

Kansas Preschool Pilot

Additional Administrative Costs Guidance



In order to meet the requirements of each funding source supporting the Kansas Preschool Pilot, 2019-2020 grant awards consist of both Temporary Assistance for Needy Families (TANF) and Children's Initiatives Fund (CIF) funding. Each grant award letter includes the total grant amount, as well as how it is divided between funding sources.

TANF funds are provided on a reimbursement basis. Programs must submit quarterly reimbursement requests to KSDE to receive funding. Priority is given to programs that utilize the Kansas Preschool Pilot to serve a high proportion of students who meet at-risk criteria as defined in the requirements section.

Funding may not be used to reimburse administrative costs as defined here:

The term "administrative costs" means costs necessary for the proper administration of the TANF program or separate State programs.

(1) It excludes direct costs of providing program services.

(i) For example, it excludes costs of providing diversion benefits and services, providing program information to clients, screening and assessments, development of employability plans, work activities, post-employment services, work supports, and case management. It also excludes costs for contracts devoted entirely to such activities.

(ii) It excludes the salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing the services, such as the costs for supplies, equipment, travel, postage, utilities, rental of office space and maintenance of office space.

(2) It includes costs for general administration and coordination of these programs, including contract costs and all indirect (or overhead) costs. Examples of administrative costs include:

(i) Salaries and benefits of staff performing administrative and coordination functions;

(ii) Activities related to eligibility determinations;

(iii) Preparation of program plans, budgets, and schedules;

(iv) Monitoring of programs and projects;

(v) Fraud and abuse units;

(vi) Procurement activities;

(vii) Public relations;

(viii) Services related to accounting, litigation, audits, management of property, payroll, and personnel;

(ix) Costs for the goods and services required for administration of the program such as the costs for supplies, equipment, travel, postage, utilities, and rental of office space and maintenance of office space, provided that such costs are not excluded as a direct administrative cost for providing program services under paragraph (b)(1) of this section;

(x) Travel costs incurred for official business and not excluded as a direct administrative cost for providing program services under paragraph (b)(1) of this section;

(xi) Management information systems not related to the tracking and monitoring of TANF requirements (e.g., for a personnel and payroll system for State staff); and (xii) Preparing reports and other documents.

Administrative costs include:

Salaries and benefits of staff performing administrative and coordination functions

- secretaries
- building principals
- superintendents
- staff related to fiscal processes
- IT staff

Activities related to eligibility determination

Preparation of program plans, budgets, and schedules

- Creation of Program manuals
- Creation of budget and staff schedules

Monitoring of programs and projects

- Monitoring of program outcomes, guidelines, and processes

Services related to accounting, litigation, audits, management of property, payroll, and personnel

- HR, fiscal, audits

Administrative costs do not include:

Costs of providing program services

- Classroom supplies
- curriculum
- meals for children in the program

Costs for providing benefits and services

Costs for providing program information to clients

- Curriculum
- family engagement materials
- parent resources

Screening and assessments

- fees
- tools
- supplies

Case management

Salaries and benefits costs for staff providing program services

- Teachers
- paras
- teacher assistants

Supplies

- Paper
- glue
- markers

Equipment

- Classroom furniture
- Smart Board
- Computers, Tablets

Travel

- Transportation
- Teacher, para, assistant teacher, training travel

Administrative costs do not include (cont.):

Postage

- Newsletters
- parent communication

Utilities

- for the physical location that the program is functioning in and proportional to the amount of time/space used by the program-Water, electricity, gas

Rental

- of the classroom space if the space is actually being rented

Maintenance

- of the classroom/building for the physical location that the program is functioning in and proportional to the amount of time/space used by the program

For more information, contact:



Natalie McClane, Education Program Consultant
nmcclane@ksde.org
785-296-5081

Early Childhood
Kansas State Department of Education
900 S.W. Jackson Street, Suite type Suite # here
www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson Street, Suite 102, Topeka, KS 66612, (785) 296-3204