



# Kansas Parents as Teachers

2016-17 Frequently Asked Question (FAQ)



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### GENERAL PROGRAM

**Q. In the APR, regarding the total number of families expected to receive at least one PAT personal visit, do we include ALL families or only families receiving TANF funds?**

A. Please include all families expected to receive PAT services using local and state funds included in the budget.

**Q. Will you send out updates on the FAQ's or do I just need to check it regularly? Will the FAQ's show up at the bottom of the KSDE page on PAT? (I don't see anything there yet.)**

A. Notification that the FAQ is posted on the KSDE website will be sent out via listserv.

**Q. Do we serve families being served with TANF funds as we have always served families (Ex. 1 risk criteria – monthly visits, 2 risk criteria – bi monthly visits)? Do I understand it correctly that if a family has one of the TANF risk criteria they receive one home visit a month and if they have 2 or more of the TANF risk criteria they have 2 visits per month – not going by the PAT high needs criteria, correct?**

A. You will continue to meet the PAT National Essential Requirements for minimum number of visits based on the PAT National list of High Needs Characteristics.

**Q. We can choose not to remain a PAT affiliate and not apply for the grant and receive state (TANF) money. PAT programs could just go the approved user direction and use local funds and provide services to families however they chose, correct?**

A. Yes. KSDE encourages districts/consortiums to continue their great work as Affiliates in partnership with the state. KSDE will work with districts throughout this transition year on program and funding issues to continue to provide families and children with the high quality services they expect from PAT.

**Q. Can families be enrolled in both Early Head Start and PAT since funding streams are different?**

A. No. Early Head Start is a more intensive program. If a PAT provider identifies a child that is already enrolled in Early Head Start, then the child should be served by Early Head Start.

**Q. Does a child need to exit at the third birthday or can they be kept and served (TANF reimbursed) until the "annual" eligibility period is up?**

A. The child should be exited in keeping with the local PAT Program's service delivery plan. For example, if a local PAT program has Parent Educators trained and using Foundational Curriculum 2 for 3 to 5 year olds and service delivery plan is prenatal to 5, the child may continue in PAT.



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## RISK CRITERIA AND DOCUMENTATION

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**Q. I noticed on the grant that the state funds are to be used to serve families with one or more of the listed risk criteria. Does this mean that we can no longer serve families that do not meet one of the risk criteria?**

A. Local funds may be used to provide services to families not meeting the “At Risk Criteria”.

**Q: Can a parent simply sign a form stating that a kid is eligible under one of the risk criteria?**

A: Yes, although this approach should be used judiciously. DCF stated that TANF rules will allow for a small percentage of families with risk criteria that are difficult to document to qualify under a parent statement of eligibility. In particular, circumstances where it is difficult or impossible to prove a negative are allowed. An example of such a circumstance would include, but not be limited to, a lack of a GED. As with all other forms of documentation, such a signature would need to be provided during an audit.

**Q. One of the risk factors (which is not currently in PATNC risk factors) includes “child at risk for developmental delay”. Is a delay only the “refer” in the ASQ or does at risk also include the “monitor” score? And does this count the child/family for that year and those visits prior to the screening or only those visits after the screening and until the following ‘annual’ screening. The same question would be regarding the failed vision or hearing, is it only until the concern is remediated?**

A. Eligibility determination is an administrative cost and not reimbursable using TANF funding. Once a child is determined eligible due to “At Risk for Developmental Delay”, direct services would be TANF reimbursable. Eligibility is determined annually. A child in the monitor and refer scoring areas of the ASQ 3 or ASQ:SE would be eligible for TANF. If, at the next annual screen, the child is no longer determined “At Risk for Developmental Delay”, local funds could be used to continue services.

**Q. Will a child have to be determined TANF eligible each year?**

A. Yes, TANF requires annual determinations of eligibility, which means that a child should be tested for eligibility at least once every 365 days, +/-45 days given for the eligibility determination window.

**Q. Will documentation be needed to substantiate at-risk criteria? If yes, what documentation for which criteria?**

A. At Risk criteria will need to be verified with documentation and kept for audit reviews. Districts have some flexibility in determining appropriate official documentation needed to verify criteria. If a program is allowing parent signature of risk criteria, additional documentation will potentially be needed if audited, depending on the nature of the criteria.

**Q: What are the HIPPA considerations for requiring a doctor’s note for a chronic health condition?**

A: A signed medical release would allow such information to be reported by the doctor. If the parent provides the documentation to the PAT program, a signed release would not be necessary.

