date	Status	Action
<a href="#">64</a>	2011	JUD676051	JUDIS NURSERY INC.	6	9952949	Half Day		Saved	 
<a href="#">54</a>	2011	JUD676051	JUDIS NURSERY INC.	5	9975004	Full Day		Saved	 

**Figure 6: Budget search result screen**

Vendor can view the budget summary by clicking on  icon. This summary can also be accessed from inside the budget (right top of the budget). The Budget summary screen is shown in Appendix 5.1. The columns are sortable wherever the column header appears blue.

### 3.1. Manage Contacts

- Clicking on *Add Contacts* link results in the screen as shown in Fig 7.



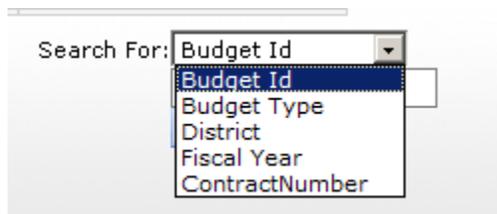
**Figure 7: Contact Management screen**

- A user must fill-up all the fields marked (\*) and click on Add Contact button to create a new contact.
- Later, the contacts, which are already added, can be edited by clicking on the icon.

The contacts added from Contact Management are auto-populated under the drop down menu field of *Name* field that lies under the Owner Details section of the Add Budget form.

### 3.2. Search a Budget

Vendors can search the budgets by different search options. Clicking on *Search* link results in screen below:



**Figure 8: Search screen**

### 3.3. Create New Budget

Click on *Add New Budget* will result in screen as shown in Fig 9. Once you fill the required fields and hit Save, the Save button becomes Edit button. In order to edit any detail again, please click on Edit and the Edit button becomes Save button allowing the user to Save again.

Budget ID: 582

[View Budget Summary](#) [Back to Budget List](#)

**Vendor Information**

District : \* 3 Borough : Manhattan Fiscal Year : \* 2010 - 2011

Program Type : \*  Full Day  Half Day

BOE Vendor # : \* 371468245

Contract # : 9870688

Contract Name : UPK Start Date : 07/01/2007 End Date : 06/30/2012

**Vendor Details**

Provider's Name : VENDOR

Contact Name : UPK VENDOR

Mailing Address : 65 Court Street

City : BROOKLYN State : NY Zip Code : 11201

Email ID : [REDACTED] Contact # : 123-213-2131 Fax # :

**Owner Details**

Budget Contact Name : \* test123

Address : 65 Court Street

City : Brooklyn State : NY Zip : 10001

Email ID : [REDACTED]

Contact # : (545)646-4564 Fax # : (545)456-4564

**Meals**

Cost per unit : \$ 12 # of Children : 122 # of days : 121

**Snacks**

Cost per unit : \$ 43 # of Children : 234 # of days : 112

[Edit](#)

Figure 9: Add Budget screen

#### Vendor Information section

- All the fields marked \* are mandatory to choose.
- If BOE Vendor # is not present under the *BOE Vendor #* field, then contact the Division of Contract and Procurement to check whether the W9 process is completed and if your organization has a BOE Vendor #.
- The contract details are auto-populated as a contract number is selected from Contract# drop down menu field.
- Click on *Back to budget List* link to return to the budget list.
- Click on *View Budget Summary* link to view budget summary.

#### Owner Details

- Selection of name from *Name* drop down field auto-populates other the fields under *Owner Details* subsection. Click on icon to add/manage new contacts. This opens a *Contact Management* screen as shown in Fig 7.

#### Meals and Snacks

- The Meals and Snacks subsections are optional for a user to fill information. However, a user must fill each sub-section completely.
- The user cannot exceed the value in *# of days* sub-section more than 300 days.
- Click on *Save* to save the Budget form. Click on *Edit* button to edit a saved form as shown in Fig 7.

### 3.3.1. Add a Site

- Click on *Add New Site* link as circled in Fig 8 to add a new site. This results on Site detail screen is shown in Fig 10.

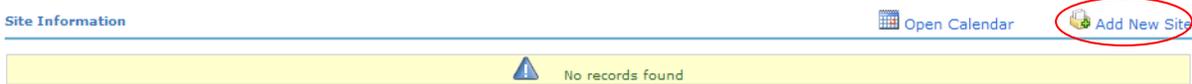


Figure 10: Site Information screen

#### 3.3.1.1. Fill General Information

All the fields in the *General Information* tab are mandatory for the user to fill-up.

