



**Certification Page
Regular and Emergency Rules**
Revised May 2014

Emergency Rules (After completing all of Sections 1 and 2, proceed to Section 5 below)

Regular Rules

1. General Information

a. Agency/Board Name Department of Family Services		
b. Agency/Board Address 2300 Capitol Avenue	c. City Cheyenne	d. Zip Code 82002
e. Name of Contact Person Jennifer Zook	f. Contact Telephone Number 307-777-8914	
g. Contact Email Address jennifer.zook@wyo.gov	h. Adoption Date October 27, 2014	
i. Program Early Childhood (New)		

2. Rule Type and Information: For each chapter listed, indicate if the rule is New, Amended, or Repealed.

If "New," provide the Enrolled Act numbers and years enacted: **Act No. 21, 2014 Budget Session**

c. Provide the Chapter Number, Short Title, and Rule Type of Each Chapter being Created/Amended/Repealed
(Please use the Additional Rule Information form for more than 10 chapters, and attach it to this certification)

Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
1	Early Childhood Community Partnership Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
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Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed

d. The Statement of Reasons is attached to this certification.

e. If applicable, describe the **emergency** which requires promulgation of these rules without providing notice or an opportunity for a public hearing:

3. State Government Notice of Intended Rulemaking

a. Date on which the Notice of Intent containing all of the information required by W.S. 16-3-103(a) was filed with the Secretary of State: August 29, 2014
b. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the Legislative Service Office: August 29, 2014
c. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the Attorney General: August 29, 2014

4. Public Notice of Intended Rulemaking

a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice. Yes No N/A
b. A public hearing was held on the proposed rules. Yes No


If "Yes:"	Date:	Time:	City:	Location:

5. Final Filing of Rules

a. Date on which the Certification Page with original signatures and final rules were sent to the Attorney General's Office for the Governor's signature: October 27, 2014
b. Date on which final rules were sent to the Legislative Service Office: October 27, 2014
c. Date on which a PDF of the final rules was electronically sent to the Secretary of State: October 27, 2014

6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct.

Signature of Authorized Individual (Blue ink as per Rules on Rules, Section 7) 
Printed Name of Signatory Steve Corsi
Signatory Title Director
Date of Signature 10/27/14

7. Governor's Certification

I have reviewed these rules and determined that they:

- 1. Are within the scope of the statutory authority delegated to the adopting agency;
- 2. Appear to be within the scope of the legislative purpose of the statutory authority; and, if emergency rules,
- 3. Are necessary and that I concur in the finding that they are an emergency.

Therefore, I approve the same.

Governor's Signature
Date of Signature

Attorney General: 1. Statement of Reasons; 2. Original Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; and 5. Memo to Governor documenting emergency (for emergency rules only).

ISO: 1. Statement of Reasons; 2. Copy of Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; 5. Electronic copy of rules (PDFs) emailed to Criss.Carlson@wyoleg.gov: clean and strike/underscore; and 6. Memo to Governor documenting emergency (for emergency rules only).

SOS: 1. PDF of clean copy of rules; and 2. Hard copy of Certification Page as delivered by the AG.

STATEMENT OF PRINCIPAL REASONS

RULES FOR Early Childhood Community Partnership Grant Application

The Department of Family Services finds it necessary to establish Chapter 1, in order to provide a process for grant administration. Wyoming Statutes 9-2-2104(a)(vii), authorize the Department of Family Services to promulgate rules.

The proposed rules were drafted following extensive input from early childhood service providers and other experts and interested parties from across the state. The goal of these rules is to reflect best practices and enhance community efforts in developing, enhancing and sustaining high quality early childhood education programs, including programs targeting educationally disadvantaged children..

Early Childhood Community Partnership Grant
Chapter 1

Section 1. **Authority.** These rules of the Department of Family Services (DFS) are promulgated pursuant to Enrolled Act No. 41, 2014 Budget Session.

Section 2. **Purpose.** These rules have been adopted to provide further development of community based early childhood efforts, including the development of grant application procedures, determining grant eligibility, grant selection, development of procedures for distribution of grants, determination of grant reporting and the procedure for failure to perform.

Section 3. **Severability.** If any provision of these rules is declared unconstitutional or beyond the authority conferred upon DFS by the Wyoming Legislature, the remaining provisions shall not be affected.

Section 4. **Definitions.**

(a) “Applicant” means a person or organization seeking funding for the Early Childhood Community Partnership Grant.

(b) “Application” means the form developed by the Early Childhood Community Partnership Grant Committee, which a person or vested community stakeholder uses to submit a request for funding.

(c) “Capital Construction” means the process of construction, modification, replacement, repair, remodeling or renovation of a structure (object).

(d) “Care-taking” means a service provided for families on behalf of children and parents; and designed to supplement daily parental care.

(e) “Community Partnership” means a group of people who are working toward the same common goal.

(f) “Early Childhood” means the years between one (1) and eight (8) years of age.