**Q: Do PAT programs need to be collecting releases for information from parents to determine eligibility?**

A: A release would alleviate privacy issues and open the door for collecting good documentation. This is a best practice.



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**Q. Will KSDE be developing TANF eligibility forms using the at risk criteria? Will a state-wide eligibility form be available for use by local programs?**

A. KSDE will not be developing TANF eligibility forms or other statewide eligibility forms for use by local programs.

**Q. What kind of verification is needed for mental health or substance abuse? Can we take (parent) self-disclosure or is some sort of medical documentation required?**

A. Note on letterhead from a doctor or other appropriate professional.

**Q: Many families cannot afford medical copays for a doctor's visit to obtain a doctor's diagnosis. Can a picture of a medical prescription be sufficient for a medical diagnosis?**

A: No. For auditing purposes, a doctor's diagnosis is necessary.

**Q. We have a lot of hearing screenings where we attempt to screen them with OAE and at their particular age are untestable. Do we count the paper hearing screening at that point or do we provide TANF services based on the child being untestable?**

A. If a child's hearing screening is unable to be completed as you have noted with the OAE, there is no finding. The screening should be repeated at a future date. If the paper-based questions completed with the family indicate a possible hearing loss, documentation from a physician or other qualified provider of services can verify for purposes of TANF eligibility.

**Q. We are allowed to use "screening" data (hearing, vision, ASQ and ASQ-SE to determine child's at risk for developmental delay. However, you seem to be saying that we can't use a "parent screening" instruments such as Edinburgh for at-risk of post-partum? Is this correct?**

A. The difference is in the criteria. "At risk" is broader than having a mental health diagnosis. The criteria is Parent with mental illness: Parent has been **diagnosed** with a thought, mood, or behavior disorder (or some combination) associated with distress and/or impaired function including maternal or paternal depression. Documentation from a professional providing services for depression is appropriate.

**Q. What about UNCOPE for substance abuse and Abuse Assessment Screen (AAS) for domestic violence?**

A. Criteria: Substance abuse: Parent has used or is currently using substances despite negative social, interpersonal, legal, medical or other consequences. (PATNC recommends this as a risk factor if the substance abuse has occurred at any point during the enrolled child's lifetime, including prenatal.) In this case an actual diagnosis of substance abuse is not required. Use of a reliable and valid instrument such as the UNCOPE for substance abuse is adequate documentation. Documentation from a professional providing services to the parent for substance abuse is also appropriate.

Criteria: Domestic violence: Parent is involved in intimate partner violence. Like substance abuse, this is not a diagnosis. Use of a reliable and valid instrument such as the AAS is adequate as would be documentation from a professional providing services for domestic violence with the parent is also appropriate.

**Q. Will a chart be created to align the risk criteria with document? Particularly of interest would be those criteria that applies to all enrolled children (i.e., low income) vs those that would be applied per child (low birth weight)?**

A. Yes. Documentation suggestions provided in the FAQs can be incorporated into a single future document on the risk criteria.



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**Q. Thinking about the multiple "live births". Families has a child who is 24 months and gives birth to twins ----all children meet TANF eligibility?**

A. Yes.

**Q: Since PAT provides services to families, would an older sibling with a disability or chronic health condition qualify the family under TANF?**

A: No. Either parent or the child who is age eligible must have the disability or chronic health condition.

**Q. Local programs will continue to meet the PAT National Essential Requirements for minimum number of visits based on the PAT National list of High Needs Characteristics. Question: For example, if a family has twins and speaks Spanish, they would NOT receive 2 visits per month because these are not PAT National High Needs Characteristics. This would also be the case if we had twins that were both at risk for developmental delay. They would also NOT receive 2 visits per month. Am I understanding this correct?**

A. Yes.

**Q: Does Section 8 Housing qualify as low income?**

A: "Public housing" does qualify for TANF.

**Q: For teen parent eligibility, how can I prove the parent's age in the absence of a birth certificate?**

A: A driver's license or school enrollment document would be acceptable.

