

## Monitoring Timeline

### NC Pre-K Program Contracting Agency State Fiscal Year 2017-18

When	What	Who
By November 15 <sup>th</sup>	Local NC Pre-K sites complete all items related to the <b>NC Pre-K Site Monitoring Tool</b> , including action plans and timelines, as applicable and submit the original <b>Site Monitoring Tool</b> to the local Contract Administrator by November 15 <sup>th</sup> . A copy of the <b>Site Monitoring Tool</b> should be maintained on file at the NC Pre-K site for <b>DCDEE NC Pre-K Program Policy Consultants</b> to review as needed.  (New sites and/or classrooms started after October 1 <sup>st</sup> , should complete a <b>Site Monitoring Tool</b> and submit within 90 days of the first attendance day.)	<b>Site Administrator</b> (or designee) (site director or public school principal)  *All child developmental screenings not completed by October 31 <sup>st</sup> , should be noted in the action plan.
November 15 <sup>th</sup> through January 31 <sup>st</sup>	Contractors make on-site visits to all local NC Pre-K Program sites/classrooms. The <b>Site Monitoring Tool</b> should be discussed and validated by the local Contractor during these visits. Schedule follow-up visits as needed.  Contractors should complete all items related to the <b>NC Pre-K Contractor Policy Monitoring Tool</b> , including action plans and timelines, as applicable by January 31 <sup>st</sup> .	<b>Local Contract Administrator</b> (or designee)
By January 15 <sup>th</sup>	Contractors complete the electronic survey for the <b>NC Pre-K Fiscal Monitoring Worksheet</b> to include explanations for compliance and Contract Administrator's signature and submit to DCDEE by January 15 <sup>th</sup> .	<b>Local Contract Administrator</b> (or designee)
By February 15 <sup>th</sup>	Contractors complete the electronic survey for the <b>NC Pre-K Contractor Policy Monitoring Tool</b> to include explanations for compliance and Contract Administrator's signature and submit to DCDEE by February 15 <sup>th</sup> .	<b>Local Contract Administrator</b> (or designee)
February through April	The <b>Fiscal Monitoring Worksheet</b> and supporting documentation will be reviewed by the <b>DCDEE Administration Section Staff</b> . Selected contracting agencies will be contacted to conduct desk audits or on-site visits between February and April.	<b>DCDEE Administration Section Staff</b>
February through April	The <b>Contractor Policy Monitoring Tool</b> and supporting documentation will be reviewed by the <b>DCDEE NC Pre-K Program Policy Consultants</b> . Guidance/technical assistance will be provided as needed through on-site visits/calls between <b>February and April</b> .	<b>DCDEE NC Pre-K Program Policy Consultants</b>
By May 31 <sup>st</sup>	<b>DCDEE Administration Section Staff</b> will send out formal close-out letters by May 31 <sup>st</sup> to contracting agencies that were selected for monitoring through desk audits or on-site visits. The formal letter will provide details of the monitoring visit, including any findings that may require corrective action.	<b>DCDEE Personnel</b> (Administration Section Staff and NC Pre-K Program Policy Consultants)

**NOTE: DCDEE Child Care Consultants** conduct annual compliance visits to NC Pre-K Programs using the **NC Child Care Rules**, including **Rule .3000-NC Pre-Kindergarten Services**. These visits may occur at any time during the program year.