The screenshot shows the 'General Information' tab of the Site detail screen. The 'General Info' section contains fields for 'Doing Business As' (Business location), 'Address' (65 Ct), 'City' (Brooklyn), 'State' (ny), 'Zip' (11201), 'Program Status' (DOHMH), and 'District' (3). The 'Insurance Details' section has 'Insurance Policy #' (12321321), 'Start Date' (04/25/2010), and 'End date' (05/06/2010). The 'Workman Compensation Details' section has 'Workman Comp #' (7775665), 'Start Date' (05/05/2010), and 'End date' (05/21/2010). The 'Instructional Costs' section has checkboxes for 'Is Meal Applied' (checked), 'Is Snacks Applied' (unchecked), and 'Is CACFP' (unchecked). A red box highlights the 'Save' button at the bottom.

Figure 11: Site detail screen- Add new Site location

- Click on *Save* to save the General Information details. A site record is created on the budget page each time a user adds a new site.
- A user can add a new site location by choosing *Add New Site Location* option for *Business Name* field. The user must then fill the site location details in other fields.
- A user can also use the existing site location by choosing business name from the *Business Name* drop down field menu. The site location details are auto-populated upon selection of an existing site location
- The *District* field drop down menu options are associated with the Borough chosen on the main Budget page as shown in the *Vendor Information* section
- Click on *Save* makes Appendix C1, C2 appear along with the checkboxes for Meals or Snacks for the site.

### 3.3.1.2. Fill Appendix C1 for a Site

- Click on *Appendix C1* results in the screen as shown below:

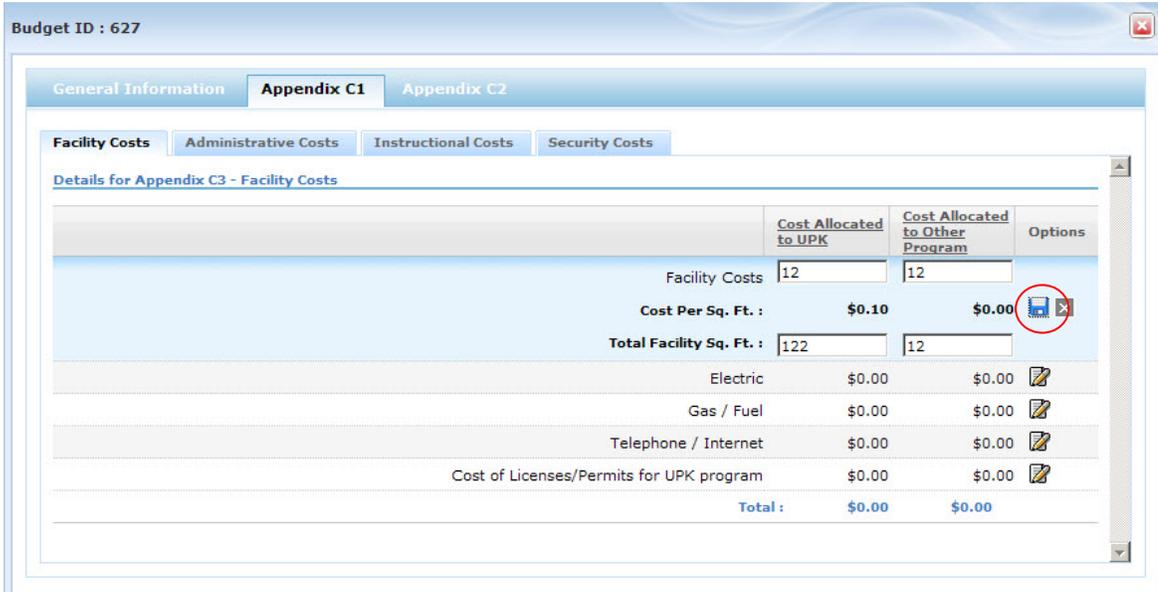


Figure 12: Appendix C1-Facility Costs screen

- All the fields in the Facility Costs tab are optional. Vendor must fill out whichever ones are applicable.
- The user cannot exceed the calculated value in *Cost Per Sq.Ft* sub-section more than \$15/sq.ft
- Click on button to edit or insert a record for each type of facility costs as shown in Fig 12.
- Click on save icon to update and save the information for each type of facility costs.
- Click on to delete a record.



Figure 13: Appendix C1- Administrative Costs screen

- All the fields in the *Administrative Costs* tab are optional.
- Click on  icon to add single/multiple records for each type of *Administrative Costs* as shown in Fig 12. Click on  button to edit or insert a record for each type of *Administrative Costs*. Click on  to delete a record.
- Advertising costs cannot exceed \$1000 across sites for the budget
- Family involvement cannot exceed more than 1% of Total Contract Award Amount.