**Q. What documentation is required to verify income? These families will typically be too young to use our food service process. Will we need to collect income verification?**

A. Check stubs, employer letter, award letter i.e., social security, unemployment.

**Q. For the low income qualifying factor for a PAT family with TANF funding, I had understood that having the family fill out a Free & Reduced lunch application would suffice. I now need to clarify if we need to have further documentation to fulfill what the family reports on the Free and Reduced application or if just the application itself will suffice for the auditors.**

A. If the Free & Reduced form is pulled for an audit, documentation of the family income at the time the form was completed would be required to verify eligibility. Consider that audits typically occur subsequent to the determination of eligibility by one to two years. This practice could complicate the program's ability to retroactively obtain more specific documentation that the risk criteria was met at the time of determination.

**Q. When there is a consortium of districts providing a PAT program, do documents for every district need to be at the fiscal (grantee) site for purposes of the audit?**

A. No. The documents must be available for review if a family is chosen in the audit process for verification. This could mean that the documentation for only those families are brought to the fiscal site for review.

**Q. Why isn't "single parent" one of the criteria?**

A. Single Parent as a sole determination of risk does not meet TANF. In general, a single parent family at risk will likely meet another criteria such as low income or teen parent.



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**Q. Is medical documentation required for low birth weight?**

A. Examples of acceptable documentation include a hospital certificate, birth certificate or a statement from a doctor noting birth weight.

**Q. Is Post-Partum depression determined by a doctor, the Parent Educator, parent report or a screening such as the Edinburg?**

A. Note on letterhead from a doctor or other appropriate professional. The Edinburg is a screening instrument and is appropriate for referral for further evaluation but should not be used for diagnosis.

**Q. If we enroll a teen parent (19 years) or a mom with postpartum, they would probably not qualify the next year because the teen parent will be 20 and the mom would ideally gain support and not struggle with postpartum. So they would be in the program for a year or less, correct? How does this implement PAT with model fidelity?**

A. Eligibility for TANF is determined annually. The family could lose TANF eligibility in a subsequent year. Local funds could be used to extend services to the family.

**Q: When is a family's poverty level determined?**

A: Poverty can be determined one time annually, and is based on federal poverty guidelines that are adjusted in January. Poverty is determined by the current guidelines that are in effect at the time of the eligibility determination.

**Q: Can a disability pay stub serve as documentation for a parent with a disability or chronic health condition?**

A: Yes.

**Q. For the high risk criteria "at risk for developmental delay", how can we find these children if we are not a universal program that can offer screenings to all families?**

A. Local districts and partners have existing child find activities ongoing. Families can be referred to the PAT program. Non-TANF funds can be used for screening activities.

**Q. If a child has one or more siblings with diagnosed delays (autism, speech,) can the current child BE AT RISK?**

A. No. The child to be enrolled in the program will need to be identified as "at risk for developmental delay" using the ASQ 3, ASQ: SE, hearing or vision.

**Q. There was talk about grandfathering in PAT families that have no risk factors. How does that work? Will we need to exit them?**

A. Non-TANF funds may be used to continue services as determined locally. TANF funds cannot be used for families that are not eligible by meeting at least one risk criteria.

**Q. If a parent is deaf and communicates through American Sign Language, would they qualify under "English Learner" due to English not being the language primarily spoken in the home?**

A. No.



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**Q. What does "annually" mean? 365 days from the date of eligibility/enrollment? Or do we have the window as in FSS - 45 days prior to the date (of say a screening) through 45 days after the date (of say a screening)?**

A. Programs need to reassess risk criteria annually within 45 days prior to or 45 days after the previous year's assessment.

**Q. Recent immigrant is a category but what about recent immigrant or foreign born children (adoption)?**

A. Adoption is not in the risk criteria. Children who have court appointed legal guardians or are foster children are part of the risk criteria that would include immigrant or foreign born children in that circumstance.

**Q. Technically families in the Army Reserve or National Guard do not qualify for TANF funds because they do not meet the "Deployment" definition. Yet these families do not know when they could be activated. Must we exit them?**

A. Families not meeting risk criteria may be served with local funds. If a family is no longer enrolled in the program, they should be exited.

**Q. Will the required annual TANF qualifiers be based on the date that the child/family started with visits or the state fiscal program year for PAT?**

A. Currently enrolled families should be assessed at the start of the program year and annually thereafter to determine eligibility so you can track expenditures for direct services. Newly enrolled families would be assessed at the time of enrollment and annually thereafter based on the enrollment date plus or minus 45 days.

