



NC PRE-K PROGRAM SITE SELECTION FREQUENTLY ASKED QUESTIONS (FAQS)



TOPIC	QUESTION	ANSWER
<p style="text-align: center;">NON- CONFLICTED SUB-COMMITTEE MEMBERS</p>	<p>What is the required number of members for the Site Selection Sub-Committee?</p>	<p>The local NC Pre-K Committee must appoint and approve by vote at least 3 non-conflicted Site Selection Sub-Committee members. The Site Selection Sub-Committee may include non-conflicted local NC Pre-K Committee members and/or community members who are non-conflicted. The Site Selection Sub-Committee may also include representatives from the local business community, Health Department, Child Care Resource & Referral Agency, County Department of Social Services, 2- and 4-year colleges/universities and/or other community volunteers.</p>
	<p>All committee members have already signed a conflict of interest statement, why are the Site Selection Sub-Committee members required to sign another?</p>	<p>The Conflict of Interest statement for Site Selection is different from the Conflict of Interest statement signed by the full local NC Pre-K Committee. The Site Selection Sub-Committee may include members who are not full committee members. A template for the Conflict of Interest statement for the Site Selection Sub-Committee members is in the Appendices section of the NC Pre-K Program Requirements and Guidance manual.</p>
	<p>How do we determine if an individual would be conflicted and could not serve as a Site Selection Sub-Committee member?</p>	<p>Individuals who may benefit directly or indirectly from decisions made by the NC Pre-K Committee for the Site Selection process may not serve as a Sub-Committee member. This would include individuals with any employment, contractual or professional interest in any business, firm or corporation that may attempt to secure funding or a contract from the NC Pre-K Committee or ANY employee of a public school system, Head Start program, or private child care center that receives or is applying to receive NC Pre-K funding regardless of that individual's level of involvement with the NC Pre-K program.</p>
	<p>Can Site Selection Sub-Committee members be assigned to score the rubric for specific application(s) or must each Site Selection Sub-Committee member score a rubric for each application?</p>	<p>There must be one completed rubric for each site application. It is not necessary for each Sub-committee member to score each individual site application however each site application must be scored by more than one Sub-committee member.</p>

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	Does the Site Selection Sub-Committee have to meet in person and is there a requirement to the number of times the Committee must meet?	The Site Selection Sub-Committee members will need to meet at least once, either in person or virtually, to determine a Chair for the Committee and to score the site applications. The Site Selection Sub-Committee may need to meet more than once as determined at the local level based on the needs of site selection process for the county/region.
	Should all Site Selection Sub-committee members score the rubric at the same time?	No, but the Site Selection Sub-Committee must meet as a group to review rubric scores and come to final consensus.

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DOCUMENTS	Where are the Site Selection documents and forms located?	All current Site Selection documents and forms are located on the NC Pre-K North Carolina Prekindergarten Program - North Carolina Pre-Kindergarten (NC Pre-K) (ncdhhs.gov) under the Site Selection tab.
	Are the Site Selection forms PDF fillable?	Some Site Selection forms are PDF fillable. Electronic and handwritten documents are also acceptable.
	Can we use forms we created specifically for our county?	NC Pre-K Contracting Agencies must use the site application, scoring rubric and decision tree created by the NC Pre-K State Office. However, county/region specific forms that are related to the locally determined indicators can be created for the site selection process.
	Is an unsigned application acceptable?	No, a signature is required acknowledging the applicant has read the assurances and requirements and agrees to follow the requirements as required by NC Child Care Rule .3000. A signature is also required attesting to the accuracy of the information submitted.
	Can an applicant sign the application once it's been submitted and it's past the deadline?	At the discretion of the local NC Pre-K Contracting Agency, missing signatures and documentation can be requested or obtained during the screening process for the site applications. Contracting Agency staff will need to obtain missing signatures and documentation before forwarding the site applications to the Site Selection Sub-Committee for the scoring process. No additional documents can be accepted once the scoring process has been started by the Site Selection Sub-Committee.

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	Can an owner of multiple sites complete one application?	No, a complete site application must be submitted for each potential site/location.
	Can an applicant submit teacher credentials after the application deadline?	It is a local decision for the NC Pre-K Contracting Agency to accept teacher credentials after the deadline; however, the practice must be applied equally to all applicants. No additional documents can be accepted once the scoring process has been started by the Site Selection Sub-Committee. If teacher credentials are not available or if teaching staff have not been hired, the teacher score must be based on the information submitted at the time of review of the site application.
	If the average is a decimal point, should the average be rounded, or should the actual number be listed on the teacher or teacher assistants? For example: The average is 3.75. List 3.75 or round to 4?	It is the decision of the Site Selection Sub-Committee to round the average or use the actual number; however, it must be applied equally to all site applicants
	Can locally determined indicators only be applicable to a specific type of site?	No, locally determined indicators must be applicable to all applicants/site types.
	Are onsite visits required? If so, what should be observed and documented?	Onsite visits are not required therefore the NC Pre-K Program guidelines do not include forms for onsite visits. It is a local decision to conduct onsite visits. All sites must be observed using the same locally determined criteria.
	Do we have to follow the Decision Tree?	Yes, the Decision Tree provides steps to completing the Site Selection process including status of licensure and administrator qualifications.
	Can we skip over the STOP sections on the Decision Tree if we know through speaking with the provider that the license will be issued soon or a qualified director will be hired soon?	No, site applications must be scored based on documents provided at the time of review including the status of licensure and Site Administrator qualifications.

