Making Changes to MAFPlan 2009-2010

USER GUIDE

https://maf.ad.unc.edu/mafplan_0910/Login.aspx

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Note: The screen shots in this User Guide were made in the test environment. The web address listed on each screen shot is not the one you will use. "0910" appears in the county name only in the test environment and will not show when you use MAFPlan.

Special thanks to Yancey County for allowing us to use to use them as the example in this User Guide.

New Items:

1. New Website address: https://maf.ad.unc.edu/mafplan_0910/Login.aspx

2. **Missing Fields – Slot Placement** - When you log in to 0910 MAFPlan for the first time, you will need to revise the slot placements based on recent Committee decisions. Clicking the "Slot Placement" button will open a Classroom Slot Change Request; after revising slot numbers and entering dates 08/01/09 - 05/31/10, adding an effective date and selecting the Submit button, a Budget Change Request will automatically open. Verify "Allocated Slots Not in Plan", enter an Effective date and click Submit.
   Note: Contractors with slot allocations of 60 or less may not have any updates to slot placements.

3. **Missing Fields – Missing Classroom Curriculum/Ongoing Assessments** - Changes have been made to curricula and on-going assessments. (See pages 64/65.) If a 08-09 classroom used a curriculum/assessment that is not on the 09-10 dropdown lists, the classroom will be listed. Click on the "Change" button to open a Classroom Change Request; select one of the new curriculum/assessment choices; add an effective date and select the Submit button to submit the change. If the curriculum currently in use in any MAF classroom is not listed, please call OSR to discuss.

4. **Teacher Placement** - Teachers granted an exception for the 08-09 school year along with Long-term Substitute teachers will appear at the bottom of the Teacher Placement screen. Follow prompts on the Teacher Placement screen to update their credentials with a Change Request which will require educational levels approval from OSR.

5. Add Teacher Change Requests must be submitted at the same time Add Classroom Change Requests are submitted. If the teacher for the new classroom will be moved from another classroom include that information in the Add Classroom Change Request New Comment section.

6. The 09-10 Printed Plan Section numbers have changed.

Important Notes:

1. From Date/To Date/Number of slots entered for each classroom in MAFPlan should represent the ten months of service the Contractor chooses to request reimbursement (actual service dates may be greater).
2. The ten months of service are automatically set for August to May in MAFPlan; therefore, Contractors must contact the State Office to change their ten months of service for reimbursement requests prior to the billing process.
3. A site or classroom can only be deactivated if it has not served MAF children.
4. You can only remove a site with no classrooms. You can only deactivate a classroom with no slots in it. Exit Teachers first.
5. If a site/classroom <u>has served</u> More at Four children at any time during the school year, it should not be removed from the Plan.
6. To change Teacher Type (lead or assistant) use Change Teacher Type/Credential Change Request.
7. If the Teacher did not work in the classroom this year, use the same exit date as the entry date.
8. Telephone number format is (xxx) xxx-xxxx. Fax number format is (xxx) xxx-xxxx.
9. If you click on the calendar icon to select a date and the calendar does not appear on your screen, check your Task Bar at the bottom of your screen. The calendar may be hidden behind the page on which you are working. By clicking on its entry on the Task Bar, the calendar will be brought to the forefront.
10. Regardless of date entered the change will be effective the first day of that month.

Three Kinds of Changes:

1. **State Office Only Changes** (Changes to the Plan made through MAFPlan by State Office Personnel):

   - Require Contractor to call State Office to request change
   - Populate MAFPlan immediately
   - Fields that can only be updated by the State Office are specified below:

     - Contract agency name, type, and Federal tax ID (susan. blackard@ncmail.net)
     - Site name and child care license number (jody.koon@ncmail.net)
     - Maximum approved class size (jody.koon@ncmail.net)
     - Year designated MAF (jody.koon@ncmail.net)
     - Operating allocation and startup budget (susan.blackard@ncmail.net)
     - Changing classroom from and to dates for ten month operation for reimbursement requests (ex. from Aug-May to Sept-Jun) (susan.blackard@ncmail.net)

2. **Automatic Changes** (Changes to the Plan made through MAFPlan by Plan Administrator):

   - Require no State Office approval
   - Populate MAFPlan immediately
   - Send an email notification of the automatic change to the State Office the following day
   - Fields that can be automatically updated are specified below:
     - All MAF Committee information
     - Contract agency address and telephone

Three Kinds of Changes Cont.

- Contract administrator name, address, and other information
- Program contact name, address, and other information
- Fiscal administrator name, address, and other information
- Additional Contact name, telephone, and email address
- Facility type, LEA number, and telephone
- Star rating (downward change: automatic e-mail to Jody Koon)
- Principal or Director contact numbers
- Curriculum, developmental screening, ongoing assessment tools, and MAF hours of operation
- Teacher race, ethnicity, entry date, and exit date
- Teacher removal (using exit date)
- Teacher move between classrooms and sites

3. **Change Requests** (Changes to the Plan made through MAFPlan by the Plan Administrator):

- Require State Office approval
- Populate MAFPlan when approved
- Some automatically generate a budget change request:
  - Moving slots
  - Adding a classroom
- Send an email notification to Contract Administrator/Program Contact/Additional Contact (if box checked) when Pending More Information, Approved and Denied
- Result in an Administrative Letter.
- Result in a Contract Amendment if the State More at Four funding changes

Three Kinds of Changes Cont.

- Changes that require a Change Request are specified below:

  - Add a new site
  - Change site, and/or Principal/Director address
  - Remove a site
  - Change name/title/email for principal or director (Note: name change only)
  - Add new Principal/Director
  - Change Principal/Director type, highest degree and major, credential or working on credential program, working on degree program and major
  - Add or move slots
  - Add a classroom
  - Classroom removal (without slots) and no service this school year
  - Change name for Teacher (Note: name change only)
  - Change Teacher type, highest degree and major, degree working on and major, license/credential or working on licensure/credential program
  - Add a Teacher
  - Change operating budget (resulting from Add Classroom or Slot Change)
  - Change estimated other resources (email approval)

The table beginning on the next page identifies the MAFPlan fields (What's Changing), who can change it, the approval required and the page number for specific instruction.

List of Changes & Approvals Required

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Committee	Co-Chairs Information	Plan Administrator	Automatic	16-17
	Other Designated Members			
	Other Representatives			
Contract Information	Contract Agency Name	State Office – susan.blackard@ncmail.net	New Contract to be issued	n/a
	Contract Agency Type			
	Contract Federal Tax ID			
	Contract Agency Address, Phone Numbers, & Fiscal year	Plan Administrator	Automatic	18
	Contract Administrator Name & Information			
	Program Contact Name & Information			
	Fiscal Administrator Name & Information			
	Additional Contact, Name, Phone, & Email address	Plan Administrator	Automatic	18→19

List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Site	Facility Type, LEA #, Current Star Rating, & Phone Numbers	Plan Administrator	Automatic; however a downward change in star rating sends email to State Office	21-22
	Site Name, & Child Care License Number	State Office – jody.koon@ncmail.net		21-22
	Site address	Plan administrator	Change Request/Administrative letter	22-23
	Remove a Site	Plan Administrator	Change Request / Administrative Letter Note: If a site/classroom has served MAF children it should not be removed from the Plan.	21→30
	Add a New Site	Plan Administrator	Change Request / Administrative Letter if total number of slots remains same; Contract Amendment if total number of slots changes (new signature required on Section Ia of Plan in both cases)	21→27-29

List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Principal/Director	Title, name, and email of Principal/Director (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter (New signature not necessary with existing sites)	21→24
	Phone Numbers	Plan Administrator	Automatic	21→24
	Type, Highest Degree and Major, Credential or Working on Credential Program, Working on Degree Program and Major	Plan Administrator	Change Request / Administrative Letter	21→25
	New Principal/Director	Plan Administrator	Change Request / Administrative Letter (New signature not necessary with existing site)	21→26

List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Classroom	Curriculum, Developmental Screening, Ongoing Assessment Tools, & More at Four Hours of Operation	Plan Administrator	Automatic	31, 32
	Max. Approved Class Size & Year Designated More at Four	State Office – jody.koon@ncmail.net		31→32-33
	Number of Slots	Plan Administrator	Change Request/ Administrative Letter	31→40-41
	Remove a Classroom	Plan Administrator	Change Request/ Administrative Letter, classroom cannot have any slots, Teachers, or service	47
	Add New Classroom	Plan Administrator	Change Request / Administrative Letter if total # of slots unchanged	31→42-46

List of Changes & Approvals Required (cont)

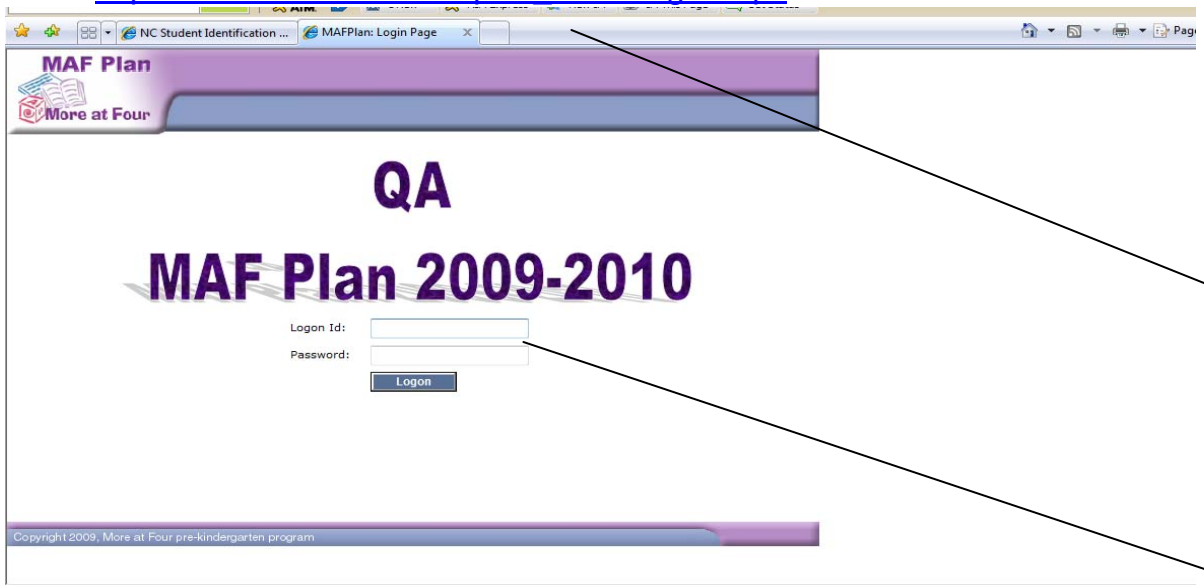
MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Classroom (cont)	Add New Classroom (cont.)	Plan Administrator	Contract Amendment if total # of slots changes (generates Budget Change Request)	31→42-46
	Classroom Slot Dates	State Office – susan.blackard@ncmail.net	Susan Blackard If the original 10 months of reimbursement needs to be changed.	31, 32
Teacher	Name of Teacher (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter	31→32-34
	Race / Ethnicity, Entry Date, Exit Date	Plan Administrator	Automatic (exit date should be entered only if Teacher leaves the classroom)	31→33→35