(g) “Early Childhood Community Partnership Grant Administrator” means the agency or agency director with whom DFS shall contract to provide oversight of the Early Childhood Community Partnership Grants. The Administrator shall provide technical assistance for the Early Childhood Community Partnership Grantees as well as approve the form of assessment used by the grantee, make policy recommendations, assist with monitoring and provide coordination of reporting to the Early Education Community Partnership Grant Committee and DFS.

(h) “Early Childhood Community Partnership Grant Committee” means a group of individuals consisting of personnel from the Department of Education, DFS, Department of Workforce Services, Department of Health, Wyoming Kids First, statewide non-profit agencies and early childhood professionals whom DFS designates to serve in an advisory role for the Early Childhood Community Partnership Grant selection, administration and evaluation.

(i) “Early Learning Guidelines” means the Wyoming guidelines available to parents, caregivers, early childhood professionals and policy makers about development and early learning in the first three (3) years of life, which were produced by the Wyoming Early Learning Guidelines Task Force (2011), which can be found at: <https://sites.google.com/a/wyo.gov/early-childcare-and-licensing/child-care-1/home/dfs-in-your-community/child-care-resources/childcare-licensing-rules/parents>.

(j) “Early Learning Foundations” means the Wyoming foundations for children three (3) through five (5), which support Wyoming’s young learners so they not only learn reading, writing, and mathematics, but also become critical thinkers and problem solvers in academic and social situations, which were produced by the Wyoming Early Learning Foundations Committee (2013), which can be found at: <https://sites.google.com/a/wyo.gov/early-childcare-and-licensing/child-care-1/home/dfs-in-your-community/child-care-resources/childcare-licensing-rules/parents>.

(k) “Educational Programs” means an early childhood organization or group that works with young children to prepare them for formal education.

(l) "Quorum" means a minimum of four (4) individuals including a minimum of one (1) DFS representative.

(m) "Strategic Priorities" means objectives ranked by importance in achieving a strategic goal.

(n) "Technical Assistance" means providing advice, assistance and training.

(o) "Work" means activities, projects or events conducted to prepare children for formal education.

Section 5. **General Provisions.** The Early Childhood Community Partnership Grant is available to school districts or other nonprofit service providers for developing, enhancing and sustaining high quality early childhood education programs, including programs targeting educationally disadvantaged children. Grants shall be targeted at educational programs and not caretaking.

Section 6. **Grant Limitations.**

(a) Grant applicant:

(i) Shall be eligible for a maximum of \$50,000 that shall be used to supplement, not supplant, early childhood work; and

(ii) Shall receive funding for one (1) time during the grant period.

Section 7. **Unallowable Costs.**

(a) The grant funds shall not be used for the following:

(i) Capitol construction;

(ii) Caretaking;

(iii) Payment of bad debts, or interest payments as a result of credit agreements;

- (iv) Payment of stipends to program participants without prior authorization from DFS;
- (v) Payment of ongoing basic needs (i.e. cash, food or housing);
- (vi) Payment of basic needs (i.e. housing, beds) for minors in secure facilities;
- (vii) Payment of equipment costs that exceed or are disproportionate in relation to the cost of service delivery;
- (viii) Purchase of alcohol; or
- (ix) Services/materials determined to be inappropriate in their relation to program delivery.

Section 8. Early Childhood Community Partnership Grant Requirements.

(a) Applicant eligibility.

(i) To be eligible an applicant shall:

- (A) Provide an in-kind and/or monetary match of 25% of total funds requested;
- (B) Provide a completed application;
- (C) Provide accurate reports to DFS; and
- (D) Be a community-level school district, agency and/or non-profit organization with:
 - (I) The capacity to facilitate, or a history that demonstrates facilitation of, broad-based community collaboration with the intent to provide services to all children and their families to ensure that children are ready to be successful in school;

- (II) A focus to serve children with educational disadvantages;
- (III) A demonstrative and in-depth knowledge of the early education system in their community;
- (IV) Good standing with the Secretary of State; and
- (V) Good standing with DFS, Department of Health, Workforce Services, Wyoming Department of Education.

Section 9. Application.

(a) The grant application shall be filled out completely and shall include:

(i) A project proposal that clearly expresses and depicts the applicant's and the community's commitment to ensure that all children are ready to be successful in school by:

(A) Facilitating regular and on-going communication and collaboration between the community's early childhood stakeholders including broad outreach to and participation from families, kindergarten teachers, school district administrators, early childhood education professionals and teachers, and health professionals, and others;

(B) Obtaining data and strengths-based evaluation from the community to inform and evaluate actions; and

(C) Providing support to work with and for children who are educationally or otherwise disadvantaged.

(ii) A community description that:

(A) Offers insightful information about the community, including: definition of community boundaries and the population that shall be served with grant funds, defining characteristics of the identified community, and an overview of community needs and existing resources that includes data and strengths-based

evaluation.