Chair	50	\$2,000.00	\$12,000.00	Options
Total : 50      \$2,000.00      \$12,000.00				

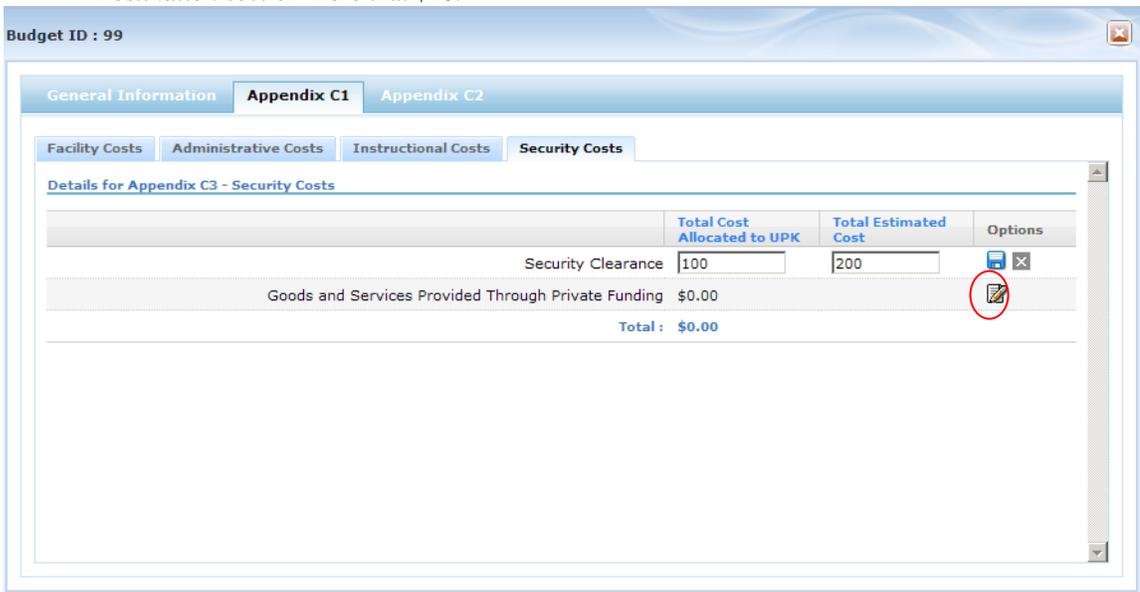
Instructional Materials and Classroom Supplies	# of Items	Cost Allocated to UPK	Cost Allocated to Other Programs	Options
Total : 0      \$0.00      \$0.00				

Instructional Trip Destination	# of Children / Chaperones	Admission Cost per Person	Bus (If applicable)	UPK Cost	Options
Total : \$0.00					

**Figure 14: Appendix C1- Instructional Costs screen**

- All the fields in the *Instructional Costs* tab are optional.
- Click on  icon to add single/multiple records for each type of *Instructional Costs* as shown in Fig 14.
- The user cannot exceed the value in *Admission Cost per Person* field under *Instructional Trip Destination* section more than \$10.



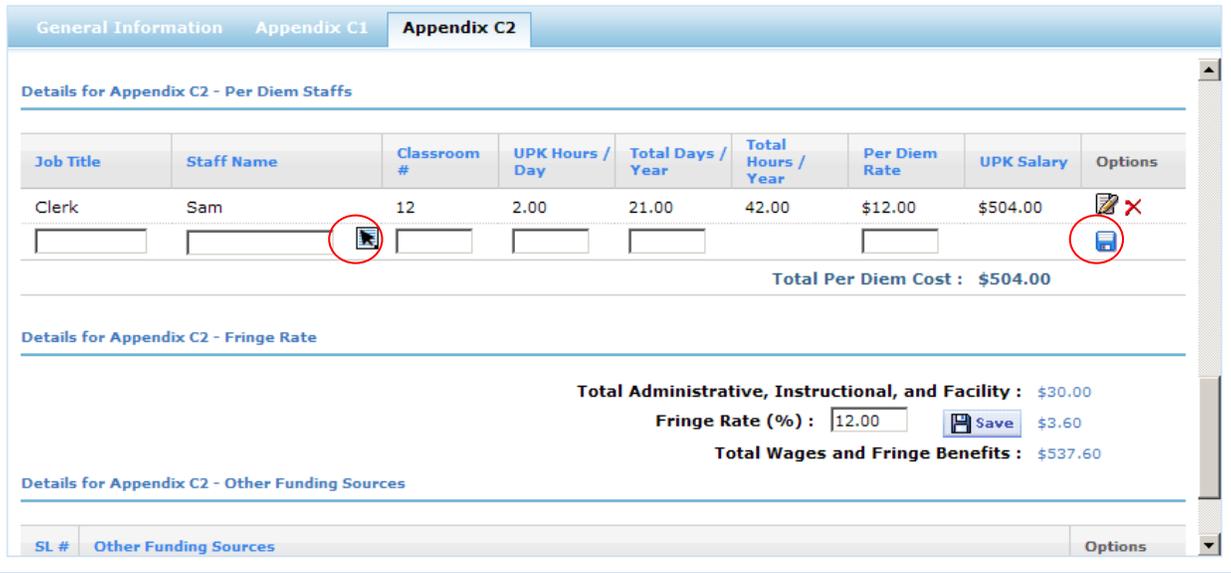
	Total Cost Allocated to UPK	Total Estimated Cost	Options
Security Clearance	100	200	 
Goods and Services Provided Through Private Funding	\$0.00		
Total : \$0.00			