List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Teacher (cont)	Teacher Type, Highest Degree & Major, Degree Working on & Major, License/Credential, NCLB Exception, Working on Licensure/ Credentials, Working on Degree Program & Major	Plan Administrator	Change Request / Administrative Letter	31-33→ 35-36
	Remove a Teacher	Plan Administrator	Automatic (use exit date)	31→33→35
	Add a New Teacher	Plan Administrator	Change Request / Administrative Letter	31→37
	Move Teacher	Plan Administrator	Automatic	31→38-39
Budget	Operating Allocation & Start-up Budget	State Office – susan.blackard@ncmail.net		n/a
	Operating Budget in Plan	Plan Administrator (through Adding Classroom or Slot Change)	Change Request / Contract Amendment	48
	Estimated Other Resources	Plan Administrator	Change Request/ Email Approval	49-50

Logon

Go to: https://maf.ad.unc.edu/mafplan_0910/Login.aspx



New web address for MAFPlan 2009-10. If you haven't already made it a favorite, you should.

This is the Underscore key between MAFPlan and 0910

Enter your MAFPlan Log on Id and Password. Use what you've been using all along.

If you don't have access you should call KC Elander at (919) 981-7302

Home Page

Welcome to your Home

MAF Plan
More at Four
Plan: 0809 Yancey County Schools
User: Renee McCurry
Build: 30Jun08
Home MAFKids System Messages Instructions Logoff

Plan Forms List

School Year: 2008-2009

Select	Plan Name
⊙	0809 Yancey County Schools

Change Request | View | Missing Fields | Teacher Placement | CR List | Print Menu

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Click here to go directly to MAFKids from Plan Forms List page.

PRINT MENU allows you to print your approved Plan and other reports. Change requests do not show in printed Plan until approved.

VERY IMPORTANT
The only way to change the Plan is to click CHANGE REQUEST.

To complete missing information in the 09-10 MAFPlan, click "Missing Fields" to see the screen shown on page 14.

VERY IMPORTANT
To access all Change Requests click CR LIST. See page 51.

Complete Missing Site Data

Initial Log on to 09-10 MAFPlan will open this screen for Missing Fields. To leave this page and return to another page in MAFPlan 09-10, click Home.

MAF Plan More at Four

Plan: QA Yancey Intermountain Children | Fiscal Year: 2009-2010 | User: K.C. Elander | Build: 19Jul09

Home | System Messages | Instructions | Logoff | Print View

Beginning of Year Missing Information

Use this page at the beginning of the year to adjust classroom slots, enter site year end date for MAF services and missing Classroom information.

Adjust Classroom Slots At Beginning of Year

Your 09-10 slot allocation has been reduced on the Budget screen. Use the button below to adjust the initial slots for each classroom to equal the budget screen. This screen may be saved during slot placement; however, once this screen is submitted it is no longer available. Further slot changes must be made through the slot Change Request process.

Slot Placement

Clicking the "Slot Placement" button will open a Classroom Slot Change Request; after revising slot numbers and entering dates 08/01/09 - 05/31/10, adding an effective date and selecting the Submit button, a Budget Change Request will automatically open. Verify "Allocated Slots Not in Plan", enter an Effective date and click Submit.

Missing Site Information

Enter the site year end date for MAF services and then click save. Once Site end dates are entered and accepted, that Site will be removed from this list the next time you enter this screen.

County	Site	Year End Date for MAF Services
Yancey	Bald-Creek Child Development Center	
Yancey	Intermountain Children Service, Inc.	
Yancey	Mountain Heritage Child Care Center	

Save

Internet | Protected Mode: On

Enter the site year end date for MAF services for each site listed. Click save. The site will continue to appear on this page until the next time you access this screen. **The date entered has been saved to the site page, Click Home to continue**.

Changes have been made to curricula and on-going assessments. If a 08-09 classroom used a curriculum/assessment that is not on the 09-10 dropdown lists (See pages 64/65.), the classroom will be listed (scroll down page.). Click on the "Change" button to open a Classroom Change Request; select one of the new curriculum/assessment choices; add an effective date and select the Submit button to submit the change. If the curriculum currently in use in any MAF classroom is not listed, please call OSR to discuss.

Teacher Placement

This is the Teacher Placement screen.
To leave this page and return to another page in MAFPlan 09-10, click Home.

MAF Plan
More at Four

User: Renee McCurry Build: 30Jun08

Home MAFKids System Messages Instructions Logoff

Beginning Of Year Teacher Placement

Use this page to confirm, move or exit the teachers for the beginning of the year. You will need to confirm, move, or exit each teacher listed below.

1. **To confirm that a teacher is remaining in the same classroom as last year, enter their start date and select 'Confirm Classroom'. When you save this screen, they will be taken off of this initial placement screen.**
2. **To confirm that a teacher has left the program, select 'Did not return'. When you save the screen, they will be removed from the contract.**
3. **To move a teacher, select 'Move to new classroom'. You will be taken to a new screen where you can select the new site and classroom for that teacher, and add their start date.**
4. **If you are unsure of the status for a specific teacher, leave the teacher at 'No Action' until you can confirm the disposition of that teacher.**

Initial Teacher Placement

County	Site	Classroom	Teacher	Move to New Classroom	Action	Start Date
Yancey	Bald Creek Child Development Center	Bald Creek M@F	Sandra Hoover	Move Sandra	No Action	
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start	Gloria Burleson	Move Gloria	No Action	
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start	Susan Wilson	Move Susan	No Action	
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start B	Elizabeth McHone	Move Elizabeth	No Action	
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start B	April Solesby	Move April	No Action	

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Long-term Substitute Teachers and those with exceptions, if applicable, will appear at the bottom of the Teacher Placement Screen. Follow prompts to update their credentials in a Change Request requiring OSR approval.

Selecting the "Move Sandra" link will open the screen (see next page) to move a Teacher to another classroom and enter a start date. Once saved, the Teacher will be moved to the selected classroom in MAFPlan.

Select No Action, Did Not Return or Confirm Classroom from the drop down list; if the Teacher will remain in this classroom for 09-10 enter Start Date here. Once this page is saved, all completed information will transfer to the appropriate classroom screen in MAFPlan for the listed Teachers.

Teacher Placement (cont)

MAF Plan

More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Renee McCurry

Edit Mode: View
Build: 30Jun08

Home MAFKids System Messages Instructions Logoff

Place Teacher in New Classroom for: Sandra Hoover

Select the new site and classroom for this teacher and add their start date for the selected classroom. The teacher will then show in the new classroom and be removed from the Teacher Placement page.

Teacher:	Sandra Hoover	
	Current Classroom:	New Classroom:
County:	Yancey	Yancey
Site:	Bald Creek Child Development Center	-- Select a Site --
Classroom Code:	Bald Creek M@F	-- Select a Classroom --
Teacher Start Date:		

OK Cancel

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When you click on "Move Sandra" on the Teacher Placement Screen, this is the page that opens.

Select the Site and Classroom; enter the Start Date for the Teacher and click "OK" and the Teacher will be moved to the new site and class, with the appropriate start date.

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Change Request

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry
Edit Mode: CR
Build: 30Jun06

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

County / Region More at Four Committee

Co-Chairs

Superintendent (or Designee)	Name	LEA	Email
Superintendent	Dr. Tom Little	Superintendent Yancey County	tslittle@yanceync.net

Local Partnership Board Chair (or Designee):	Name	Partnership Name	Email
LP Board Chair	Neil Brown	Mitchell-Yancey Partnership fo	brownneil@bellsouth.net

(note: include other superintendents who are members of the Committee as Other Committee Members below)

	Name	Position / Title	Agency/Provider Name
Head Start Program Rep:	Arvene Byrd	Headstart Director	Intermountain Children's S
Licensed Child Care Rep:	Laura Graham	Director of Finance	Region D Child Care Inc
Child Care Resource /			

Previous | Save | Next

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Done | Internet | 100%

This is the page you will see after you click CHANGE REQUEST from the HOME page (see page 11).

Click on the buttons at the top to get to the page you want to change. The page you are on will have a purple button; all others will be blue. SAVE any changes before going to new page.

Change Request

Changing Committee Information

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry
Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

County / Region More at Four Committee

Superintendent (or Designee)	Name	LEA	Email
Superintendent	Dr. Tom Little	Superintendent Yancey County	tslittle@yanceync.net

Local Partnership Board Chair (or Designee):	Name	Partnership Name	Email
LP Board Chair	Neil Brown	Mitchell-Yancey Partnership fo	brownneil@bellsouth.net

(note: include other superintendents who are members of the Committee as Other Committee Members below)

	Name	Position / Title	Agency/Provider Name
Head Start Program Rep:	Arvene Byrd	Headstart Director	Intermountain Children's S
Licensed Child Care Rep:	Laura Graham	Director of Finance	Region D Child Care Inc
Child Care Resource / Referral Agency Rep:	Heather Hall	CCR&R	Mitchell Yancey Partnersh
Social Services or Child Subsidy Rep:	Melissa C.Roberts	Child Care Coordinator	Yancey DSS

Previous | Save | Next

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Scroll down to see all Committee members.

To change information in text box, highlight existing information and type in new information. Then SAVE.