**Q. Does one qualifier for TANF qualify the whole family for PAT services for every child under 3? We do not have to qualify each child correct?**

A. Yes.

**Q: Can DCF provide a list of families that do qualify for some of these criteria so the PAT programs don't have to duplicate the verification process?**

A: DCF cannot provide a list of families that qualify for PAT under TANF criteria. However, families may independently provide DCF documentation to the PAT program that can serve as evidence of eligibility.



# Kansas Parents as Teachers

## 2016-17 Frequently Asked Question (FAQ)



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### DATA COLLECTION

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**Q. Will Foundations for School Success be scaled down (fewer data points) as time will be now be needed to comply with the new data requirements with the Children's Cabinet/TANF?**

A. There is no required data collection for 2016-17 because the work for data entry is not a TANF reimbursable expense. While PAT programs have a reprieve from the data entry for 2016-17, we anticipate that once the questions regarding TANF funding have subsided and future funding is clarified, we will collect data again for the 2017-18 year. If you can find a way to continue providing the data in FSS, it would support evidence of PAT's effectiveness, both annually and in the long-term. KSDE values your time and commitment in providing the data in FSS each year.

**Q. If DAISY data collection entry is required, is this administrative time payable under the TANF funding?**

A. Data entry for **program evaluation** (i.e. DAISY or FSS) is not part of direct services and not TANF reimbursable.

However, staff time for **child and family assessment** for the purpose of providing individualized services and data entry into the PAT program's family/child data system such as Visit Tracker or Penelope for TANF eligible children is part of direct service and TANF reimbursable.

There is no required data collection for 2016-17 because the work for data entry is not a TANF reimbursable expense. While PAT programs have a reprieve from the data entry for 2016-17, we anticipate that once the questions regarding TANF funding have subsided and future funding is clarified, we will collect data again for the 2017-18 year. If you can find a way to continue providing the data in FSS, it would support evidence of PAT's effectiveness, both annually and in the long-term. KSDE values your time and commitment in providing the data in FSS each year.

**Q. As an ECBG recipient, does this mean that my program will now collect common measures for the Children's Cabinet of 100% of my program and enter them into DAISEY?**

A. The Kansas Children's Cabinet staff will work with local program providers to enter required data into the Data Application and Integration Solution for Early Years (DAISEY) for ECBG PAT families.

**Q. Will families be able to opt out of the informed consent if they are receiving TANF funded services? For instance, families can currently decline to participate in the FSS collection and still receive services. Will they be able to if we are required to provide documentation to TANF?**

A. Informed consent only applies to a family's consent to share their data with KSDE via the FSS web application. If a family does not give consent, no data is entered. This is separate for the documentation needed to verify risk criteria for TANF funds. If a family does not provide the information to the local program, the program won't be able to verify eligibility for TANF and would need to use non-TANF funding if the program chooses to provide services to the family. Documentation for risk criteria will stay on file at the district.

**Q. Will we need to exit all of the families from FSS if they do not qualify any longer for PAT?**

A. Families no longer enrolled and receiving services in PAT will need to be exited from FSS. Local programs can use local funds to extend services to families with no risk factors.



# Kansas Parents as Teachers

2016-17 Frequently Asked Question (FAQ)



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## FUNDING SPECIFIC

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### Payment to Districts/Budgeting

**Q. How will TANF funds be paid to districts? Is this money ‘drawn down’ or paid at particular intervals? What will the reporting process entail? How will programs be paid TANF dollars? Will we bill the state for those families who have a risk factor?**

A. Districts will submit quarterly reports to KSDE for the reimbursable actual allowable expenditures. KSDE will then disburse payments to the districts based on approved expenditure reports.

**Q. How can we calculate amount per family? Or per child? What amount of TANF dollars are to be expected per child? Per family? Is there a ‘set amount’ that we can use to calculate for our budgets? If not, how can we determine a rate to set our budget? Is there any guidance on how to calculate the number of families that can be served based on cost per child?**

A. TANF funding is not determined as a set amount per child or family but as a funding source to reimburse districts for direct services provided to TANF eligible families/children. Direct services such as Parent Educator time, including travel to and from the home, to provide personal visits, individual child and family screening and assessments, data entry and documentation of direct services, family/child visit planning, percentage of group connections planning/implementation (see direct service FAQ section), time spent with the family discussing referral to resources and follow up. The Affiliate Plan in the Appendix for new applicants has a lot of information that will help a new applicant think about expenditures to complete their budget.

