



COLORADO
Department of Education

From: Daryl Trujillo, Kindergarten Readiness Program Manager

Date: April 15, 2016

Re: NEW! SY 2016-2017 Reimbursement Process for Kindergarten School Readiness Assessments

The CDE reimbursement process for kindergarten student portfolio purchases has been streamlined for SY 2016-17. As a reminder, Colorado's Race to the Top Early Learning Challenge Fund (RTT: ELC) grant will cover 100 percent of the cost of school readiness assessment subscriptions for SY 2016-17. Districts that purchased student portfolios on the Teaching Strategies *GOLD*® Birth-3rd grade platform in SY 2015-16, will receive a 100 percent subscription credit for 2016-17. Any Kindergarten portfolios purchased beyond the Teaching Strategies credit will be reimbursed by the RTT: ELC fund grant at 100 percent, in alignment with the district's October kindergarten student count.

Districts are also reminded to include authorized charter schools in their CDE request for reimbursement, as CDE can only reimburse school districts/LEAs for kindergarten assessment portfolios purchased and not individual schools.

Please contact Shawnee Ames with any questions at Ames_S@cde.state.co.us or 303-866-6219.

Timeline	SY 2016-2017 Reimbursement Process for Kindergarten School Readiness Assessments
<i>No later than May 1, 2016</i>	District updates school readiness contact information using the online form sent on April 1, 2016 by Daryl Trujillo, School Readiness Program Manager (form will be emailed to 2015-16 SR contact)
<i>June 2016 – Sept. 2016</i>	Districts purchase kindergarten school readiness assessments directly from vendor
<i>Sept. 2016 – Oct. 2016</i>	District SR contact or fiscal manager emails School Readiness Program Support Ames_S@cde.state.co.us the following: <ul style="list-style-type: none">• verification of purchased kindergarten student portfolios (vendor invoice with P.O. or vendor invoice with check request)• completed Request for Funds form (will be sent directly to district fiscal managers and school readiness contacts by August 15, 2016)
<i>Nov. 2016 – Dec. 2016</i>	CDE verifies portfolios purchased and compares with the October kindergarten count
<i>Jan. 2017 – Feb. 2017</i>	Funds are disbursed to districts by Grants Fiscal along with Grant Award Notification (GAN), based on the number of kindergarten portfolios purchased that align with the October kindergarten count