**Figure 15: Appendix C1- Security Costs**

- All the fields in the *Security Costs* tab are optional.
- Click on  button to edit or insert information for each type of *Security Costs* as shown in Fig 15.
- Click on  button to update and save the information for each type of *Security Costs* as shown in Fig 16.

### 3.3.1.3. Fill Appendix C2 for a Site

- Click on *Appendix C2* results in the screen as shown below:

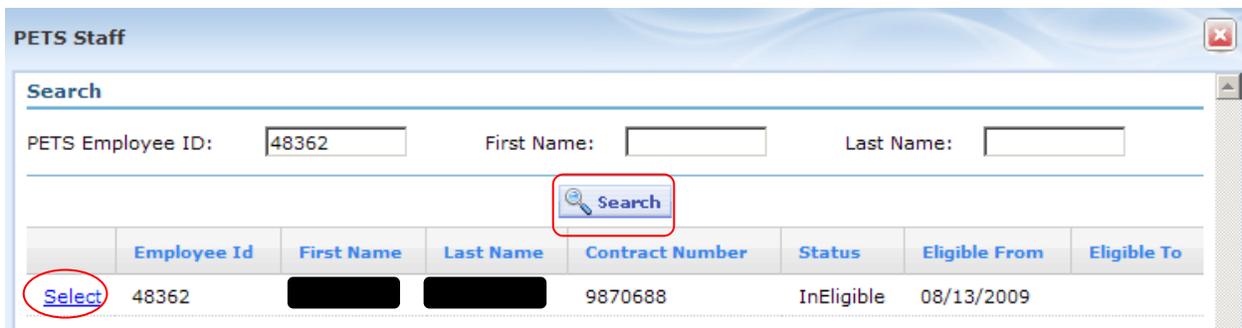


The screenshot shows the 'Appendix C2' tab in a software interface. It contains three main sections:

- Details for Appendix C2 - Per Diem Staffs:** A table with columns: Job Title, Staff Name, Classroom #, UPK Hours / Day, Total Days / Year, Total Hours / Year, Per Diem Rate, UPK Salary, and Options. A row for 'Clerk Sam' is shown with values: Classroom # 12, UPK Hours / Day 2.00, Total Days / Year 21.00, Total Hours / Year 42.00, Per Diem Rate \$12.00, UPK Salary \$504.00. Below the table is a 'Total Per Diem Cost : \$504.00' label. There are edit and save icons circled in red.
- Details for Appendix C2 - Fringe Rate:** A section with a 'Total Administrative, Instructional, and Facility : \$30.00' label. Below it is a 'Fringe Rate (%) : 12.00' field with a 'Save' button.
- Details for Appendix C2 - Other Funding Sources:** A section with a table header 'SL # Other Funding Sources' and an 'Options' column.

**Figure 16: Appendix C2 screen**

- All the fields in the *Appendix C2* tab are optional except the *Fringe Rate* field.
- The user cannot exceed the value in *UPK Hours/Day* field more than 24hrs
- The user must enter timings in *Class Begins* and *Class Ends* fields under *Details for Appendix C2- Classroom Utilization* section in military time format. For instance – 12:00 AM
- The amount in *UPK Salary* field is calculated as the *Per Diem Rate \*Total Days/Year*
- Click on  icon to add single/multiple records for each type of costs as shown in Fig 16
- Click on *Save* button to save the fringe rate entered by user.
- Click on  button to search for the PETS employees. This results in a screen as shown below:



The screenshot shows the 'PETS Staff' search screen. It has a search bar with fields for 'PETS Employee ID' (48362), 'First Name', and 'Last Name'. A 'Search' button is circled in red. Below the search bar is a table with columns: Employee Id, First Name, Last Name, Contract Number, Status, Eligible From, and Eligible To. A single record is shown with Employee Id 48362, Contract Number 9870688, and Status InEligible. A 'Select' button is circled in red next to the Employee Id.

**Figure 17: PETS Staff search screen**

- Click on *Search* button to submit the search details. For instance, a search on *PETS Employee ID* field may result in more than one record depending on the contract to which they are associated. Click on *Select* to choose the PETS Employee id from search results.

