



**New York State Education Department  
2011-2012 Application for Mid-Year Expansion for Districts Currently  
Operating a NYS Universal Prekindergarten Program (UPK)**

**It is NOW time to apply for UPK 2011-2012 Mid-Year Expansion!**

**ONLY Districts that currently operate a UPK Program may enroll additional students mid-year for a minimum of 90 school days.** When applying for mid-year expansion, a district must establish **only one start date** for all new student enrollments. The sum of a district's approved budget and the request for mid-year funds cannot exceed the maximum 2011-2012 grant allocation.

While a district must submit the attached expansion application, it is not necessary to submit a FS-10-A Budget Amendment. All UPK budget amounts will be automatically adjusted by a procedure established between the program office and the grants finance office.

The list with your district's UPK allocation, the maximum number of aidable children and the maintenance of effort (MOE), as well as other helpful information, may be accessed on the Universal Prekindergarten website with the following link:

**[www.p12.nysed.gov.upk/](http://www.p12.nysed.gov.upk/)**

You may contact the Office of Early Learning Team by email at [oel@mail.nysed.gov](mailto:oel@mail.nysed.gov) or by telephone at (518) 474-5807 if you have any questions or need additional information.

**DUE DATE - Friday, December 2, 2011.**  
**(submit one (1) original with signature in blue ink)**

**Please mail completed applications to the address below:**

**New York State Education Department  
Office of Early Learning  
Attention: UPK Mid-Year Expansion  
Room 317 Education Building  
Albany, NY 12234**



## Worksheet for Calculating Maximum Allowable UPK Grant For Mid-Year Expansion

Using the 2011-2012 PreK Funding Allocations Chart, complete the below worksheet to calculate the maximum allowable grant for mid-year start-up of a UPK program.

- a. If the number of UPK pupils the district submitted on its Fall 2011 BEDS report is less than the number of base aidable pupils listed in **Column F** of the PreK Funding allocations chart, the district should first plan for the number of pupils needed to bring enrollment up to the base aidable pupils number.
- b. Once the district has met the number of base aidable pupils listed in **Column F** of the allocations chart, it should use the grant per pupil amount for the 11-12 increase listed in **Column J** for any additional children it will serve (not to exceed to the number of pupils in **Column I**).
- c. If the number of UPK pupils the district submitted on its Fall 2011 BEDS report is less than the Maintenance of Effort (MOE) in **Column K** of the PreK Funding Allocations Chart, the district may enroll additional four-year-olds even if no additional UPK State funding is available to the District.

**Total UPK Students Reported on BEDS Day - October 5, 2011:** \_\_\_\_\_

**District's UPK MOE (Column K on allocation chart):** \_\_\_\_\_

*(Maximum allowable pupils minus the number reported on BEDS = the maximum number of pupils for which the district can receive mid-year expansion funding.)*

	<b>Per Pupil Allocation</b>  (from Column J of PreK Funding Allocations chart)	<b>Per Day Allocation</b>  <i>(Per Pupil Allocation divided by 180 days)</i>	<b>Number of Days in Session</b>	<b>Mid-Year Maximum Grant Per Pupil</b>  <i>(Per Day Allocation Multiplied by Number of Days in session)</i>	<b>Number of 4-year-olds to be Enrolled at Mid-Year</b>	<b>Maximum Grant Amount</b>  <i>(Mid-year maximum grant per pupil multiplied by number of 4-year-olds to be enrolled)</i>
<b>SAMPLE DISTRICT</b>	<b>\$3,000.00</b>	$\$3,000/180 = \mathbf{\$16.70}$	<b>100</b>	$\$16.70 \times 100 = \mathbf{\$1,670}$	<b>25</b>	<b>\$41,750</b>
BASE AMOUNT						
10-11 INCREASE						
<b>TOTAL</b>						

**2010-11 Mid-Year UPK Expansion Updates**

Please enter all information regarding your mid-year expansion child count below:

**District Name and Code**

<b>District-Code:</b>
<b>District-Name:</b>

**How many children did you expand by and where are they located?**

	<b>Universal Pre-K Funded Students (including former TPK Programs)</b>		<b>Number of PreK Students NOT Funded by UPK Money</b>
	<b>Number of UPK Students in District Operated Classrooms</b>	<b>Number of UPK Students in CBO Operated Settings</b>	
Half - Day			
Full - Day			

**Please show the distribution of new children in CBO's based on the expansion.**

<b>CBO Setting:</b>	<b>Number of Students</b>	<b>CBO Setting:</b>	<b>Number of Students</b>
Day Care Center		Special Ed 4410 Placements	
Head Start		Nonpublic Schools	
Family (incl. Group) Day Care		Museum	
Nursery School		Library	
BOCES		Other	

**Student Summary:**

**October 5, 2011 BEDS Total:** \_\_\_\_\_

**Mid-Year Total:** \_\_\_\_\_

**2011-12 UPK Grand Total:** \_\_\_\_\_