(iii) An overview of existing and planned community partnerships that details:

(A) Existing or past efforts to engage early childhood partners in the community as well as the strategy for continued broad-based community engagement. Partners shall include, but not be limited to: families, early childcare and education professionals and teachers, kindergarten teachers, school district administrators, and school district staff; and

(B) Documentation from past collaborative meetings to show purpose, attendance and/or clear agendas for communication (if applicable) as well as the strategy for broad based community partnerships and correspondence.

(iv) A list and narrative of the actions and outcomes that connects to the community's needs and commitment to ensure that all children are ready to be successful in schools. Actions may include, but are not limited to work that:

(A) Engages and supports parents and families while honoring their role as a child's first and most important teacher;

(B) Brings together early childhood stakeholders to work together to promote and provide for a seamless transition into the school setting;

(C) Considers the community and family contexts in which children grow up, and works then to connect families, health and other community elements to ensure children are ready to be successful in school;

(D) Develops a two-tiered approach to implement the Wyoming Early Learning Guidelines and the Wyoming Early Learning Foundations (one tier for early childhood professionals and one tier for families); and

(E) Encourages and promotes high quality early childhood education programs, environments and opportunities that are accessible by both children and families, and that cut across the following developmental domains:

- (I) Creative Arts;
- (II) Language Development;
- (III) Literacy Knowledge and Skills;
- (IV) Logic and Reasoning;
- (V) Mathematics Knowledge and Skills;
- (VI) Physical Development and Health;
- (VII) Science Knowledge and Skills;
- (VIII) Social and Emotional Development; and
- (IX) Social Studies Knowledge and Skills.

(v) A request for any technical assistance and/or training that would increase and support the communities work to achieve positive outcomes in the action plan.

(vi) A Cost Proposal which includes:

(A) A detailed operational budget showing expenditures and income as well as an in-kind and/or monetary match of 25% of total funds requested; and

(B) A budget narrative.

Section 10. Grant Award Process.

(a) Each application shall be reviewed by a quorum of the Early Childhood Community Partnership Grant Committee (Committee).

(i) Only completed applications shall be evaluated.

(ii) DFS shall award grants after reviewing recommendations from the committee. DFS shall have the final decision.

(iii) The Early Childhood Community Partnership Grant Administrator shall provide monitoring of and resources for the Early Childhood Community Partnership Grantees as well as make policy recommendations to DFS.

(iv) DFS shall have the right to conduct a cost analysis of the proposer's budget proposal. The analysis shall include a review of the associated costs based on the technical content of their submission.

(v) Prior to final selection of a grantee, proposers may be asked to submit additional information in order to clarify their proposals.

(vi) Grant awards shall be made during the 2014-2015 school year through contracts with DFS.

(vii) DFS shall determine whether to award all or a portion of the funds requested.

Section 11. Grantee Responsibilities.

(a) Grantee shall agree to the following terms of the Early Childhood Community Partnership Grant:

(i) Carry out work in their grant proposal to ensure that children in their community are ready to be successful in school in a manner that is consistent with the needs of the local community, including partnerships with other early childhood systems to enhance outcomes and avoid duplication;

(ii) Maintain in good standing with DFS, Department of Health, Workforce Services and the Department of Education; and

(iii) Accept and implement any technical assistance provided by the Early Childhood Community Partnership Grant Administrator.

(b) The grantee shall have the ability to:

(i) Immediately produce documentation which verifies the number of children, families and/or community members reached through grant actions;

(ii) Work with the Early Childhood Community Partnership Grant Administrator to determine an approved form of assessment; and

(iii) Immediately produce all documentation and assessments supporting the actions and outcomes to DFS and the Early Childhood Community Partnership Grant Administrator.

(c) The grantee shall document the impact of work for young children and families:

(i) The grantee shall provide on-going documentation and evidence of positive impact for young children and families. If an action does not achieve the intended outcome, communities shall demonstrate the learning that occurred as a result, and any subsequent adjustments in actions that are necessary to realize the intended outcomes; and

(ii) The grantee shall demonstrate the ability to document, coordinate and integrate work with direct project costs and expected outcomes that best meet the intent of the funding.

Section 12. **Termination of Grant.**

(a) DFS reserves the right to:

(i) Terminate the contract if the Early Childhood Community Partnership Grantee demonstrates fiscal irresponsibility as defined by DFS; and

(ii) Terminate the contract if the Early Childhood Community Partnership Grantee fails to perform in accordance with the conditions of the application and/or contract.

(b) Any grantee who is terminated from the grant program shall repay to DFS the grant amount. The repayment shall be, made, or a repayment agreement shall be

signed, within 30 days of the date on which the applicant receives notice of termination from the program from DFS.

(c) A failure to repay funds provided under this grant shall result in the following:

(i) Referral of the case to the Attorney General for appropriate legal action; and

(ii) The participant being placed on the list of individuals who are not in good standing with the State agencies.