- Users are allowed to type in the name of the user as well if a PETS entry is not made. However, it is strongly encouraged that employees who have access to student data or direct physical access to students be entered in PETS.
- Please note that it takes about 24 hours for a PETS entered employee to come over to the Vendor Portal.

### 3.3.2. Site Information section

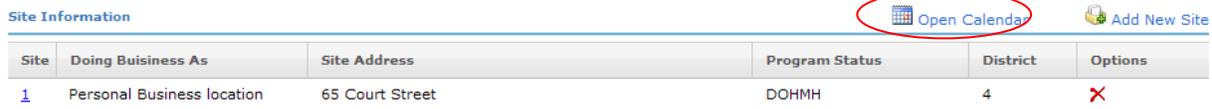


Figure 18: Budget form- Open Calendar on budget screen

- Click on *Open Calendar* link to enter calendar on budget. Clicking on *Open Calendar* link results in below screen.

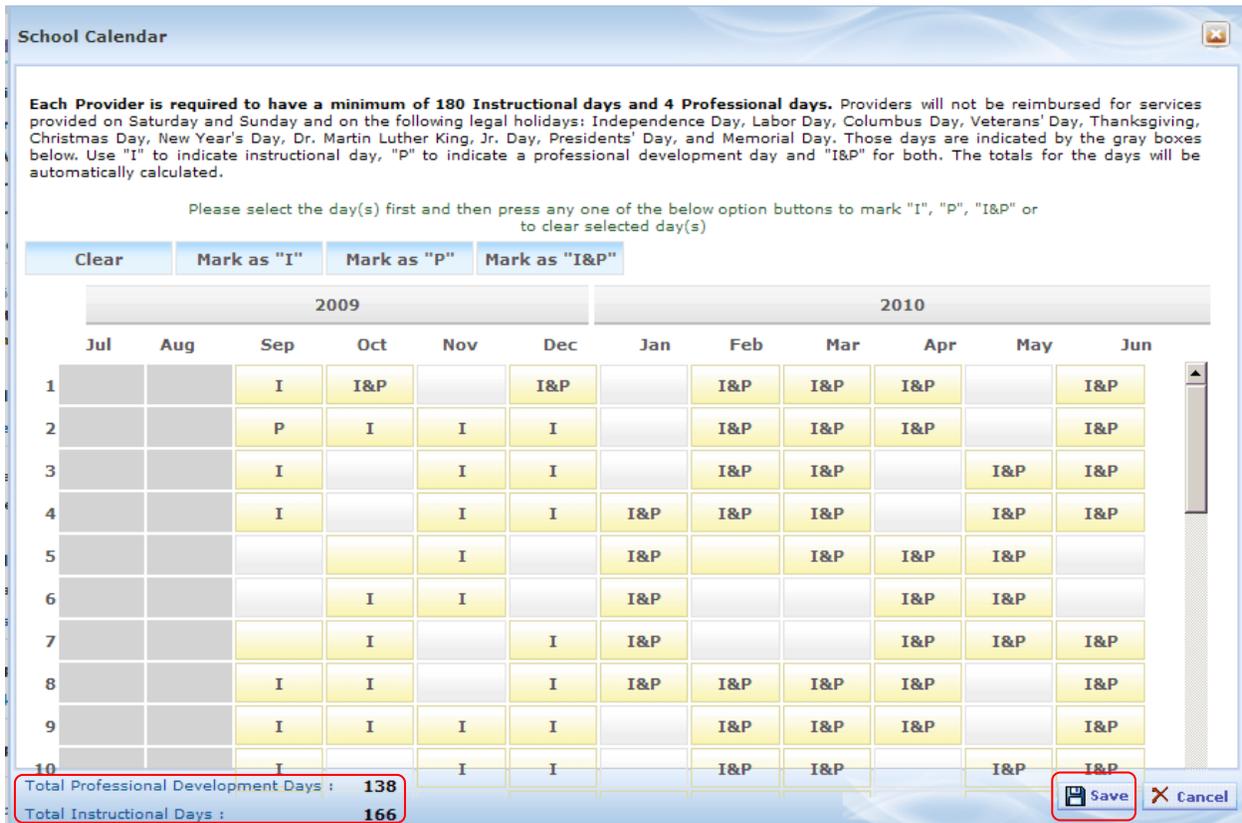


Figure 19: Calendar screen

- Grey marked cells (darker or lighter) are not usable.
- Please fill values for days from Sep 1 to June 30 of a calendar year.
- By clicking the mouse pointer on any date of the month, it's color will change from yellow to blue. Select multiple such days and use one of the buttons at the top of the calendar to indicate which type of the day it is.