Change Request

Changing Committee Information (cont)

MAF Plan

More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Renee McCurry

Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

County / Region More at Four Committee

Licensed Child Care Rep:	Laura Graham	Director of Finance	Region D Child Care Inc
Child Care Resource / Referral Agency Rep:	Heather Hall	CCR&R	Mitchell Yancey Partnersh
Social Services or Child Subsidy Rep:	Melissa C.Roberts	Child Care Coordinator	Yancey DSS
Parent Representative:	Renee' Hughes		

Others:

Name	Position / Title	Agency Name	
Debbie Fox	Director	Yancey County Transportation	Remove
Joyce Watts	County Extension Director	NC Cooperative Extension Service	Remove
Renee McCurry	Teacher/Director	Yancey County Schools	Remove
Sandra Orr	Kids Check	Mitchell Yancey PFC	Remove
Tammy Goodson	Health Check	Yancey Co Health Dept	Remove
Teresa Hutchins	Preschool Coordinator	Yancey County Scools	Remove
Tim Hensley	Career/Technical Education Director	Yancey County Schools	Remove

New

Previous | Save | Next

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To change or to edit "Others," click REMOVE and to add, click NEW. Remember to SAVE after each addition.

Change Request

Changing Contract Information

More at Four | Home | MAFKids | CHANGE REQUEST | System Messages | Instructions | Logoff | Print View

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Contract Information

Designated Administrative Agency:	Yancey County Schools	Street Address (No PO Box):	100 School Circle
Phone Number:	(828) 682-6101		
Fax Number:	(828) 682-7110	City:	Burnsville
Federal Tax Identification Number:	56-6001138	State:	NC
Agency Type:	Public School	Zip:	28714
		Same as Street Address Click Save to populate	
		Mailing Address:	P. O. Box 190
		Mailing City:	Burnsville
		Mailing State:	NC
		Mailing Zip:	28714

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Scroll down to see the entire page that includes Contract Administrator, Fiscal Administrator, Program Contact, and Additional Contact Information.

Change any information in a text box by highlighting the existing information and typing the new information. SAVE after each change.

Email susan.blackard@ncmail.net if you need to change the Designated Administrative Agency, Federal Tax Identification Number, or Agency Type.

Change Request
Additional Contact

MAF Plan
More at Four

Plan: Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Joseph Haenn
Edit Mode: CR
Build: 09Jul08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff Print View

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Contract Information

Contract Administrator Mailing Address	Fiscal Administrator Mailing Address	Program Contact Mailing Address
Same as Street Address	Same as Street Address	Same as Street Address
Click Save to populate	Click Save to populate	Click Save to populate
Mail Address: PO Box 190	Mail Address: PO Box 190	Mail Address: P O Box 70
City: Burnsville	City: Burnsville	City: Burnsville
State: NC	State: NC	State: NC
Zip: 28714	Zip: 28714	Zip: 28714

Additional Contact Information (optional)

First Name	Last Name	Phone	Email	Receive System Emails

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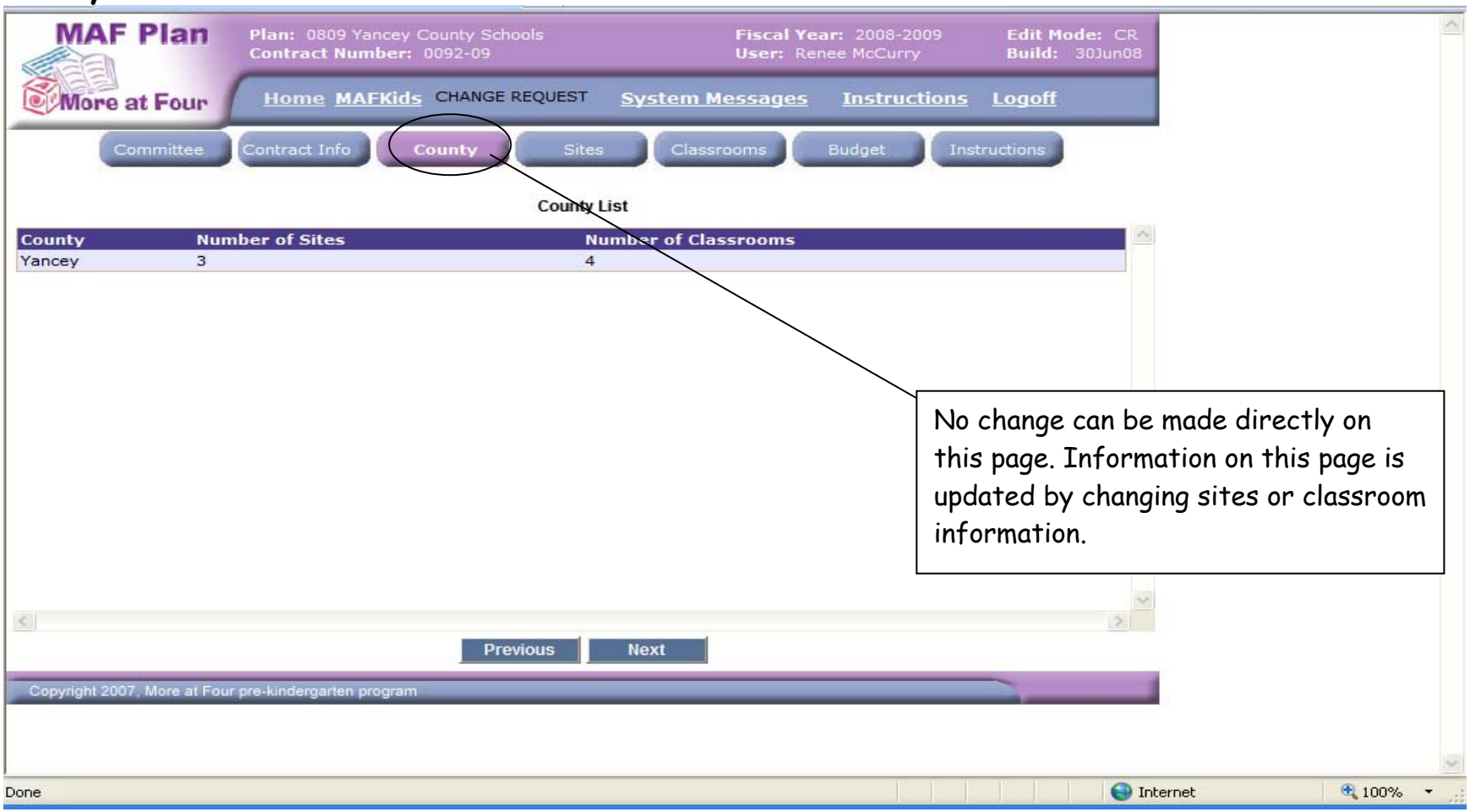
Complete the Additional Contact Information to add other responsible contacts.

The Send Emails box appears when you hover over the Receive System Emails box.

Checking this box by clicking on it will include the additional email in any system messages sent to the contract and program administrators.

Change Request

County List



No change can be made directly on this page. Information on this page is updated by changing sites or classroom information.

Change Request

Changing Site Information

MAF Plan

More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Renee McCurry

Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Number of slots this month	Child Care License Number	End Date
○	Yancey	Bald Creek Child Development Center	Private Non-profit child care center	1	8	0055003	Remove
○	Yancey	Intermountain Children Service, Inc.	Head Start program	2	32	00000004	Remove
○	Yancey	Mountain Heritage Child Care Center	Public School	1	8	0055005	Remove
			Total:	4	48		

New

Change Request | Previous | Save | Next

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Done | Internet | 100%

To change information about a site, use the radio button to select the site and then click CHANGE REQUEST.

Change Request

Changing Site Information (cont)

This is the screen you see when you select a site and click CHANGE REQUEST from the Site List (see

MAF Plan
More at Four
Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Joseph Haenn
Build: 30Jun08
Home MAFKids CHANGE REQUEST System Messages Instructions Logoff Print View
Committee Contract Info County Sites Classrooms Budget Instructions

Site Change Request

Change Address

County: Yancey
Name of Center/School: Bald Creek Child Development Cen
Type of Site: Private Non-profit child care center
LEA School Number:
Child Care License Number: 0055003
Current Star Rating: 4 Star
Year End date for MAF Services:
Site Start Date (if blank, started beginning of year):

Site Street Address: 57 Pleasant Valley Road
City: Burnsville
State: NC
Zip: 28714
Telephone Number: (828) 682-6956 Ext.
Fax Number: (828) 682-6956
Same as Street Address
Click Save to populate
Mailing Address: 57 Pleasant Valley Roa
Mailing City: Burnsville
Mailing State: NC
Mailing Zip: 28714

To change information in text box, highlight existing information and type new information. SAVE.

Site Street and mailing address & Principal/ Director address can be changed by clicking on Change Address.

To change Name of Center/School, or Child Care License Number, email jody.koon@ncmail.net

See Drop Down List Choices pages 63-67.

Use the dropdown box to change information in Type of Site and Current Star Rating.

Scroll down to change principal/director information. See next page.

Change Request

Changing Principal/Director Information

Site Start Date (if blank, started beginning of year):

Address: 57 Pleasant Valley Roa

Mailing City: Burnsville

Mailing State: NC

Mailing Zip: 28714

Principal/Director: Director

Email: katiebennett@verizon.net

Title: Ms.

First Name: Katherine

Change Name Only | Change Credentials

Last Name: Bennett

Change Principal/Director

Phone Number: (828) 682-6956 ext.

Highest Degree: AA / AAS

Major: Early Childhood

Highest Administrator Credential: Admin Cred II

Currently Working On Administrative Credentials Program: Not Working On

Currently Working On Degree Program: Not Working On

Principal / Administrator Mailing Address

Same as Site Address

Click Save to populate

Change Address

Administrator Address: 57 Pleasant Valley Road

Mailing City: Burnsville

Mailing State: NC

Mailing Zip: 28714

Copyright 2008, More

Internet 100%

This is the screen you see when you select a site and click CHANGE REQUEST from the Site List and scroll down to Principal/Director Information (see page 21).

Changing the Principal/Director's email address and phone number are automatic: they require no State Office approval and populate your Plan when you SAVE.

Click CHANGE CREDENTIALS to change the credentials of the Principal/Director (see page 25 for Change Credentials Change Request).