**Q: How quickly are reimbursements processed?**

A: Programs submit reimbursement requests to KSDE on a quarterly basis. Quarterly submission dates are posted on the website under the reimbursement schedule link at the bottom of the PAT page. KSDE will request reimbursements from DCF for TANF-related PAT expenditures with an approximate two- week processing timeframe.

**Q. Our program has had multiple funding sources for years, so tracking which families are served with which funds is easy for me. I can do that in visit tracker. I’m not as comfortable with tracking separate funding for program costs that are not identifiable by family. Any tips on that would be very helpful!**

A. Your local school district tracks federal funding for other programs such as Special Education and Title programs and can help you set up a system for Parents as Teachers.

**Q. Will our district need to run separate budgets for TANF funds? Do we have separate funds to serve families (TANF for those with risk criteria, local for those with no risk factors)? Will mileage for TANF need to be kept separate from mileage for non-TANF families?**

A. Funds should be tracked separately. This is similar to the tracking of other federal funds received by the district. There does not need to be a separate budget, but there should be separate funding codes.

**Q. If we fund families that do not qualify under TANF funding out of other local dollars (local match, endowment, other grants) do all supply budgets need to be tracked separately?**

A. Funds should be tracked separately. This is similar to the tracking of other federal funds received by the district. There does not need to be a separate budget, but there should be separate funding codes.



# Kansas Parents as Teachers

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**Q. On budget pages, should only direct services be indicated on the state side of the budget and all other be on the district match? Are the administration costs to be taken out of the local match?**

A. Yes. The state funds can only be used for direct services to families/children identified as eligible for TANF.

**Q. What exactly constitutes direct service? Can the school take indirect costs from the KSDE TANF funds? Is it best to show a matching cash amount per each column on the budget?**

A. Direct costs of providing Parents as Teachers services, such as the Parent Educator/Coordinator salaries and fringe benefits and all non-personnel costs **for direct services to TANF eligible families**, such as personal visits, group connections, communications, supplies, equipment, travel, and postage when the activities are not related to eligibility determination are TANF reimbursable.

“TANF administration” includes the costs of staff performing administrative and coordination functions as well as their non-salary costs, such as supplies, equipment, travel, postage, utilities, and rental of office space and maintenance of office space. It includes budget preparation, program monitoring, procurement, accounting, payroll, audits, other in-direct costs, etc. In addition, eligibility determination is categorized as TANF administration. These costs would be covered with non-TANF funds and noted on the budget accordingly.

**Q. Is travel billable?**

A. Travel necessary to provide direct services is reimbursable. If travel includes visits to both TANF eligible and non-TANF eligible families, the reimbursement request should be adjusted accordingly.

**Q. When completing the budget page do you want to see the ‘over match’ by the district? Or only the .65 on the amount of TANF dollars we anticipate claiming?**

A. As in past years, please include all funding. This helps us determine the true cost of providing services to the total number of families in the PAT Affiliate program.

**Q. If we will be recruiting families with risk factors, it will be impossible to determine how many new families we will enroll next year. What if we recruit and enroll families, but the grant money we ask for now is not enough to cover the cost of serving them.**

A. As in the past, local PAT programs working collaboratively with their district fiscal staff will need to monitor expenditures closely throughout the year. KSDE will assist in every way possible to ensure state funds are spent. Funds may be redistributed as available.

**Q: If an audit identifies TANF funds being spent on non-eligible families, how is the amount that must be reimbursed determined?**

A: The amount to be reimbursed would be calculated by determining the actual amount of staff time and travel, supplies, etc. associated with services to the non-eligible family equal to the amount paid to the district or consortium.



# Kansas Parents as Teachers

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**Q. As a one-person program, do I just guesstimate what percentage of activities that I do fall under the state or the local side based on the July 1st makeup of families? How do we determine how much money we will be getting from the state for each family that has at least 1 risk criteria? Do we include only those currently active families who will be continuing PAT services in 2016-17 with 1 or more risk factor in the number of families we will be serving. Can we count those on the waiting list that we will be serving who have at least one risk factor that we will be enrolling soon?**

A. Consider what percentage of currently enrolled families/children will be eligible for TANF using the risk criteria. Consider recruitment of new families targeting families meeting at risk criteria. Consider time and related expenses including travel for direct service delivery to TANF eligible families. This should provide some basic information to determine State expenditures to aid in completing an estimated budget. Administrative costs will need to be paid using local funds. Consider local match and the max state amount that will match to complete the budget. As is our current practice, KSDE will work with districts throughout the year if initial state fund or are later determined to be too high or too low to make adjustments as needed to ensure all state funds are expended.