- Click on *Clear* to remove the day type indicated for a particular day; click on *Mark as "I"* to indicate instructional day; click on *Mark as "P"* to indicate professional development day; click on *Mark as "I&P"* to indicate both Instructional and Professional development day.
- Click *Save* to save your selections.
- The user can see the total for each type of day indicated by a provider at the bottom of Calendar

Please note that it is mandatory for UPK program to have a minimum of 180 instructional days and 4 professional development days for budget submission.

### 3.3.3. Total Annual Contract Cost

- The fields under *Total Contract Cost* section are auto-calculated from the information entered in Appendix C1 and Appendix C2 for site(s).

Total Contract Cost for 2009-2010			
Total OTPS :	\$14,966.35	Total Number of Classes Operated :	1
Staff Wages and Fringe Benefits :	\$25.76	Total Number of Children in Classes :	12
Total Contract Award :	\$14,992.11	Cost per child :	\$1,249.34

**Figure 20: Total Contract Cost screen for fiscal Year 2009-2010**

### 3.3.4. Allocation Methodology

- Vendors can enter Allocation Methodology on the budget. Click on the *Allocation Methodology* to expand or collapse the screen, as shown in Fig 21 and Fig 22

Allocation Methodology (Show) ⊕

Submit

**Figure 21: Allocation Methodology screen**

Allocation Methodology (Hide) ✖

\*\* Required only for submitting a Budget

**Facility Square Footage:\*\***  
Please insert comments here before submitting your budget

**Programs Revenues:\*\***  
Please insert comments here before submitting your budget

**Instructional Staff FTE:\*\***  
Please insert comments here before submitting your budget

**Number of students:\*\***  
Please insert comments here before submitting your budget

**Multiple method:\*\***  
Please insert comments here before submitting your budget

**Comments:\*\***  
Please insert comments here before submitting your budget

**Other:\*\***  
Please insert comments here before submitting your budget



**Figure 22: Allocation Methodology details screen**

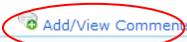
- All the fields in the *Allocation Methodology* section are mandatory for budget submission.
- Click on *Save* to save the details filled-up for each of the Allocation Methodology subsections.
- This Save works only to Save Allocation Methodology section. It does not save rest of the budget details.

### 3.3.5. View Comments

- The vendor has an ability to add/view comments at the budget level, allocation methodology, as well as individual lines. The vendor user can view comments icon as shown in Fig 24, 25, 26. A thought –bubble  indicates that comments have been made at line-item levels within Site details.

Vendor Information  [Add/View Comments](#)  [Back to Budget List](#)

**Figure 23: Add/view comments on Vendor information section**

Allocation Methodology (Show)  [Add/View Comments](#) ✖

**Figure 24: Add/view comments on Allocation Methodology section**

Site Information  [Open Calendar](#)  [Add New Site](#)

Site	Doing Business As	Site Address	Program Status	District	Options
<a href="#">1</a>	test	12, TEst	DOHMH	2	
<a href="#">2</a>	test	12, TEst	FDC	2	

**Figure 25: Add/view comments on Site Information section**

- Clicks on *Add/View Comments* link for any for the above section, results in a comment screen. For instance, click on *Add/View Comments* link on Vendor information section will result in below screen:



**Figure 26: Comments on Budget screen**

- Click on *Save* to save the comment.
- A vendor can only view comments for approved budgets. An *Add Comments* icon will be placed at same position as shown in Fig 24, 25, 26.

### 3.4. Print a Budget

In the budget list, under Actions column, click on Print icon 



**Figure 27: Budget with Print icon**

Once clicked, the user is taken to a different page. On the new page, there will be a Print button at the right top. The user must click on this button to get the printer options.

### 3.5. Check status of a Budget

In the budget list, under Actions column, click on Status History icon  shown in following figure



**Figure 28: Budget with Status History icon**

Once the user clicks on the Status history icon, the user gets an account of sequence of the steps that the budget has been through as shown in the following figure:

Budget Id - 917



<u>Status Changed From</u>	<u>Status Changed To</u>	<u>Changed By</u>	<u>Changed Date</u>
Saved	Pending	888855555	06/07/2010
Pending	Rejected	DOEUser1	06/08/2010
Rejected	Pending	888855555	06/09/2010
Pending	Approved	DOEUser2	06/10/2010

**Figure 29: Budget Status history**

### 3.6. Amend a Budget

Providers can amend a budget that has been Approved by DOE. In the budget list, under Actions column, click on Amend icon shown in following figure

Budget Plan Information							
<u>BudgetId</u>	<u>Fiscal Year</u>	<u>District</u>	<u>Contract #</u>	<u>Budget Type</u>	<u>Submitted Date</u>	<u>Status</u>	<u>Action</u>
935	2011	25	9056154	Full Day	06/15/2010	Approved	

