



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 19, 2016

TO: FY2016 Section 32p Early Childhood Programming Contacts and Great Start Collaborative Directors

FROM: Rachel Mellema, Great Start Programs Specialist
Office of Great Start/Early Childhood Development and Family Education

SUBJECT: Temporary Assistance for Needy Families (TANF) Maintenance of Effort Report (MOE) for Section 32p Early Childhood Programming

The FY2016 Section 32p Block Grant allowed you to designate funds for focused interventions, while some intermediate school districts (ISDs) also utilized carryover of the 2014-2015 Section 32p Block Grant funds.

Attached is a 2015-2016 year-end report that must be submitted to the Michigan Department of Education (MDE) to allow MDE and each grantee to meet statutory expectations regarding reporting information about families and children served. The first section reports on **targeted/intensely served families and children**. The second section is an expenditure report of all funds expended from October 1, 2015 through September 30, 2016 for these activities, regardless of the fiscal funding year. **This report is due October 15, 2016.**

Instructions for completing the report:

1. Enter the Name of the District and ISD Code on the designated lines.
2. Complete the **Section 32p Early Childhood Programming Family/Child Data Report** section for the period of October 1, 2015 through September 30, 2016.

Please keep the following in mind as you complete this section of the report:

- Only count children and families for whom **targeted/intensive services** were provided with Section 32p funds.
- Please be sure to only enter data for children and families of children who are **age-eligible** (birth-age eight).

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- Be sure the total number of children is greater than or equal to the total number of families.
 - Be sure the total number of children in families with income below 200 percent of the federal poverty guidelines is greater than or equal to the total number of families with income below 200 percent of the federal poverty guidelines.
 - Be sure the total number of families served is greater than or equal to the number of families with income below 200 percent of federal poverty guidelines.
 - Be sure the total number of children served is greater than or equal to the number of children in families with income below 200 percent of the federal poverty guidelines.
 - Cross-reference the number of children in this report to those who were entered into the Michigan Student Data System (MSDS) Early Childhood End-of-Program (EOP) collection (August 17, 2016) to assure accuracy of reporting.
3. Complete the **TANF MOE Expenditure Report chart**. **Include all funds spent from FY2015-2016 EC Programs portion of the Section 32p Block Grant funding as well as any carryover funding from FY2014-2015 EC Programs portion of the Section 32p Block Grant spent during the October 1, 2015 through September 30, 2016 time period.** As the form is completed in Excel, enter information into the yellow highlighted cells only; cells are preformatted to show the dollar signs. The totals in the light green cells will automatically calculate. After completing the form in Excel, print a copy in **portrait format**. A preliminary electronic copy may be submitted by e-mail to Cheryl Najm at NajmC@michigan.gov. **An original copy showing original signatures and dates should also be submitted by mail.**

Should you have any questions regarding this memorandum or the required reports, please contact me at 517-241-4766 or by e-mail at mellemar@michigan.gov.

Enclosure