



Fiscal Year 2024 (FY24) Pre-K Enhancement and Expansion Program (PKEEP) Supplemental Enrollment Policy

Background

The Pre-K Enhancement and Expansion Amendment Act of 2008 (“The Act”) authorizes the provision of free, universal pre-K to all 3- and 4-year-olds in the District of Columbia through a mixed delivery system that includes District of Columbia Public Schools (DCPS), public charter schools and child development facilities operated by community-based organizations (CBOs). The Act authorizes the Office of the State Superintendent of Education (OSSE) to oversee pre-K across the mixed delivery system and to administer the Pre-K Enhancement and Expansion Program (PKEEP) to fund delivery of high-quality public pre-K in CBOs.

Pursuant to 5A DCMR § 3504.3 and DC Official Code § 38-1804.02, OSSE is required to annually collect enrollment counts for children in PKEEP programs and verify that enrolled students meet age and residency requirements. OSSE’s annual enrollment audit verifies the number of pre-K students served through PKEEP and is used to determine the amount of PKEEP funds allocated to a CBO.

For purposes of allocating funding in fiscal year 2024 (FY24), a CBO’s allocation of PKEEP funding shall be based on: 1) the number of pre-K children reported through OSSE’s annual enrollment audit; and 2) the number of pre-K children processed through OSSE’s PKEEP Supplemental Enrollment Process (SEP). This policy provides an overview of the process, criteria that CBOs must meet to apply to the PKEEP SEP and the criteria for students enrolled in the CBOs PKEEP classroom through the PKEEP SEP.

Overview

The PKEEP SEP is managed by OSSE’s Division of Early Learning (DEL). The purpose of the PKEEP SEP is to complete residency verification for students classified as non-residents¹ in OSSE’s Enrollment Audit Child Count Application (EACCA) and support CBOs in meeting PKEEP minimum enrollment requirement(s). Through the PKEEP SEP, CBOs that meet certain eligibility criteria will be permitted to add students to their 2023-24 PKEEP school year roster.

The PKEEP SEP includes three components:

1. **Application.** CBOs must complete an [intake form](#) to request approval for processing students through the PKEEP SEP. The PKEEP team will review the intake form and notify the CBO if the application is accepted.

¹ A “non-resident” student is one that is reported as a non-resident in OSSE’s Enrollment Audit Child Count Application (EACCA) based on the independent auditors’ findings. These student records did not contain sufficient documentation to confirm that the student met the District’s residency requirements.

2. **Student Eligibility Verification.** Students enrolled in PKEEP must meet age and residency requirements pursuant to 5A DCMR § 3500.3(c)(1) and (2). Once a CBO is notified that the intake form is accepted, the CBO will complete the steps in the *PKEEP SEP Instructions Guide* to submit the required information and documentation for eligible students.
3. **Final 2023-24 School Year PKEEP Enrollment Roster.** OSSE will issue a PKEEP SEP Notification confirming the number of students processed and approved through the PKEEP SEP and the CBO's final 2023-24 school year PKEEP student roster.

CBO Eligibility Criteria

A CBO shall be considered eligible to enroll additional students in the PKEEP SEP if the following criteria are met:

1. The CBO's FY24 audited enrollment in OSSE's EACCA reports one of the following:
 - a. The number of students confirmed as DC residents is lower than the required minimum enrollment requirements at 5A DCMR § 3500.3(e)²; or
 - b. One or more students are classified as Non-Residents.
2. The CBO has no PKEEP non-compliant deficiencies or corrective actions with the exception of a status of probation or extended probation for FY24 or the 2023-24 school year based on a finding of non-compliance of the requirements at 5A DCMR § 3500.3(e).

Child Eligibility Criteria

CBOs approved to add students through the PKEEP SEP must ensure that the student meets the following age and residency requirements. The child must be:

- A resident of the District of Columbia, established by the required residency documents.
- 3 or 4 years of age on or before Sept. 30, 2023.

Enrollment and Verification Process

CBOs that receive an approved intake form to add students to their PKEEP rosters through the PKEEP SEP must collect all required residency documents for each additional student(s), including a completed and signed DC Residency Verification Form, residency supporting documentation - if applicable - and birth certificates.

The total number of students eligible for each CBO's PKEEP SEP will be determined by OSSE. The PKEEP SEP does not include an option to add additional PKEEP classrooms.

CBOs must complete all required steps and submit all required residency documentation to OSSE by **5 p.m. on Friday, Jan. 19, 2024.**

PKEEP staff will review the enrollment and supporting documentation to determine if the student's records demonstrate compliance with the residency and age requirements. OSSE will follow-up with the CBO if there is missing or insufficient information/documentation noted in the first review. OSSE will

² 5A DCMR 3500.3(e) required high-quality pre-K programs to enroll and maintain a class size of no fewer than fifteen (15) and no more than (16) children in classrooms where the youngest child is three (3) years old or a class size of no fewer than sixteen (16) and no more than twenty (20) in classrooms where the youngest child is 4 years old.

notify CBOs of the final decision, as outlined above. All supplemental enrollment determinations made by OSSE are final.

Questions

For questions related to the above guidance, please contact the PKEEP team:

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