Click CHANGE NAME ONLY to change the name of the Principal/Director (see next page for Change Name Only Change Request).

Click CHANGE PRINCIPAL/DIRECTOR to replace the existing Principal/Director (see page 26 for Change Principal/Director Change Request).

Change Request

Changing Principal/Director Information: Change Name Only

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Change Administrator Name
This Change Request is to reflect a change in a director' or principal's name only (e.g., due to marriage or divorce).
If there is a change in director or principal, you must submit an Administrator Change Request.

Principal/Director: Director
Email: katiebennett@verizon.net
Title: Ms.
First Name: Katherine
Last Name: Bennett
Mailing Address: 57 Pleasant Valley Road
Mailing City: Burnsville
Mailing State: NC
Mailing Zip: 28714

Effective Date: (MM/YYYY)
Comment History:
New Comment:

Save Submit Delete Back

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Internet 100%

This is the screen you see when you click CHANGE NAME ONLY from Site Change Request (see previous page).

To change the name, (due to marriage or some other life-changing event or misspelling), highlight existing name and type in new. Be sure to update email addresses as needed.

Enter effective date using dropdown box. Type any relevant comment in New Comment text box.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 51).

Change Request

Changing Principal/Director Information: Change Credentials

MAF Plan
More at Four
Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry
Home MAFKids CHANGE REQUEST System Messages Instructions Logoff
Committee Contract Info County Sites Classrooms Budget Instructions

Administrator Credential Change Request

go back to the previous screen.

Principal/Director:	Director	Email:	katiebennett@verizon.net
Title:	Ms.		
First Name:	Katherine		
Last Name:	Bennett		
Phone Number:	(828) 682-6956 ext.		
Highest Degree:	BA / BS	Major:	Early Childhood
Highest Administrator Credential:	Admin Cred II		
Currently Working On Administrative Credentials Program:	Not Working On		
Currently Working On Degree Program:	Ph.D / Ed.D	If working on Degree Program, Major:	

Previous Save Submit Delete

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This is the screen you see when you click CHANGE CREDENTIALS for Site Change Request for Principal/Director change (see page 23).

To change Major, highlight existing information and type new information.

Scroll down to enter Effective Date using dropdown box. Type any relevant comment in New Comment text box.

Use dropdown boxes to change information in Principal/Director, Highest Degree, Currently Working on Administrative Credentials Program, or Currently Working on Degree Program.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 51).

See Drop Down List Choices pages 63-67.

Change Request

Changing Principal/Director Information: Change Director/Principal

MAF Plan
More at Four
Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build:

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Change Principal/Director Change Request

Principal/Director:
Email:
Title:
First
Last Name:
Phone Number:
Phone Ext:
Highest Degree:
Administrator Credential:
Currently Working On Administrative Credentials Program:
Currently Working On Degree Program:
Same as Site Street Address
Click Save to populate

Save Submit Delete Back

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Internet 100%

This is the screen you see when you click on CHANGE PRINCIPAL/DIRECTOR from Site Change Request (see page 23) to replace existing Principal/Director.

Complete all fields using dropdown and text boxes.

See Drop Down List Choices pages 63-67

Scroll down to enter Effective Date using dropdown box and enter any relevant comment.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 51).

Change Request

Adding a New Site

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry
Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Number of slots this month	Child Care License Number	End Date
○	Yancey	Bald Creek Child Development Center	Private Non-profit child care center	1	8	0055003	Remove
○	Yancey	Intermountain Children Service, Inc.	Head Start program	2	32	00000004	Remove
○	Yancey	Mountain Heritage Child Care Center	Public School	1	8	0055005	Remove
			Total:	4	48		

New

Change Request | Previous | Save | Next

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Internet 100%

Click NEW to add a new site. (The NEW button is at the bottom of your Site List and you may have to scroll down to see it.) See the next page for the Add Site Change Request.

Change Request

Adding a New Site (cont)

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build:

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Add Site Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Select One...	Site Street Address:	
Name of Center/School:			
Type of Site:	Select One...	City:	
LEA School Number:		State:	NC
Child Care License Number:		Zip:	
Current Star Rating:		Telephone Number:	ext.
Year End date for MAF Services:		Fax Number:	

Save Submit Delete Back

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Done Internet 100%

This is the screen you see when you click NEW from Site List (see previous page).

Complete all fields in the Add Site Change Request by using dropdown boxes and text boxes.

Scroll down to complete form, including Principal/Director information.

See Drop Down List Choices pages 63-67.

Change Request

Adding a New Site (cont)

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Add Site Change Request

Administrator Address:

Mailing City:

Mailing State:

Mailing Zip:

Effective Date: (MM/YYYY)

New Comment:

Not Submitted

Save Submit Delete Back

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Internet 100%

Use dropdown box to enter effective date. Type any relevant comment in New Comment text box.

When you SAVE your Add Site Change Request you will get a NEW CLASSROOM button. Click on NEW CLASSROOM to go directly to the Add Classroom Change Request (see page 42). You will not be able to submit an Add Site Change Request without adding a classroom. You can submit the Add Site Change Request from the CR List (see page 51).

Change Request

Removing a Site

MAF Plan

More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Renee McCurry

Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Number of slots this month	Child Care License Number	End Date
○	Yancey	Bald Creek Child Development Center	Private Non-profit child care center	1	8	0055003	Remove
○	Yancey	Intermountain Children Service, Inc.	Head Start program	2	32	00000004	Remove
○	Yancey	Mountain Heritage Child Care Center	Public School	1	8	0055005	Remove
			Total:	4	48		

New

Change Request | Previous | Save | Next

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Done | Internet | 100%

Click REMOVE to remove a site. Only sites with no classrooms or service may be removed. See page 47 to remove a classroom.

These numbers must both be 0 to remove a site that has not served MAF children.

Change Request

Changing Classroom Information

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry
Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Classroom Forms List

Note: Allocated MAF Slots are the number of slots allocated as of today's date. If today's date is before the fiscal year for this MAF Plan, then the Allocated MAF Slots will be the number of slots on the first month that each classroom has slots allocated. If today's date is after the last month of allocated slots for a classroom, then the Allocated MAF Slots will be the latest number of slots.

Select	County	Site	Classroom Code	Max Appr. Size	Number of Slots this Month	End Date
○	Yancey	Bald Creek Child Development Center	Bald Creek M@F	18	8	Remove
○	Yancey	Intermountain Children Service, Inc.	Burnsville Head Start	18	17	Remove
○	Yancey	Intermountain Children Service, Inc.	Burnsville Head Start B	18	15	Remove
○	Yancey	Mountain Heritage Child Care Center	Mtn. Heritage	18	8	Remove
			Total:		48	

New

Change Request | Change Slots | Previous | Next

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Internet

To change number of slots in one or more classrooms click CHANGE SLOTS. See page 40 for Change Slots Change Request.

To add a classroom click NEW. (The NEW button is at the bottom of your Classroom Forms List and you may have to scroll down to get to it). See page 42 for Add Classroom Change Request.

To change information about a classroom (including Teacher information), use the radio button to select the classroom and then click CHANGE REQUEST. See next page for Classroom Change Request.

Change Request

Changing Classroom Information (cont)

This is the screen you see when you click CHANGE REQUEST from Classroom Forms List (see previous page).

MAF Plan

More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Renee McCurry

Home MAFKids CHANGE REQUEST System Messages Instructions Logo

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Classroom Screen

County: Yancey
Site: Bald Creek Child Development Center
Classroom Code: Bald Creek M@F
Maximum approved class size: 18
Number of More at Four slots:

From Date	To Date	Months	# Slots
8/1/2008	5/1/2009	10	8

Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
0	8	8	8	8	8	8	8	8	8	8	0

Curriculum selected: Creative Curriculum - 4th ed (2002)
Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool
Developmental Screening Tool: DIAL-3

Previous Save

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Internet 100%

Use the text and dropdown boxes and radio buttons to change Curriculum selected, Ongoing Instructional Assessment Tool, Developmental Screening Tool, and More at Four Hours of Operation.

If you determine the From and To dates for the 10 month operation (reimbursement request) should be changed, email susan.blackard@ncmail.net. Provide Classroom Name/Code and desired reimbursement.

Change Request

Changing Classroom Information (cont)

MAF Plan

More at Four

Plan: Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Joseph Haenn

Edit Mode: CR
Build: 09Jul08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff Print View

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Classroom Screen

Curriculum selected: Creative Curriculum - 4th ed (2002)

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool

Developmental Screening Tool: DIAL-3

When was the classroom designated as a More at Four class? 2006-2007

What hours of operation define the MAF portion of your child care program day? Start Hour:Minute 8 : 00 AM To Stop Hour:Minute 2 : 30 PM

Teacher Name	Change Request	Teacher Type	BK License/Pre-School Add On	Exit Date
Elizabeth McHone	Change Elizabeth's name	Lead	No	Active
April Solesby	Change April's name	Assistant	No	Active

New

Previous | Save | Move Teacher

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To change "When was the Classroom designated as a More at Four class," email jody.koon@ncmail.net.

To change Teacher's name only, click Change "Pam's" name (due to marriage or some other life changing event or misspelling; see next page).

To change information about Teacher, click Teacher's name (see page 35). To add new Teacher click NEW (see page 37).

See Drop Down List Choices pages 63-67.

Internet 100%

Change Request

Changing Teacher's Name

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Change Teacher Name
This Change Request is to reflect a change in teacher's name only (e.g., due to marriage or divorce).
If there is a change in teacher, you must submit a Teacher Change Request

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the go back to the previous screen.

County:	Yancey	Site:	Intermountain Children Service
Classroom Code:	Burnsville Head Start B	Teacher Type:	Lead
Teacher First Name:	Elizabeth	Teacher Last Name:	McHone
Highest Degree:	AA / AAS	Major:	Early Childhood

Effective Date: *(MM/YYYY)*

Comment History:

New Comment:

Save Submit Delete Back

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Internet 100%

This is the screen you see when you click Change "Elizabeth's" name from the Classroom Change Request (see previous page).

To change name (due to marriage or some other life-changing event or misspelling), highlight existing name and type in correct name.

Enter effective date using dropdown box. Type any relevant comment in New Comment text box.