**Q. If you don't serve the number of families stated in your grant, will you need to return some of the state money?**

A. KSDE expects that the number of families is your best estimate based on what we know at this time and will work with local programs throughout the year so that state funds are appropriately expended.

**Q. Can we pay for our online ASQ and ASQSE subscription with TANF dollars? It's the way we do the screening. And we would be required to have it to serve the families.**

A. The online ASQ and ASQ:SE subscription is part of direct service screening for individual children determined TANF eligible to provide appropriate family/child personal visits. A portion of the subscription based on the percentage of TANF eligible families to total families served in the program could be considered a direct service provision as the screening is a direct service and not for program evaluation. However, note that the subscription for online ASQ and ASQ:SE is not required by either PAT National standards nor KSDE but like Visit Tracker or Penelope, is a local program decision.

**Q. Are we to include these (ECBG) children in the grant proposal to KSDE? Are we able to also bill those qualifying families under TANF?**

A. Include the total number of families that are estimated to be served with the total budget included in the KSDE grant. Do not include the families served with funding sources not in the grant budget such as the Early Childhood Block Grant (ECBG) or the Maternal and Infant Early Childhood Home Visiting (MIECHV) funds. Families served under another grant program would be paid using funds received from that funding source.

**Q. I am trying to complete our budget and I am wondering how reimbursement will be done - by a submitted cost from the program, based on number of visits, percent at group connections, etc.**

A. TANF funding is not determined as a set amount per child or family but as a funding source to reimburse districts for **actual costs of direct services** provided to TANF eligible families/children. Direct services such as Parent Educator time, including travel to and from the home, to provide personal visits, individual child and family screening and assessments, data entry and documentation of direct services, family/child visit planning, percentage of group connections planning/implementation (see direct service FAQ section), time spent with the family discussing referral to resources and follow up.



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**Q: Is time spent in preparation for a visit to a TANF-eligible family reimbursable?**

**A: Preparation time is a direct service and is TANF-reimbursable.**

**Q. If our staff only serves TANF families, can TANF funds pay for space renting, custodial help or computer support?**

A. No. These are administrative costs not reimbursable with TANF funding.

**Q. I have a contractual arrangement with a medical facility that only works with low income families. Our contract provides funds both directions to increase our additional local funds. They provide screenings for our TANF children and also medical information about things like shot records. Will we be able to keep these contracts and bill KSDE for the matching funds?**

A. The program may keep the contracts, but not pay with TANF.

**Q. When it comes to supplies, newsletter, copies and postage, if it is used with only TANF children, can I bill it?**

A. Yes but costs for shared items to serve non TANF families must be prorated accordingly.

**Q. Will TANF pay for Certified Parent Educators benefits? If they are serving all TANF eligible families? What about monthly employee benefits such as board paid health insurance? I plan to account for monthly hours for payroll separately (TANF hours vs. Non-TANF hours). Will I need to split out the monthly amount paid towards health insurance fringe based on the percentage of that TANF vs Non-TANF time?**

A. Yes, as a portion of the time spent serving TANF eligible families vs. non-eligible families. If they are serving all TANF eligible families in direct services only, then all pay and benefits would be reimbursable. Salaries and benefits need to be based on TANF vs Non-TANF time for staff serving both.

**Q: PAT programs want it clearly articulated to auditors that the list of possible documentation is very limited at this point, and that many more documentation possibilities exist. Will the auditors recognize this?**

A: KSDE program staff will ensure that the auditors recognize that other documentation possibilities are acceptable. If you are uncertain about a specific source for documentation, please contact KSDE to determine its acceptability.

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## STAFFING

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**Q. Can TANF money be used to pay for the PAT program coordinator salary? What verification will I need to provide for my time if only part of the coordinator time is spent providing direct services to families?**

A. If the PAT Coordinator does not provide direct services to families, the salary is considered part of the Administrative Cost and TANF funds cannot be used. If the PAT Coordinator provides direct services to families as a portion of their PAT work, time spent should be tracked using a personnel activity report, similar to what is done for all other federal funds within the district.

**Q. If a PAT program has one person acting in the role of administrator, coordinator and educator, can the salary come from 100% TANF funds?**

A. No. Administrative costs are not TANF reimbursable. Direct services are reimbursable proportional to the TANF vs. non-TANF families serviced.