TOPIC	QUESTION	ANSWER
	How does the NC Pre-K Committee determine the range for low, mid and high range of areas of need?	<p>The following are examples of how the local NC Pre-K Committee can determine the context for what criteria constitutes a high, mid, and low level area of need:</p> <ol style="list-style-type: none"> 1. The level of poverty by zip codes 2. The location by zip code of the current year's applications for families earning less than 75% SMI 3. Review the current year's applications and rank sites by family choice 4. Review input from public schools/private sites, surveys, census data, DSS files, and Child Care Resource and Referral staff/databases

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WHEN TO OPEN SITE SELECTION PROCESS	When must Site Selection be opened?	The local NC Pre-K Committee must open the site selection process prior to the start of a new funding cycle, or at least every three years, to recruit new NC Pre-K programs. It may also be opened when there is a county/regional need for additional site(s) and there are no approved NC Pre-K sites "waiting". The local NC Pre-K Committee is responsible for determining if existing NC Pre-K sites must re-apply during the site selection process. The Committee may decide that existing NC Pre-K sites that are maintaining all NC Pre-K standards do not have to reapply for the site selection process.
	How long does the Site Selection process take?	The length of time to complete the Site Selection process will vary depending on the time of the scheduled information session(s), the amount of time allowed for the site applications to be submitted, the number of site applications received, and the time for the Site Selection Sub-Committee to score rubrics, conduct optional observation visits prior to scoring the rubrics and report back to the full NC Pre-K Committee.

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	Can a site that holds less than a four-star license at the time of application or has a history of non-compliance apply?	A site must hold a temporary, four-star or five-star license at the time of application. A history of non-compliance may impact approval.
	If a site experiences a change of ownership or change of location, do they have to go through the site selection process?	If an NC Pre-K site experiences a change of ownership or change of location, the local NC Pre-K Committee has the authority to make decisions regarding the site's eligibility to continue as an NC Pre-K site. The local NC Pre-K Committee may vote to allow the site to continue operation as an approved NC Pre-K site through the end of the contract cycle and require the site to participate in the next Site Selection process prior to the existing subcontract's expiration date, allow the site to continue operation as an NC Pre-K site without participating in the Site Selection process, or end the contract with existing site and reallocate slots to other, approved NC Pre-K sites in the county/region.

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FUNDING AND SLOT ALLOCATION	Do we have to give slots to all approved sites?	No, being an approved site does not guarantee slot allocation. The local committee has the authority to allocate slots based on county/regional needs.
	Will we get additional funding if more sites are approved?	Increasing the number of approved NC Pre-K sites does not guarantee additional funding. A county/region must not exceed current funding. Contracting Agencies are encouraged to maintain a waitlist of approved NC Pre- sites in the event of changes in local contracts, funding allocations and/or expansion dollars.

TOPIC	QUESTION	ANSWER
TRAINING	Who provides training to the Sub-Committee members on the Site Selection process?	The local NC Pre-K Contracting Agency staff provides training for the Site Selection Sub-Committee members. The local NC Pre-K Program Policy Consultant is available to assist with this training, if needed, along with the NC Pre-K Contracting Agency staff.

TOPIC	QUESTION	ANSWER
	What trainings are available for the Site Selection Process and who is responsible for conducting the trainings?	The local contracting agency staff is responsible for providing training on the site selection process to the full NC Pre-K Committee as well as the Site Selection Sub-committee. Available Site Selection trainings are located on the DCDEE website under the “Services” tab and scroll down to the NC Pre-K link. NC Pre-K North Carolina Prekindergarten Program - North Carolina Pre-Kindergarten (NC Pre-K) (ncdhhs.gov) . NC Pre-K Policy Consultants are available for support.

Contact Information				
	NC Pre-K Program Requirements and County/Region Specific Issues	<p style="text-align: center;">NC Pre-K Program Policy Consultants NC Pre-K Program Unit Regional Map</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Jeanne Barnes (South East) jeanne.barnes@dhhs.nc.gov (919) 814-6357</p> <p>Sharon Stukes (Central) sharon.stukes@dhhs.nc.gov (704) 594-0151</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Frances Minton (North East) frances.minton@dhhs.nc.gov (919) 604-7626</p> <p>Jennifer Griffith (West) jennifer.griffith@dhhs.nc.gov (919) 609-692</p> </td> </tr> </table> <hr/> <p style="text-align: center;">Kim Bynum-Powell NC Pre-K Program Lead Policy Consultant kim.Bynum-Powell@dhhs.nc.gov (252) 751-7000</p> <hr/> <p style="text-align: center;">Janessa Nieves NC Pre-K Program Manager janessa.nieves@dhhs.nc.gov</p> <hr/> <p style="text-align: center;">Patricia McCarter NC Pre-K Program Coordinator DCDEE.NCPK.HELPDESK@dhhs.nc.gov</p>	<p>Jeanne Barnes (South East) jeanne.barnes@dhhs.nc.gov (919) 814-6357</p> <p>Sharon Stukes (Central) sharon.stukes@dhhs.nc.gov (704) 594-0151</p>	<p>Frances Minton (North East) frances.minton@dhhs.nc.gov (919) 604-7626</p> <p>Jennifer Griffith (West) jennifer.griffith@dhhs.nc.gov (919) 609-692</p>
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