SAVE your change request. You can SUBMIT from this screen or from CR list (see page 51).

Change Request

Changing Teacher's Information: Race/Ethnicity, Entry and Exit Dates

This is the screen you see when you click on Teacher's name from Classroom Change Request (see page 32).

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry
Edit Mode:
Build: 30Jur

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Teacher

County:	Yancey	Site:	Intermountain Children Service, In
Classroom Code:	Burnsville Head Start B	Teacher Type:	Lead
Teacher First Name:	Elizabeth	Teacher Last Name:	McHone
Which of the following best describes this teacher's race / ethnicity?	White / European American		
Teacher Entry Date this school year:	8/1/2008	Teacher Exit Date:	
Highest Degree:	AA / AAS	Major:	Early Childhood
Highest Licensure/Credentials:	NC Early Childhood Credential		

What program is the teacher working on to obtain an additional credential? (A Lead teacher should hold a B-K or Preschool Add-on License)

Licensure/Credentials Working On:	B-K Degree/License		
Degree Working On:	BA / BS	Major:	Birth to Kindergarten

Previous | Save | Cancel | Change Teacher Type/Credentials

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Use dropdown box to change race/ethnicity answer.

You can type over Entry Date to change. Use Teacher Exit Date only if a Teacher leaves the classroom before the end of the school year. NOTE: If the Teacher did not work in the classroom this year, use the same exit date as the entry date.

Click Change Teacher Type/Credentials to change credentials or Teacher type of selected Teacher (see next page).

The entry and exit dates determine which Teachers show up on your Monthly Attendance Report from MAFKids. All Teachers who are active any time during the month of the report will be listed on the report.

Change Request

Changing Teacher's Information: Type/Credentials

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Change Teacher Credentials

go back to the previous screen.

County:	Yancey	Site:	Intermountain Children Service, Inc.
Classroom Code:	Burnsville Head Start B	Teacher Type:	Lead
Teacher First Name:	Elizabeth	Teacher Last Name:	McHone
Which of the following best describes this teacher's race / ethnicity?	White / European American		
Teacher Entry Date this school year:	8/1/2008	Teacher Exit Date:	
Highest Degree:	AA / AAS	Major:	Early Childhood
Highest Licensure/Credentials:	NC Early Childhood Credential		

What program is the teacher working on to obtain an additional credential? (A Lead teacher should hold a B-K or Preschool Add-on License)

Licensure/Credentials Working On:	B-K Degree/License		
Degree Working On:	BA / BS	Major:	Birth to Kindergarten

Previous | Save | Submit | Delete | Cancel

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Internet

This is the screen you see when you click on Change Teacher Type/Credentials from Teacher Change Request (see previous page).

Use dropdown boxes to change Teacher Type, Highest Degree, Highest Licensure Credentials, Licensure Credentials Working On, and Degree Working On.

To change Major, highlight existing information and type new information.

Scroll down to enter Effective Date and any relevant comment.

SAVE your change request. You can SUBMIT from this screen or from CR list (see page 51).

See Drop Down List Choices pages 63-67.

Change Request

Adding New Teacher

DO NOT use this page to move an existing Teacher. Instead, use the "Move Teacher" function on the next page.

MAF Plan — More at Four

Plan: 0809 Yancey County Schools | Fiscal Year: 2008-2009 | User: Renee McCurry | Build: 30Jun08

Home | MAFKids | CHANGE REQUEST | System Messages | Instructions | Logoff

Add Teacher Change Request

County:	Yancey	Site:	Intermountain Children Service, Inc.
Classroom Code:	Burnsville Head Start B	Teacher Type:	
Teacher First Name:		Teacher Last Name:	
Which of the following best describes this teacher's race / ethnicity?			
Teacher Start Date this school year:			
Highest Degree:			
Highest Licensure/Credentials:			
Enrollment Towards Credential			
Licensure/Credentials:			
Teacher Degree Working On:			
Effective Date: (MM/YYYY)		Comment History:	

Save | Submit | Delete | Back

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Internet | 100%

This is the screen you see when you click NEW from Classroom Change Request (see page 32).

Complete fields using dropdown and text boxes. All fields are required.

Enter Effective Date using dropdown box. Enter any relevant comment in New Comment box.

SAVE your change request. You can SUBMIT from this screen or from CR list (see page 51).

See Drop Down List Choices pages 63-67.

Change Request
Move Teacher

MAF Plan
More at Four

Plan: Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Joseph Haenn
Edit Mode: CR
Build: 09Jul08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff Print View

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Classroom Screen

Curriculum selected: Creative Curriculum - 4th ed (2002)

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool

Developmental Screening Tool: DIAL-3

When was the classroom designated as a More at Four class? 2006-2007

What hours of operation define the MAF portion of your child care program day? Start Hour:Minute 8 : 00 AM To Stop Hour:Minute 2 : 30 PM

Teacher Name	Change Request	Teacher Type	BK License/Pre-School Add On	Exit Date
Elizabeth McHone	Change Elizabeth's name	Lead	No	Active
April Solesby	Change April's name	Assistant	No	Active

New

Previous | Save | Move Teacher

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When a Teacher changes classrooms during the course of the school year, users can move them using the "Move Teacher" function. To move an existing Teacher from one classroom or site to another, select Change Request from the Home page and then go to the Classroom panel and click on the "Move Teacher" button. You will be taken to the screen shown on the next page.

Change Request
Move Teacher (cont)

MAF Plan
More at Four

Plan: Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Joseph Haenn
Edit Mode: CR
Build: 09Jul08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff Print View

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Move Teacher for Classroom: Burnsville Head Start B

Contract:	Yancey County Schools		
		County:	Yancey
Site:	Intermountain Children Service, Inc.	Site:	Intermountain Children Service, Inc.
Classroom Code:	Burnsville Head Start B	Classroom Code:	Burnsville Head Start B
Teacher to Move:	Elizabeth McHone		
Teacher Start Date:	07/01/2008		
Desired Exit Date in Current Classroom:	10/15/08	Start Date in New Classroom:	10/16/08

If this teacher did not serve in this classroom in this school year then match their exit date to their start date.

All Teachers in Site Intermountain Children Service, Inc., Classroom Burnsville Head Start B:

Teacher Name	Type	Entry Date	Exit Date
Elizabeth McHone	Lead	07-01-2008	Active
April Solesby	Assistant	07-01-2008	Active

Cancel | Move Teacher -->

Burnsville Head start B has been chosen as Elizabeth's new class, and her Start Date has been added. When the Move Teacher button is clicked again, Pam will be moved into this classroom and exited from Mtn. Heritage.

When the "Move Teacher" button is clicked, the Move Teacher screen will display. In this example, Pam Donnahoo has been selected to be moved and her exit date from Mountain Heritage Child Care Center has been entered.

Note: You only move one Teacher at a time; however to move any number of Teachers from any classroom, simply return to the Classroom screen and repeat the process described on this page.

Change Request

Changing Slots

This is the screen you see when you click on CHANGE SLOTS from Classroom Forms List (see page 31).

MAF Plan — More at Four

Plan: 0809 Yancey County Schools

Fiscal Year: 2008-2009
User: Renee McCurry

Home | MAFKids | CHANGE REQUEST | System Messages | Instructions | Lo

Classroom Slots Change Request

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County Name	Site Name	Classroom Code	Allocated Slots	New Total Slots	Num Months	From Date	To Date
Yancey	Bald Creek Child Development Center	Bald Creek M@F	8	8	0		
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start	17	17	0		
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start B	15	15	0		
Yancey	Mountain Heritage Child Care Center	Mtn. Heritage	8	8	0		
		Total:	48	48			

Effective Date: (MM/YYYY)

Comment History:

New Comment:

Save | Submit | Delete | Back

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Use this form to change number of slots in an approved classroom. Highlight the number in New Total Slots field and type in the new number of slots for classroom. Enter the From Date (day slots start in classroom) and To Date (last day slots are in classroom for reimbursement). Do not exceed 10 months for any slot. WARNING: If you are taking slots away from a class the From Date should not be earlier than the original From Date in the class and the To Date should not be later than the original To date in the classroom.

Regardless of date entered the change will be effective the first day of that month.

Scroll down to complete form (see next page).

This is the Change Request you would use when you want to remove all slots from classroom so you can remove a classroom (see page 47).

Change Request
Changing Slots (cont)

MAF Plan — More at Four

Plan: 0809 Yancey County Schools | Fiscal Year: 2008-2009 | User: Renee McCurry | Build: 30Jun

Home | MAFKids | CHANGE REQUEST | System Messages | Instructions | Logoff

Classroom Slots Change Request

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County Name	Site Name	Classroom Code	Allocated Slots	New Total Slots	Num Months	From Date	To Date
Yancey	Bald Creek Child Development Center	Bald Creek M@F	8	8	0		
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start	17	17	0		
Yancey	Intermountain Children Service, Inc.	Burnsville Head Start B	15	15	0		
Yancey	Mountain Heritage Child Care Center	Mtn. Heritage	8	8	0		
		Total:	48	48			

Effective Date: (MM/YYYY)

New Comment:

Comment History:

Save | Submit | Delete | Back

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You can only have one outstanding Classroom Slots Change Request at a time. After you submit the Classroom Slots Change Request you cannot create another one until the submitted Classroom Slots Change Request is approved by the State Office.

Sum of current slots.

Sum of New Total Slots (includes changes) this month. (This total will not include New classrooms that have not yet been approved.)

Enter Effective Date using dropdown box. Type any relevant comment in New Comment box.

SAVE your change request. You can SUBMIT from this screen or from CR List.

When you SUBMIT a Classroom Slots Change Request to move slots, you automatically generate a Budget Change Request. (see page 48)

Change Request

Adding a New Classroom

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build: 30Jur

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Select One...

Effective Date: *(MM/YYYY)*

New Comment:

Not Submitted

Comment History:

Save Submit Delete Back

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Internet 100%

This is the screen you see when click on NEW from Classroom Forms List (see page 31) or when you click on ADD CLASSROOM from the Add Site Change Request (see page 27).

Use the dropdown box to select county in which classroom is located. You automatically are taken to the screen on the next page.

Add Teacher Change Requests must be submitted at the same time Add Classroom Change Requests are submitted. If the teacher for the new classroom will be moved from another classroom include that information in the Add Classroom Change Request New Comment section.