# Kansas Parents as Teachers

## 2016-17 Frequently Asked Question (FAQ)



**Q: How can I determine administrative staff positions versus direct service staff positions?**

A: The title of a staff person is not relevant for reimbursement purposes. TANF reimbursements are determined by the tasks being completed by a position. The portion of any position that provided direct services is reimbursable. The portion performing administrative functions is not, regardless of position title.

**Q: Is staff training or staff development a TANF eligible expense?**

A: Training for staff that is related to providing direct services as a Parent Educator is an eligible expense and pro-rated based on staff time serving TANF vs. Non-TANF eligible families. Staff training includes the Foundational Curriculum and Model Implementation training required to provide direct services to families and annual re-certification, again, pro-rated based on staff time serving TANF vs. Non-TANF eligible families. The PAT Core Competencies for Parent Educators can be used to determine appropriate staff training/development for parent educators serving families. Clearly staff training/development must be related to developing skills and knowledge needed to support direct service delivery.

**Q: If a PAT program hosts a group event where multiple PAT staff are present, can some be paid entirely with TANF funds and the others not?**

A: No, all staff salaries and wages must be prorated according to the percentage of TANF-eligible families participating in the event.

**Q: Can the salary of an administrator that runs PAT be reimbursed by TANF?**

A: The title of a staff person is not relevant for reimbursement purposes. TANF reimbursements are determined by the tasks being completed by a position. The portion of any position that provided direct services is reimbursable. The portion performing administrative functions is not, regardless of position title.

**Q: Can staff leave time be paid out of TANF funds?**

A: Yes. Staff providing direct services may receive leave time reimbursements through TANF, as a percentage of the salary that is eligible for TANF reimbursement.

**Q. Reflective supervision is required for quality - does that count as direct service?**

A. Supervision in general terms occurs between a supervisor and employee, and is not a direct service with a family. However, if reflective supervision involves case management directly benefitting the family, then the portion of the supervision that the supervisor and home visitor spend on creating a strategy to serve a TANF-eligible family is reimbursable.

**Q. Will the PAT affiliate fee be considered direct service?**

A. Yes. The PAT Affiliate fee is for direct services and is reimbursable at an amount prorated for the portion of the fee that benefits TANF-eligible families.

**Q. Can TANF funds be used for staff meetings?**

A. Staff meetings are not direct services to families and are not TANF reimbursable.

**Q. Can a parent educator see both TANF families and 'district' families?**

A. Yes. Time spent with the different cost objectives should be tracked using a personnel activity report, similar to what is done for all other federal funds within the district.



# Kansas Parents as Teachers

2016-17 Frequently Asked Question (FAQ)



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## SERVICES

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**Q. If both TANF and non-TANF families attend an event, must the percentages be calculated for staff time?**

A. Yes, if TANF reimbursement is to be requested. If paid out of non-TANF funds, then no breakout would be required.

**Q. Can TANF money be used to fund group connection expenditures for the entire program? We have always had our group events open to all in the community, regardless of whether or not they participate in personal visits presently or in the past.**

A. If TANF reimbursement is requested, percentage of TANF families attending need to be determined. The remainder of the cost would be from non-TANF funding. All families currently enrolled in PAT at the time of the event need to sign in on a log to allow determination of a percentage that would be TANF reimbursable.

**Q: If a program hosts an event where TANF-eligible and non TANF-eligible families are in attendance, how is that recorded?**

A: Keep a record, such as a sign-in sheet that allows for the calculation of the number of TANF families that attended the event and request TANF reimbursement accordingly.

**Q. Are the program components/requirements of recruitment, reflective supervision, group connections, collaboration, etc. part of direct service as they are required by PATNC Affiliation?**

A. Recruitment and administrative-level collaboration are not direct services and are not TANF reimbursable. Reflective supervision that directly benefits a TANF-eligible family is reimbursable. Group connections are direct services and are reimbursable, but the percentage of TANF families attending the group would need to be determined for prorated reimbursement.

**Q. Will TANF only pay for the PATNC required services (monthly group connections for example) or can services be increased (such as increasing group connections to 24 per year) and still be covered by TANF, if TANF families attend?**

A. The PAT National Essential Requirement requires programs to offer at least 12 monthly group connections each year. Local program may choose to offer families more opportunities to access group connections. If TANF reimbursement is requested for group connections and a mix of TANF eligible and non-TANF eligible families attend, a percentage of TANF families attending each group connection needs to be determined. TANF is a reimbursable source for actual allowable expenditures for direct services to TANF eligible families. The remainder of the cost would be from non-TANF funding.

