



STARS Enrollment Calculation Tool Family Child Care Homes

Purpose: The STARS Enrollment Calculation Tool assists the provider in accurately determining enrollment, as a full-time equivalency (FTE), for individual children and the provider as a whole. This form is required for STARS Designation and Renewal. It will assist the Office of Child Development and Early Learning (OCDEL) in identifying the number of children impacted by the continuous quality improvement efforts of STARS participating providers.

Benefit: Calculating the FTE for individual children and the provider has many benefits that include making budget projections, creating schedules, and maintaining the provider's enrollment. For providers eligible for STARS Financial Awards, this tool will assist in determining the size of the provider's Award. Please see STARS Financial Award documents for specific requirements and amounts.

Instructions: The provider follows Steps 1 through 5 to complete this tool. This tool is also available as an auto-calculating Microsoft® Excel spreadsheet at www.pakeys.org/pages/starsDocs.aspx.

- 1. Timeframe** – The timeframes for calculating the FTE align with the Early Learning Network (ELN) data points. The three FTE timeframes are the weeks that include October 15; February 15; and May 15. The available FTE timeframe for each provider depends on the designation date. Please see the chart below to determine the available FTE timeframes:

Provider's Designation Date	Available FTE Timeframes		
	Week of October 15	Week of February 15	Week of May 15
October 16 – February 15	X		X
February 16 – May 15	X	X	
May 16 – October 15		X	X

PELICAN will select the highest eligible grant amount based on the two previous confirmed data points.

Please record the selected timeframe at the top of the STARS Enrollment Calculation Tool (page 3). Please note: STAR 3 & 4 providers should make sure to use the enrollment data recorded into ELN. As a reminder, ELN does not capture the School Age population in your site; therefore, this tool is your sole means for reporting the School Age population at your site.

- 2. Documentation** – Gather enrollment records (private pay, subsidy, early intervention, TIER 1 CACFP, other sources) for the timeframe determined in Step 1 above (Timeframe).
- 3. Provider Information** – Complete the STARS Enrollment Calculation Tool using the enrollment records gathered in Step 2, above (Documentation). Make sure to document the MPI number (located on your Certificate of Registration), Provider Name, and Curriculum in the spaces provided at the top of the form. Please make additional copies as needed. In each line of the table, complete the following steps:
 - Record Child's First Name and Last Initial in Column A.
 - Record the child's care level in Column B. Please use the abbreviation for the child's care level provided in the following table:

Care Level	Children's Age	Abbreviation
Infant	0-12 Months	INF
Young Toddler	13-24 Months	YOT
Older Toddler	25-36 Months	OLT
Preschool	37 Months – Child Enters Kindergarten	PRE
Young School-Age	Kindergarten - 3rd Grade	YSA
Older School-Age	4th Grade - 13th Birthday	OSA

- c. Determine what portion of the child's week with the provider is funded through the following funding sources:
 - 1) Child care private pay only (including private scholarships),
 - 2) Child care private pay receiving the Commonwealth of Pennsylvania's Early Intervention (EI) services for children with developmental delays and disabilities,
 - 3) Child Care Works (CCW) subsidy (including children receiving both CCW and EI),
 - 4) TIER 1 Child/Adult Care Food Program (CACFP) (135% income bracket and enrolled in CACFP).
 - 5) Head Start and Early Head Start, and/or
 - 6) Other funding sources.

Use the table on the STARS Enrollment Calculation Tool to determine FTE values for each child. Then, record the FTE values in Columns C through H as appropriate.

- d. After all information for each child is listed, calculate the sum of each Column (C through I) to determine the provider's Grand Totals. Use the Grand Totals to complete the STARS Financial Award size and program participation level calculations.

- 4. **FTE Enrollment** – You will need the FTE enrollment numbers to determine the provider's STARS Financial Award size. You may also use this information for budgeting, staffing, and enrollment.

Please see page 4 for an example of a completed child-level FTE.

MPI # on Certificate of Registration: _____ Provider Name: _____ Timeframe: _____

Curriculum: _____

	A	B	C	D	E	F	G	H	I
	Child's First Name & Last Initial	Care Level (INF, YOT, OLT, PRE, YSA, OSA)	What portion of the child's week in your facility is <i>funded</i> through the following sources? Place the appropriate FTE value in each column.						Child's Total Weekly Attendance <i>(sum of Columns C through H)</i>
			Child Care Private Pay Only	Child Care Private Pay with Early Intervention (EI) <i>(IEP/IFSP docs on site)</i>	Child Care Works (CCW) Subsidy <i>(includes children receiving both CCW & EI)</i>	TIER 1 Child/Adult Care Food Program (CACFP) <i>(135% income bracket & enrolled in CACFP)</i>	Head Start	Other Funding Sources	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
	Grand Totals								

Use these FTE values to identify the portion of the child's week funded by various sources.		
# of Days Child is Enrolled	Full Day or Part Day Funding	FTE Value
5	Full Day	1
4	Full Day	0.8
3	Full Day	0.6
2	Full Day	0.4
1	Full Day	0.2
5	Part Day	0.5
4	Part Day	0.4
3	Part Day	0.3
2	Part Day	0.2
1	Part Day	0.1
Full Day = 5 or more total hours/day		
Part Day = less than 5 total hours/day		

Column C + Column D + Column E + Column F = Eligible FTE

Total Column C +	
Total Column D +	
Total Column E +	
Total Column F =	
Eligible FTE	

← Use this number to determine the provider's STARS Financial Award size.

(Column D + Column E + Column F) ÷ Eligible FTE = Program Participation %

Total Column D +	
Total Column E +	
Total Column F =	
Total Column (D+E+F) ÷	
Eligible FTE =	
Program Participation % (multiply by 100)	

← Use this percentage to determine the provider's program participation level.



Special Note on Determining FTE: Please use the following **example** to assist you in determining a child's FTE.

Jacob C. attends YOUR FAMILY CHILD CARE in Hometown, PA. He is enrolled five days a week from 8 a.m. until 12 p.m. His family receives Child Care Works subsidy. Using the STARS Enrollment Calculation Tool, it is determined that Jacob's FTE for Child Care Works Subsidy is 0.5 (5 half days per week). See example below.

	A	B	C	D	E	F	G	H	I
	Child's First Name & Last Initial	Care Level (INF, YOT, OLT, PRE, YSA, OSA)	What portion of the child's week in your facility is <i>funded</i> through the following sources? Place the appropriate FTE value in each column.						Child's Total Weekly Attendance <i>(sum of Columns C through H)</i>
			Child Care Private Pay Only	Child Care Private Pay with Early Intervention (EI) <i>(IEP/IFSP docs on site)</i>	Child Care Works (CCW) Subsidy <i>(includes children receiving both CCW & EI)</i>	TIER 1 Child/Adult Care Food Program (CACFP) <i>(135% income bracket & enrolled in CACFP)</i>	Head Start	Other Funding Sources	
1	Example: Jacob C.	PRE	0	0	0.5	0	0	0	0.5