Preschool for All/Preschool for All Expansion
Administrator/Supervisor Checklist

This list of resources and reminders provides Preschool for All (PFA) and Preschool for All Expansion (PFAE) grantees key information to support programming. Your ISBE consultant and technical assistance provider (Early Childhood Professional Learning) also are important sources of information.

Review:
- ○ Preschool for All and/or Preschool for All Expansion NOFO/RFP proposal in full.
- ○ Current PFA/PFAE grant application in IWAS in full.
- ○ PFA-PFAE Preschool for All/Preschool Expansion Compliance Checklist and ensure all items are in place.
- ○ PFA/PFAE Implementation Manual in full.

Important Submission Dates:
- ○ Original grant application in IWAS is due July 1, or as indicated in application release email.
  - ○ Final grant amendments are due 30 days before project end date.
- ○ Upload quarterly expenditure reports to ISBE in IWAS.
  - ○ Project start date through Sept. 30 – due Oct. 20
  - ○ Project start date through Dec. 31 – due Jan. 20
  - ○ Project start date through March 31 – due April 20
  - ○ Project start date through June 30 – due July 20
  - ○ If your grant was approved more than 30 days after your project start date, you will have an additional required expenditure report.
- ○ Submit initial Continuous Quality Improvement Plan (CQIP) to ecpip@isbe.net during a monitoring year 30 days after monitoring results are received.
- ○ Submit CQIP updates to ecpipupdate@isbe.net on non-monitoring years by May 30.
- ○ Upload data elements for the Student Information System (SIS) in IWAS. Enrollment due date is based on the SIS Fall Enrollment Date.
- ○ Submit the Grant Periodic Performance Reports in IWAS, as applicable.
  - ○ Visit the Grant Periodic Reporting webpage to download the applicable form, complete it, and then upload it in the IWAS Grant Periodic Reporting System. Remember to save the template prior to uploading and do not use any special characters, such as !@#^%/$?, etc.
  - ○ The report covers July 1 – June 30. The report opens on June 30 and is due on July 30.

Contact Information:
- ● Early Childhood Department -- 217-524-4835
- ● Expenditure Report Questions -- 217-782-5256 (Have your RCDT code and program number ready when you call.)

Additional Resources
ISBE Fiscal Policy Manual
Electronic Expenditure Reporting System User Guide
FRIS Inquiry