**Figure 30: Approved Budget with Amend icon**

The user must click on the Amend icon . The original budget opens up. This budget will have a button at the bottom of the Budget Header "Amend Budget"

Total Contract Cost for 2010 - 2011

Total OTPS :	\$3,226.00	Total Number of Classes Operated :	2
Staff Wages and Fringe Benefits :	\$0.00	Total Number of Children in Classes :	252
Total Annual Contract Amount :	\$3,226.00	Cost per child :	\$12.80

Allocation Methodology (Show)

Amend Budget

**Figure 31: Amend Budget button at the bottom of the Budget Header**

The user must click on the *Amend Budget* button to generate a new budget, which will be a copy of an existing budget. This action creates a new budget. The user must note the budget ID of this newly created budget.

Also, the following message will appear:



**Figure 32: Message once the user clicks Amend button**

The earlier budget's status will change from Approved to Amended. The user must work on the newly created budget in status Saved and not the earlier budget with status Amended.

For instance, if the Budget ID that the vendor user had was 45 and the user amended it to create a new Budget ID of 325, the user is now supposed to go and edit 325. The system will not allow editing of Budget ID 45.

### 3.7. View a Budget's consolidated comments

The user can view a budget's consolidated Comments. In the budget list, under Actions column, click on View Consolidate Comments icon  shown in following figure



**Figure 33: Amend Budget button at the bottom of the Budget Header**

## 4. Enrollment

- The click on *Enrollment* tab, results in below screen:

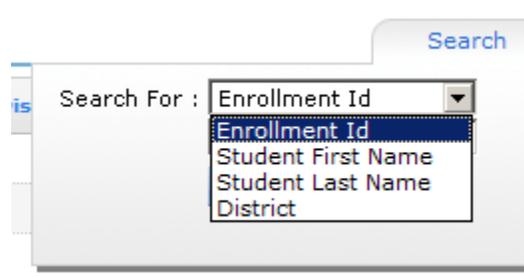


**Figure 34: Enrollment landing screen**

The landing page has four tabs:

- Draft** : The tab displays student enrollments, which are in saved state and yet to be submitted
- Pending DOE Review**: The tab displays student enrollments, which are in pending review by DOE
- Approved** : The tab displays student enrollments, which are approved by School session secretary
- Rejected** : The tab displays student enrollments, which are rejected by School session secretary

- Vendors can search the enrollments by different search options. Clicking on *Search* link results in screen below:



**Figure 35: Search screen**

- Click on *Enroll Student* link to enroll a student. The resulting screen is shown in Fig 30.

School Year : 2010 - 2011

---

**Site Information**

District : 14 Borough : Brooklyn DOE Unique Site ID :

Site Name :  Site Phone # :  Classroom # :

---

**Student Information**

Student Fund :  Child Care  Head Start  Private Funding  No Other Funding(UPK Only)

Admit Date :  UPK Session :  A.M  P.M  Full Day

Last Name :  First Name :  Middle Name :

Date of Birth :  Gender :  Male  Female

Place of Birth :

Country : USA State : -- Select -- City :

**Proof of Birth**

Birth Certificate No :  Passport No :

Immunization Records :  Yes  No Other document if any :

Ethnic Code : -- Select -- Home Language Code : -- Select -- Official Class Code :

**Proof of Address :**

Parent Affidavit Of Residency  Lease Agreement  Utility Bills  Letter From Govt Agency Confirming Address  Letter From Landlord

Save Submit Close

Figure 36: Registration form – part 1

- For a user to save an enrollment form *School Year*, *Last Name*, and *First Name* fields are mandatory.
- The user must enter a valid zip code that is associated with the Borough.
- The user needs to provide details for *City* and *State* fields if the country selected under Country drop down field menu is non-USA.
- *DOE Unique Site ID* field is the 4 character unique site id. It must have first letter as the borough letter following by three characters. If the user does not know the DOE Unique Site ID, they can contact the OECE operations staff.
- *Classroom #* field is for the vendor to identify their classrooms
- *Official Class Code* field is three digit number provided by the OECE Operations staff only and if not available, can be procured from the OECE staff.
- *Student Fund* field is mandatory, i.e., at least one of the checkboxes must be checked
- Click on *Submit* button to submit the Registration form.
- Click on *Save* button to save the Registration form.
- Click on *Print* button to print the Registration form.
- Click on *Add/View comments* button to add/view comments. A user will be able to add comments only for the *Rejected* enrollments.