**Q. Can TANF funds be used to pay for interpreter services for non-English speaking families?**

A. Yes

**Q. Is planning time and time for being at a group event/playgroup reimbursable from TANF dollars even if no TANF eligible families attend? Our hopes would be that TANF eligible families would attend, but often times we do not know who will be in attendance until after planning has been done and supplies have been purchased.**

A. Yes, if you have a reasonable expectation that TANF-eligible families would attend. A best practice is to document through an R.S.V.P. process who you expect to be in attendance prior to the event.



# Kansas Parents as Teachers

## 2016-17 Frequently Asked Question (FAQ)



**Q. Do I determine the cost of making a home visit to a qualifying family by what my actual hourly wage + benefits are X, the number of hours it take me to plan, travel, visit the family and document when visit is completed? If this is so, then will or has someone already determining how much time to plan and document will be approved. For families with 2 or more children, the model supports a 90- minute visit- this whole visit is billable to TANF if they are a TANF qualified family, correct? I plan to bill 3 hours per visit per TANF family. Will I be reimbursed for 3 hours? This includes plan, drive, delivery of service, and write up.**

A. TANF funds are reimbursement to the district for direct service for actual expenditures. Programs will need to develop a system to track actual time spent providing direct services to determine and document the expenses for each family eligible for TANF funds. There is no predetermined set amount of time that is “approved” for service delivery billable to TANF. Note that determining eligibility is not a direct service and would be tracked as an administrative cost.

**Q. Will we be able to bill for TANF reimbursement, if we scheduled, plan, drive and show up to a house and the family is not there?**

A. Yes.

**Q. If all of the group connections are with TANF children only and I have three educators there, can I bill for all three educators?**

A. Yes. The program should document the staffing need based on the activity(ies) and number of families/children attending.

**Q. Due to the difficulty in reaching TANF families that our program visits, we have discussed getting cell phones. Some families have phones that they are only able to text on due to running out of minutes. If we used these phones only for contacting our TANF families, would that expense be reimbursable as it is part of providing direct services to them?**

A. Work cell phones for home visitors are an appropriate PAT expenses and a best practice to ensure staff are safe and have a way to call for help during a visit if needed. The phones are a communication tool with families to answer their parenting/child development questions between visits, used a reminder of upcoming visits and group connections. If used to enhance direct service to families as noted, the phones could be reimbursed as a tool for supporting direct service. Documentation must be kept such as a phone log or prorate monthly cost based on number of TANF eligible/non-eligible families served.



# Kansas Parents as Teachers

2016-17 Frequently Asked Question (FAQ)



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## NON-TANF FUNDS

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**Q. If local match money can be used at local discretion; can we fund personal visit services to families that do not qualify under TANF funding in order to maintain universal access in our community?**

A. Yes

**Q. Regarding services to currently enrolled families who have no risk factors, can we continue serving them, but less often? Could we possibly charge families for visits who have no risk factors but want to continue visits since we may not have enough funds to serve them as they have been on a monthly basis?**

A. Local districts may use Non-TANF to provide PAT services to families not eligible for TANF. As an affiliate of the PAT National model, programs should continue to provide services meeting the Essential Requirements. Charging fees is a local decision.

**Q. If we decide to use local funds to serve families, how does KSDE recommend we calculate amount per family or child for services?**

A. The KSDE PAT grant is not paid out on a per family or per child basis. The grant application provides formulas to determine your local match to meet the requirement for the \$0.65 for each state \$1.00. Additionally, a PAT program in budgeting the local dollars could look at total expenditures from 2014-15 and divide by the total number of families (or children) served by the program to get an average cost per family (or child). Deduct estimated administrative costs for service TANF eligible children from the total local funds available. The remainder of the non-TANF funds could be divided by estimate cost per family (or child) specific to the program to get an estimate of the number of families that could be served with non-TANF funds. This is only an estimate. KSDE will work with districts throughout the year to allow flexibility in budget and number of families served in this transition year.

**Q. Do local school districts match TANF funds since they are federal dollars?**

A. As in the past years, the legislature has required that local districts match \$0.65 for each state \$1.00. Local programs can use grant funds in the local match as long as the funder agrees. Districts may over-match (i.e. provide \$0.70 for each state \$1.00) TANF funds if desired.