Change Request

Adding a New Classroom (cont)

This is the screen you see after you select the county from the Add Classroom Change Request (see previous page).

MAF Plan
More at Four
Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build:

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Yancey
Site:	Select One...
Classroom Code:	
Date of 1st MAF Child Enrolled:	
Maximum approved class size:	18
Number of More at Four slots:	

From Date	To Date	Months	# Slots

New

Save Submit Delete Back

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Internet 100%

Select a site from the dropdown box. New unapproved sites are included in list.

This is the informal class name used to identify individual classrooms. This code is permanently assigned once entered for the duration of the Program and cannot be changed.

Complete all fields on this portion of the page then click SAVE. To complete Add Classroom page see page 44. You must save before you can add slots for this classroom. See pages 44-46 to complete the Add Classroom change request.

Change Request

Adding a New Classroom (cont)

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Yancey
Site:	Bald Creek Child Development Center
Classroom Code:	07
Date of 1st MAF Child Enrolled:	7/8/0010
Maximum approved class size:	18
Number of More at Four slots:	

From Date	To Date	Months	# Slots

New

Save Submit Delete Back

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This is the screen you see after you SAVE Classroom Change Request (see previous page).

The NEW button appears after you selected a new site and SAVE. Click NEW button to enter slots in classroom.

Change Request

Adding a New Classroom (cont)

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build:

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Yancey
Site:	Bald Creek Child Development Center
Classroom Code:	07
Date of 1st MAF Child Enrolled:	7/8/0010
Maximum approved class size:	18
Number of More at Four slots:	

From Date	To Date	Months	# Slots	
				Remove

New

Save Submit Delete Back

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ClassRoomNew.aspx?CRClassRoomFormNewID=87043 Internet 100%

This is the screen you see after you click NEW on Classroom Change Request (see previous page) to add slots.

Enter the # of slots From Date and to Date. Do not exceed 10 months Then SAVE.

Regardless of date entered the change will be effective the first day of that month.

Review Important Notes on page iv regarding From and To dates.

Change Request

Adding a New Classroom (cont)

This is the screen you see after you click SAVE slots on Classroom Change Request (see previous page).

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build:

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Add Classroom Change Request

Curriculum selected: Creative Curriculum - 3rd ed (2000)

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool

Developmental Screening: Brigance Preschool Screen II (under 4 yrs, 11 mos)

When was the classroom designated as a More at Four class? 2008-2009

What hours of operation define the MAF portion of your child care program day? Start Hour:Minute 0 : 0 AM To Stop Hour:Minute 0 : 0 PM

Teachers:

Teacher Name	Teacher Type	BK License

New

Effective Date: (MM/YYYY)

Comment History:

Save Submit Delete Back

Complete all fields using drop down boxes, radio buttons, and text boxes. Then SAVE.

To add Teacher to classroom click NEW. See page 37 to add new Teacher.

To move an existing Teacher to this classroom, see page 38.

You can SUBMIT from this screen or from CR List (see page 51). When you submit this Change Request, you automatically generate a Budget Change Request (see page 48) that needs to be submitted.

See Drop Down List Choices pages 63-67.

Change Request

Removing a Classroom

Important: If a site/classroom has served More at Four children it CANNOT be removed the Plan.

MAF Plan

More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Renee McCurry

Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Note: Teachers should be exited from the classroom prior to removing (or deactivating) a classroom.

Classroom Forms List

Note: Allocated MAF Slots are the number of slots allocated as of today's date. If today's date is before the fiscal year for this MAF Plan, then the Allocated MAF Slots will be the number of slots on the first month that each classroom has slots allocated. If today's date is after the last month of allocated slots for a classroom, then the Allocated MAF Slots will be the latest number of slots.

Select	County	Site	Classroom Code	Max Appr. Size	Number of Slots this Month	End Date
○	Yancey	Bald Creek Child Development Center	Bald Creek M@F	18	8	Remove
○	Yancey	Intermountain Children Service, Inc.	Burnsville Head Start	18	17	Remove
○	Yancey	Intermountain Children Service, Inc.	Burnsville Head Start B	18	15	Remove
○	Yancey	Mountain Heritage Child Care Center	Mtn. Heritage	18	8	Remove
			Total:		48	

New

Change Request | Change Slots | Previous | Next

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Click REMOVE to remove (or deactivate) a classroom. In order to remove, a classroom can have no slots, active Teachers or have received service. Use the Classroom Slots Change Request to remove slots from the classroom (see page 40).

This change requires State Office approval.

This number must be 0 to remove a classroom that has not served MAF children.

Change Request

Budget – System-Initiated

There are two ways to generate a Budget Change Request:

1. System-initiated – generated from Add Classroom change request or Classroom Slots change request.
2. User-initiated – generated by user to change Estimated Other Resources.

The budget change request shown here is system-initiated. Both types of Budget Change Request need to be submitted.

MAF Plan

More at Four

Plan: 0809 Yancey County Schools

Fiscal Year: 2008-

User: Renee McCur

Home MAFKids System Messages Instru

A Budget Change Request has been automatically created since a slot Change Request that could impact your
submitted.
Please review and submit this budget to the State Office, as this new budget will not be automatically submitte
If necessary, you may return to this budget from the Change Request List page.

New Budget Change Request

From State MAF's Office

Total Operating Funds Allocated: 214,080

1. Total Operating Budget. This includes outstanding Change Requests.

County	Authorized Operating Funds	MAF Slot Allocation	Number of Slots Requested For County	Allocated Slots Not In Plan	Authorized Monthly Slot Payment Rate
Yancey	214080	48	48	0	446

Allocation Per Slot. This includes outstanding Change Requests.

County	Slots	Months	Rate	Amount
Yancey	48	10	446	$214,080

Total Number Of Slots: 48

A. Total More At Four Pre-K Operating Funds: $214,080

Save Submit Back

In most cases a system-initiated budget change request helps you verify that your changes are budget neutral. Note that MAF Slot Allocation equals Number of Slots Requested for County and that Total Operating Funds equal Total Operating Funds Allocated.

You can have only one unapproved Budget Change at a time. Any unapproved Budget Change Request will automatically update to show new changes (even if Budget Change Request has been submitted).

Scroll down to enter Effective Date and any relevant comments. Then SAVE.

You can SUBMIT from this screen or the CR List (see page 51).

Change Request

Budget – User-Initiated

MAF Plan

More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09

Fiscal Year: 2008-2009
User: Renee McCurry

Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Committee | Contract Info | County | Sites | Classrooms | Budget | Instructions

Budget Screen

Total Operating Funds Allocated: $214,080

1. Total Operating Budget

County	Slot Type	MAF Slot Allocation	Number of Slots Submitted For County	Allocated Slots Not In Plan	Authorized Monthly Slot Payment Rate
Yancey	Regular	48	48	0	$446
	Totals:	48	48	0	

Allocation Per Slot

County	Slot Type	Slots	Months	Rate	Amount
Yancey	Regular	48	10	446	$214,080

Total Number Of Slots: 48

A. Total More At Four Pre-K Operating Funds: $214,080

B. Estimated Other Resources

B.1. CASH Estimated Other Resources

Smart Start: 0

Change Request | Previous | Save | Next

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There are two ways to generate a Budget Change Request:

1. System-initiated – generated from Add Classroom change request or Classroom Slots change request.
2. User-initiated – generated by user to change Estimated Other Resources.

The budget change request shown here is user-initiated. Both types of Budget Change Request need to be submitted.

To change Estimated Other Resources, click on CHANGE

You also can update Estimated Other Resources in an existing (but not submitted) system-initiated Budget Change Request by selecting it from the CR List (see page 51).

Change Request

Budget – User-Initiated (cont)

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Fiscal Year: 2008-2009
User: Renee McCurry
Build: 30

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

New Budget Change Request

Other Cash Sources

Source	Amount

New

B.1. Subtotal Cash Estimated Other Resources: $58,080

B.2 IN-KIND Estimated Other Resources

Smart Start:	0
Head Start:	0
Title 1:	0
Preschool Disabilities:	0
City/County/Local Appropriation:	0
Subsidy:	0

Save Submit Back

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To change information in text boxes, highlight the existing information and then type in new information. SAVE after each change.

To add new sources, click NEW and enter information in text boxes. SAVE after each addition.

You can SUBMIT from this screen or from the CR List (see page 51).

Scroll down to enter effective date and relevant comment.

CR List

The CR list is your best friend.

To get this screen go to the Home page and click CR List (see page 11).

MAF Plan — More at Four

Plan: 0809 Yancey County Schools | Fiscal Year: 2008-2009 | User: Renee McCurry | Build: 30Jun08

Home | MAFKids | System Messages | Instructions | Logoff

Change Request List

Filter List By: All

Select a header item to sort by that column.

CR #	CR Type	Submit Check	Effective Date	Name	CR Status	Submit Date	Approv Date	Admin Letter	Except Letter	Contr Amend	Date Sent
13	Classroom Slots Change		9/2008	0809 Yancey County Schools: Slot change	Submitted	07/03/08					
10	Classroom Add	☐		**Site:** Bald Creek Child Development Center, **Class:** 05	Not Submitted						
12	Classroom Add	☐		**Site:** Bald Creek Child Development Center, **Class:** 07	Not Submitted						
9	Budget Change	☐		0809 Yancey County Schools 2008-2009	Not Submitted						
11	Classroom Add	☐		**Site:** Intermountain	Not Submitted						

Back | Submit Checked

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Internet | 100%

You can Filter List by using the dropdown box or you can select a header item to sort by that column.

You can submit your Change Requests from this screen by checking the Submit Check box and clicking SUBMIT CHECKED. MAFPlan validates all information when you submit.

To review a Change Request, click its CR #. See page 53.

CR List (cont)

MAF Plan

More at Four

Plan: 0809 Yancey County Schools

Fiscal Year: 2008-2009

User: Joseph Haenn

Build: 30Jun08

Home MAFKids System Messages Instructions Logoff Print View

Change Request List

Filter List By: All

Select a header item to sort by that column.