**Parent / Guardian Information**

Relationship Code :

Last Name :  First Name :  Middle Name :

Street Address :  Apt Number :

City :  State : NY Zip Code :

Home Phone# :  Work Phone# :

**Preferred Language**

Written :  Emergency Contact Name :

Spoken :  Emergency Contact # :

**Other Pertinent Information**

Health Alert :  Yes  No IEP :  Yes  No

Health Insurance :  Private  Medicaid  Children Health Plus  None

Housing :

Doubled-up  Awaiting Foster Care Placement  Permanent Housing  Shelter  Hotel/Motel  Other Temporary Situation

Prepared By :  CBO  Designee

Enrolled By :

Figure 37: Registration form – part 2

## 5. Appendices

### 5.1. Appendix- Budget Summary

#	OTPS - FACILITY COSTS	TOTAL ESTIMATED COST	TOTAL COST ALLOCATED TO UPK	Site #: 1	Site #: 2
1	Facility Costs	\$2,488.00	\$244.00	\$122.00	\$122.00
2	Electric	\$101,655.99	\$100,221.99	\$222.00	\$99,999.99
3	Gas / Fuel	\$1,410.00	\$621.00	\$544.00	\$77.00
4	Telephone / Internet	\$656.00	\$152.00	\$76.00	\$76.00
5	Cost of Licences/Permits for UPK program	\$124.00	\$78.00	\$22.00	\$56.00
	<b>SUBTOTAL OTPS FACILITY COST</b>	<b>\$106,333.99</b>	<b>\$101,316.99</b>	<b>\$986.00</b>	<b>\$100,330.99</b>

Figure 38: Facility Costs summary screen

	OTPS - ADMINISTRATIVE COSTS				
6	Office Equipment and Furniture Purchases	\$57.00	\$24.00	\$12.00	\$12.00
7	Office Equipment and Furniture Rental	\$1,248.00	\$1,224.00	\$12.00	\$1,212.00
8	Office/Janitorial Supplies	\$38.00	\$14.00	\$12.00	\$2.00
9	Consultants(e.g bookkeeper, accountant, exterminator, security services)	\$360.00	\$336.00	\$123.00	\$213.00
10	Insurance	\$176.00	\$33.00	\$12.00	\$21.00
11	Advertising	\$268.00	\$34.00	\$12.00	\$22.00
12	Postage	\$57.00	\$33.00	\$12.00	\$21.00
13	Transportation Costs	\$68.00	\$34.00	\$12.00	\$22.00
14	Minor Maintenance and Repair of Equipment and Facilities (Less than \$2500 annually)	\$46.00	\$23.00	\$12.00	\$11.00
15	Family Involvement	\$2,688.00	\$244.00	\$222.00	\$22.00
	<b>SUBTOTAL OTPS ADMINISTRATIVE COSTS</b>	<b>\$5,006.00</b>	<b>\$1,999.00</b>	<b>\$441.00</b>	<b>\$1,558.00</b>

Figure 39: Administrative Costs summary screen

OTPS - INSTRUCTIONAL COSTS					
16	Equipment and Furniture Purchase	\$33.00	\$21.00	\$21.00	\$0.00
17	Instructional Materials and Classroom Supplies	\$322.00	\$222.00	\$222.00	\$0.00
18	Consultants	\$24.00	\$12.00	\$12.00	\$0.00
19	Instructional Field Trips		\$36.00	\$36.00	\$0.00
20	Meals		\$30,672.00	NO	NO
21	Snacks		\$1,759,824.00	NO	NO
<b>SUBTOTAL OTPS INSTRUCTIONAL COSTS</b>		<b>\$1,790,911.00</b>	<b>\$1,790,787.00</b>	<b>\$291.00</b>	<b>\$0.00</b>
OTPS - SECURITY CLEARANCE COSTS					
22	Security Clearance	\$832.00	\$789.00	\$789.00	\$0.00
<b>TOTAL OTPS</b>		<b>\$1,903,082.99</b>	<b>\$1,894,891.99</b>	<b>\$2,507.00</b>	<b>\$101,888.99</b>
23	Goods and Services Provided Through Private Funding		\$897.00	\$897.00	\$0.00
PS - STAFF SALARIES AND WAGES					
24	Administrative Staff	\$1,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00
25	Instructional Staff	\$912.00	\$9,122.00	\$12.00	\$9,110.00
26	Facility Staff	\$356.00	\$122,257.00	\$35.00	\$122,222.00
27	Per Diem Staff		\$258,488.00	\$16,928.00	\$241,560.00
28	Fringes		\$135,761.72	\$1.88	\$135,759.84
<b>TOTAL PS</b>		<b>\$396,517.72</b>	<b>\$1,525,628.72</b>	<b>\$16,976.88</b>	<b>\$1,508,651.84</b>

**Figure 40: Instructional Costs, Security Clearance Costs, and Ps-Staff Salaries and Wages costs summary screen**