CR #	CR Type	Submit Check	Effective Date	Name	CR Status	Submit Date	Approv Date	Admin Letter	Except Letter	Contr Amend	Date Sent
				Schools 2008-2009							
1	Classroom Slots Change	☐		0809 Yancey County Schools: Slot change	Not Submitted			☐	☐	☐	
7	Teacher Credential Change	☐	8/2008	**Site:** Intermountain Children Service, Inc., **Class:** Burnsville Head Start, **Teach:** Gloria Burleson	Not Submitted			☐	☐	☐	
6	Teacher Add		8/2008	**Site:** Bald Creek Child Development Center, **Class:** Bald	Approved	07/07/08	07/07/08	☑	☐	☐	07/11/2008

Back Submit Checked

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Done Internet 100%

Note the CR Status, the Approval Date, the Type of Approval Required, and the Date that Approval was sent.

Edit A Change Request from the CR List

MAF Plan
More at Four

Plan: 0809 Yancey County Schools
Contract Number: 0092-09
Fiscal Year: 2008-2009
User: Renee McCurry
Edit Mode: CR
Build: 30Jun08

Home MAFKids CHANGE REQUEST System Messages Instructions Logoff

Change Teacher Name
This Change Request is to reflect a change in teacher's name only (e.g., due to marriage or divorce).
If there is a change in teacher, you must submit a Teacher Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button go back to the previous screen.

County:	Yancey	**Site:**	Intermountain Children Service, Inc.
Classroom Code:	Burnsville Head Start	**Teacher Type:**	Assistant
Teacher First Name:	Gloria	**Teacher Last Name:**	Burleson
Highest Degree:	AA / AAS	**Major:**	Early Childhood Education

Effective Date: *(MM/YYYY)*

Comment History:

New Comment:

Save Submit Delete Back

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You get to this screen by clicking the CR # from the CR List screen (see page 51).

If a Change Request is returned to you by the State Office Pending More Information, edit the Change Request from this screen and resubmit the CR to the State Office.

You can SUBMIT from this screen.

You can DELETE a change request from this screen if the status of the Change Request is either Not Submitted or Denied.

Email Notification from State Office

MAFPlan emails Contract Administrators, Program Contacts, and Additional Contact (if box is checked) when Change Request is PENDING MORE INFORMATION.

> This email is to inform you of a status change to a Change Request.
>
> Change Request Contract Name: **Yancey County Schools**
>
> Change Request Number: **3, Administrator Credential Change**
>
> The previous status was: **Submitted**
>
> The Change Request status has been changed to: **Pending More Information**.

To edit Change Request go to CR List, select CR#, and make changes (see pages 51-53).

MAFPlan emails Contract Administrators, Program Contacts, and Additional Contact (if boxed is checked) when Change Request is APPROVED or DENIED.

> This email is to inform you of a status change to a Change Request.
>
> Change Request Contract Name: **Yancey County Schools**
>
> Change Request Number: **3, Administrator Credential Change**
>
> The previous status was: **Submitted**
>
> The Change Request status has been changed to: **Approved**.

The approved changes populate your Plan and MAFKids, if applicable. You will receive an Administrative Letter that includes the approved changes.

Software Requirements

To use MAFPlan, your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, a free download of Internet Explorer 7 is available at:

http://www.microsoft.com/windows/downloads/ie/getitnow.mspx

MAFPlan has not been successfully tested with other browsers, such as Netscape and Firefox.

Additional Assistance

If you need help navigating MAFPlan contact KC Elander at 919-981-7302 or KC.elander@ncmail.net. For assistance about the Program Guidelines and Requirements Manual or the Fiscal and Contracts Manual, contact the State Office at 919-981-5300 or moreatfour@ncmail.net.

Also, use the Instruction Page on MAFPlan to take you to the Program Guidelines and Requirements and Fiscal and Contract Manual.

Print Menu

MAF Plan

More at Four

User: Joseph Haenn

Home MAFKids System Messages Instructions

Report Menu

All reports below apply to contract: 0809 Yancey County Schools

1. Print County / Region Plan Document.
2. Print Audit Log Report.
3. Print MAFPlan Classroom Summary Report.
4. Print Program Consultant Site Visit Report.
5. Print Program Consultant Contract Visit Report.
6. Print Smart Start Audit Report.

Back

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This is the screen you will see after you click PRINT MENU.

All reports are generated in PDF format and are ready to print.

Click PRINT to generate a hard copy of your 09-10 Plan as of that day.

Click the OPEN icon.

The Audit Log Print tracks changes made to your Plan.

Click PRINT to print a summary of all sites/classrooms/slots in your Plan (similar to the former Section IV of MAFPlan). Click the OPEN icon. See the following pages for samples of Reports #3 through #6.

Internet 100%

MAFPlan Classroom Summary Report

Adobe Reader - [MAFPlanClassroomSummary[1].pdf]

File Edit View Document Tools Window Help

Select | Object Data Tool | 100% | Digital Editions | Help | Search Web

Pages

Attachments

More at Four

MAFPlan Classroom Summary Report

Contractor: 0809 Yancey County Schools

Contract Number: 0092-09

Approval Status: Approved

Maximum number of slots allocated: Yancey 48

Allocation of these slots by facility:

Site Name	Type of facility	Child Care License #	LEA/School Code	Current Star Rating	Number of Classes	Number of More at 4 Slots for this month
Bald Creek Child Development Center	Private Non-profit child care center	0055003		4 Star	1	8
Intermountain Children Service, Inc.	Head Start program	00000004		4 Star	2	32
Mountain Heritage Child Care Center	Public School	0055005	995-330	5 Star	1	8
Number of Sites: 3				**Totals:**	**4**	**48**

This report prints out each site name, type of facility, child care license number (if available), LEA/School code (if applicable), current star rating, number of MAF classrooms, and number of MAF slots for the current month. The contractor name, contract number, approval status, and total number of slots allocated (broken out by county, where appropriate) are included in the header section. The total number of sites, number of classrooms, and total number of slots are printed at the bottom of this report.

Program Consultant Site Visit Information Report

More at Four
pre-kindergarten program

Program Consultant Site Visit Information

County	Contractor	Contract Administrator	Program Contact
0809 Yancey	0809 Yancey County Schools	Tim Hensley	Renee McCurry

Site Name	Site Administrator	Admin. Credential	Site Telephone	Street Address	City	Site License	Star Rating
Bald Creek Child Development Center	Katherine Bennett	Admin Cred II	(828) 682-6956	57 Pleasant Valley Road	Burnsville	0055003	4 Star

Classroom Code	Year Designated	Number of Slots	Maximum Class Size	Curriculum	Developmental Assessment	Ongoing Assessment Tool
Bald Creek M@F	2002-2003	8	18	Creative Curriculum - 4th ed (2002)	DIAL-3	Creative Curriculum Assessment Tool

Teacher Type	First Name	Last Name	Highest Degree	Credential	Exit Date
Lead	Sandra	Hoover	BA / BS	NC Early Childhood Credential	
Assistant	Sarah	Jones	AA / AAS	None	

This report provides a convenient overview of each MAF program site. All sites or one particular site (selected from a dropdown list of all sites) can be selected to be printed in the report. The header contains the county, contractor, contract administrator, and program contact. For each site selected, the site name, administrator (including administrator credentials), and site address, telephone number, license number, and star rating are printed. Within each site for each participating classroom, the following information is printed: classroom code; year designated as a MAF classroom; number of slots; maximum class size; curriculum, developmental assessment, and ongoing assessment tool being used; and Teacher information (Teacher type, first and last name, highest degree, and credential).

Program Consultant Contract Visit Information Report

Program Consultant Contract Visit Information

Contractor: 0809 Yancey
Agency: 0809 Yancey County Schools

Program Contact:	Renee McCurry	Fiscal Administrator:	Robbie Renfro	Contract Administrator:	Tim Hensley
Title:	Early Childhood Edu.	Title:	Director of Finance	Title:	Career/Technical
Telephone:	(828) 682-6103	Telephone:	(828) 682-6101	Telephone:	(828) 682-6101
E-Mail:	kkconsulting@nc.rr.com	E-Mail:	kkconsulting@nc.rr.com	E-Mail:	kkconsulting@nc.rr.com
Address:	P. O. Box 190 Burnsville, NC 28714	Address:	100 School Circle Burnsville, NC 28714	Address:	100 School Circle Burnsville, NC 28714

Operating Funds: $214,080.00
Total Number of Allocated Slots: 48 at $446.00 per Slot
Total Number of Slots as of this date: 48

Superintendent (or Designee):	Dr. Tom Little
Local Partnership Board Chair (or Designee):	Neil Brown
Head Start Program Representative:	Arvene Byrd
Licensed Child Care Representative:	Laura Graham
Child Care Resource/Referral Agency Representative:	Heather Hall
Social Services/Child Subsidy Representative:	Melissa C.Roberts
Parent Representative:	Renee' Hughes

This report provides a convenient overview of the administrative side of the MAF contract for a given contractor. Contractor name and agency are provided in the header, followed by the contact information (name, title, telephone number, e-mail address, and regular mail address) for the MAF Program Contact, Fiscal Administrator, and the Contract Administrator. The next section provides the total operating funds, total number of allocated slots and slot rate, and the total number of slots as of this date. The bottom section gives the composition of the MAF Committee, including the name of the local school Superintendent (or designee), local Partnership Board Chair (or designee), and the representatives for Head Start, licensed child care, child care resource/referral agency, social services or child subsidy, and parents.

Smart Start Audit Report

Adobe Reader - [SmartStartAudit[1].pdf]

More at Four

Smart Start Audit Report

Contract: Yancey

Site: Bald Creek Child Development Center

Teacher	Child Name	Child ID	DOB	M/F	First day of attendance	Withdrawl Date	Health Asmt Date	Dev Screen Date	At Risk Stat
Hoover, Sandra			04/04/2003	F	08/27/2007				Child Meets Re Previously S
Hoover, Sandra			04/03/2003	M	08/27/2007				Child Meets Re Previously S
Hoover, Sandra			04/22/2003	F	02/04/2008				Child Meets Re Previously S
Hoover, Sandra			04/29/2003	M	08/27/2007		05/17/2007		Never Been S
Hoover, Sandra			10/11/2003	M	10/22/2007				Never Been S
Hoover, Sandra			09/22/2003	M	08/27/2007				Child Meets Re Previously S
Hoover, Sandra			11/03/2002	F	08/27/2007	11/30/2007			Never Been S
Hoover, Sandra			08/01/2003	M	08/27/2007				Never Been S
Hoover, Sandra			06/12/2003	M	08/27/2007		12/15/2006		Child Meets Re Previously S

Site: Intern

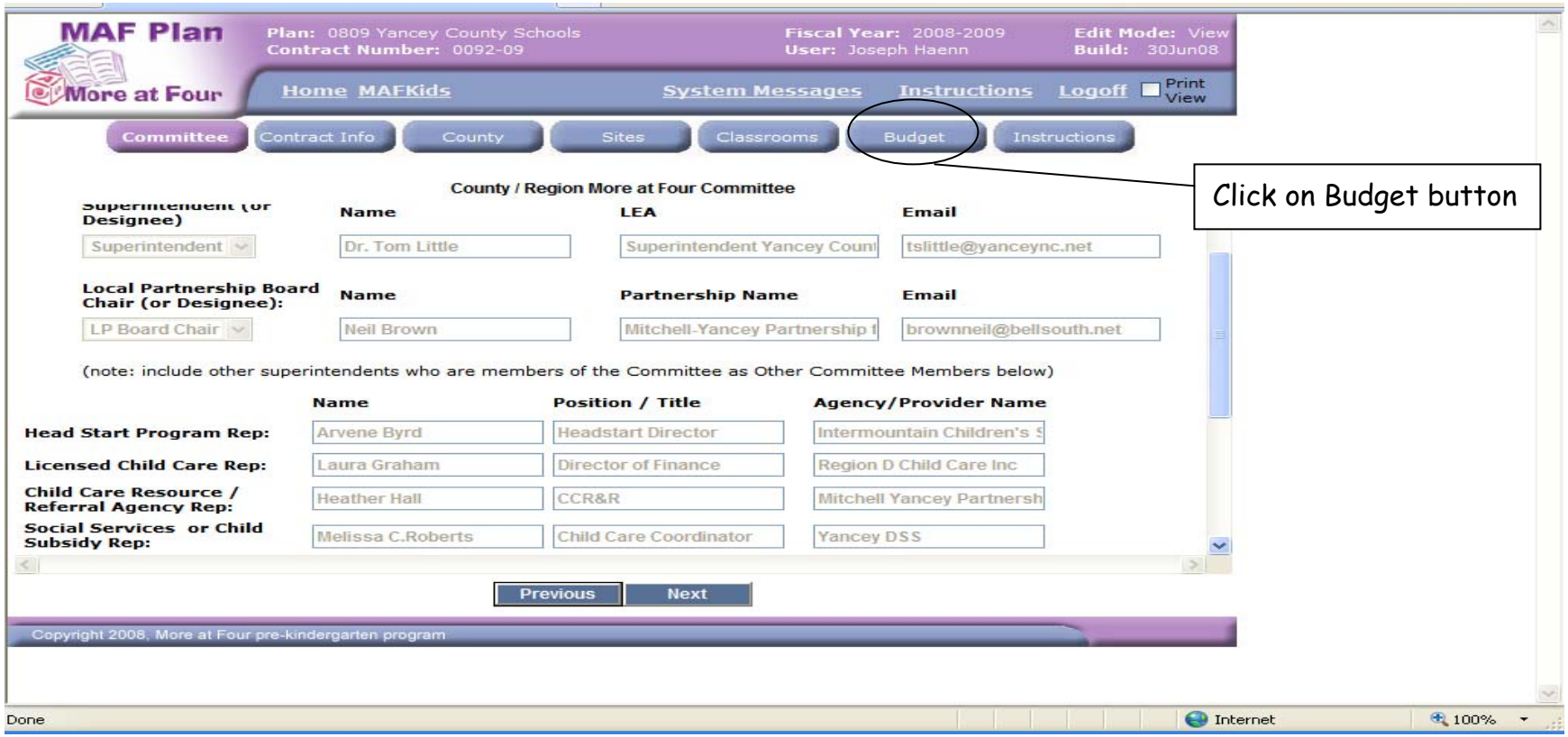
Teacher	Child Name	Child ID	DOB	M/F	First day of attendance	Withdrawl Date	Health Asmt Date	Dev Screen Date	At Risk Stat
McHone, Elizabeth			08/14/2003	F	08/13/2007	12/13/2007	08/14/2007	07/24/2007	Never Been S
McHone, Elizabeth			11/15/2002	M	08/13/2007		12/20/2006	02/28/2007	Placed Child
McHone, Elizabeth			02/03/2003	M	08/14/2007			07/24/2007	Child Meets Re Previously S

Due to confidentiality, these columns have been blocked.

This report is useful if your sites are subject to a Smart Start Audit. For each MAF student, the following information is listed: Teacher name, child name, child ID, date of birth, gender, the first day of attendance, withdrawal date (if appropriate), health assessment date, developmental screening date, and at-risk status. It is recommended that this report be run at the end of each school year before closeout so that the data will be available for a Smart Start audit conducted in the following year.

Helpful Hint For 09-10 PLAN

When you use the Print Menu feature to print the 09-10 at Four Plan, the Estimated Other Resources will not print on the budget page. To print Estimated Other Resources, Click on the Budget button at the top of the screen shown below.



Place your cursor (arrow) on Item B. Estimated Other Resources, left click to highlight this section and drag down through the amount in Item C. Copy and paste into a blank Word document. This will allow you to print the Estimated Other Resources as shown in the following example.

MAFPlan: Budget Screen - Windows Internet Explorer

http://maf.med.unc.edu/MAFPLAN_0809/Budget/BudgetScreen.aspx

MAFPlan: Budget Screen

B. Estimated Other Resources

B.1. CASH Estimated Other Resources

Smart Start:	0
Head Start:	0
Title I:	0
Preschool Disabilities/Exceptional Children:	0
City/County/Local Appropriations:	0
Subsidy:	58,080
CACFP (Food Prog):	0
Private Provider Funds:	0

Other Cash Sources

Source	Amount

B.1. Subtotal Cash Estimated Other Resources: $58,080

B.2 IN-KIND Estimated Other Resources

Smart Start:	0
Head Start:	0
Title 1:	0
Preschool Disabilities/Exceptional Children:	0
City/County/Local Appropriation:	0
Subsidy:	0
Private Provider Funds:	0

Other In-Kind Sources

Source	Amount

B.2. Subtotal In-Kind Estimated Other Resources: $0

B. Total Estimated Other Resources: $58,080

C. Total Operating Budget

Done

Internet

100%

Drop Down List Choices

MAFPLan Field Title	2009-10 Input Location	Drop Down Box Choices
Type of Site	Section IV Site	Public School Head Start Program Head Start Program Administered by Public School Private Non-profit child care center Private For-profit child care center
Current Star Rating	Section IV Site	5 Star 4 Star 3 Star Temporary Public School in Process Public School Not Licensed
Principal/Director	Section IV Site	Principal Director Interim Principal Interim Director
Highest Degree	Section IV Site Director/Principal	PhD/EdD MA/MS BA/BS AA/AAS High School Diploma/GED Less than High School Diploma

Drop Down List Choices Cont.

Highest Administrator Credential	Section IV Site Director/Principal	Principal License Admin Cred III Admin Cred II Admin Cred I None
Working on Administrative license/ credential.	Section IV Site Director/Principal	If Working on, select the highest one that applies (drop down box): Principal License Admin Cred III Admin Cred II Admin Cred I Not working on
Degree working on	Section IV Site Director/Principal	If Working on, select the highest that applies (drop down box): PhD/ EdD MA/MS BA/BS Not working on
Curriculum Selected	Section IV Site Classroom	Creative Curriculum for Preschool - 4th ed (2002) Opening the World of Learning (OWL) (2005) High Scope Preschool Curriculum (2002) Explorations with Young Children (Bank Street) (1992) The Empowered Child, Childtime - 2nd ed (2007) Tutor Time LifeSmart (2005) Passports: Experiences for PreK Success (2007)

Drop Down List Choices Cont.

Ongoing Instructional Assessment Tool	Section IV Site Classroom	Creative Curriculum Developmental Continuum, Ages 3-5 Learning Care System – Emp. Child and Tutortime Work Sampling System High Scope PreSchool Child Observation Record 2nd ed (Preschool COR) Galileo On-line Assessment System Learning Accomplishments Profile 3rd ed (LAP 3) Other, specify
Developmental Screening Tool	Section IV Site Classroom	DIAL-3 Brigance Preschool Screen II (under 4 yrs, 11 mos) Brigance K & 1 II (5 yrs, 0 mos and older) Learning Accomplishment Profile -Diagnostic (LAP-D Normed Screens) ESI-P (Preschool ages 3 - 4 1/2 years) + DECA or SSRS ESI-K (kindergarten ages 4 1/2 - 6 years) + DECA or SSRS Ages and Stages Questionnaires (ASQ) Parents' Evaluation of Developmental Status (PEDS) K-SEAL + DECA or SSRS Other, specify
Teacher Type	Section IV Site Classroom Teacher	Lead Lead, on extended leave Long-term Substitute Lead Assistant Assistant, on extended leave Long-term Substitute Assistant

Drop Down List Choices Cont.

Highest Degree	Section IV Site Classroom Teacher	Select highest one that applies: PhD/EdD MA/MS BA/BS AA/AAS High School diploma/GED Less than High School diploma
Highest License/Credential	Section IV Site Classroom Teacher	Select the highest one that applies: B-K License Pre-School Add-on Provisional B-K License Other NC Teacher's License Other State Teacher's License Provisional NC Teacher's License CDA (Child Development Associate) Credential NC Early Childhood Credential Other None
License/Credential Working on	Section IV Site Classroom Teacher	Select the highest one that applies: B-K Degree/License Pre-School Add-on CDA Other None

Drop Down List Choices Cont.

Degree Working on	Section IV Site Classroom Teacher	Select highest one that applies: PhD/EdD MA/MS BA/BS AA/AAS High School diploma/GED not working toward degree
Teacher Race/Ethnicity	Section IV Site Classroom Teacher	American Indian/Alaska Native Asian Black/African American Native Hawaiian/Other Pacific Islander Spanish/ Hispanic/Latino White/European American Multiracial/Multiethnic