

Section 35i: Family Engagement Centers Frequently Asked Questions (FAQ)

Michigan Department of Lifelong Education, Advancement, and Achievement (MiLEAP)

QUESTIONS FROM TECHNICAL ASSISTANCE WEBINARS

Q: Is it ok for one county to submit a single letter from the ISD, DHHS, and GSC/FC -- all sign the same letter?

A: Yes

Q: So, the grant will support 1 FTE for either a Literacy Hub Leader or a Family Engagement Coordinator?

There can be 1 FTE serving as the lead for both or these can be 2 separate positions. It's up to the ISD to decide what works best for their region.

Q: I thought we had to budget for 1.5 FTE, per the directions - 1 coordinator and at least .5 coach. Is that correct?

This is the recommendation, plan for your region's needs and budget.

Q: Given the fact that it's difficult to start the grant prior to the Tech assist webinar, the amount of collaboration needed across counties and across organizations and the fact the holidays are approaching...is there any chance the due date will be changed for the submission?

We can consider this, but if we push back the due date, we are pushing back access to funding. As of now we anticipate funding in March, which leaves 6 months of the year remaining.

Q: Will there be sample job descriptions for the Coordinator, and if you had a coach what that would look like?

The department has not created job descriptions. Consider looking at these resources to create your job descriptions:

1. [NAFSCE Core Competencies](#);
2. Your local Great Start Collaborative director/coordinator; and
3. [MiFamily Engagement webpage](#)

Q: Would the part time coach have to have the title "coach" in their actual title?

The "Family Coach" position doesn't need to be called a coach. Staff funded through this grant can be titled per ISD discretion.

Q: Are there minimum requirements for qualifications?

It is at the discretion of the ISD to determine the qualifications or skills necessary to carry out the work of this position.

Q: In terms of family engagement, is the expectation that we are focusing on family engagement in literacy or family engagement as the community defines it?

Family Engagement Centers should focus on family engagement as defined in the [MiFamily Framework found on the website](#). The Literacy Hubs within the Centers will focus on early literacy.

Q: Do we need to refer to this work as a "Center" in our outreach work, as we are concerned this might be misunderstood to be a physical space among the public...?

We understand using the term "Center" can lead to assumptions that these are physical spaces for families. Legislation uses the term "MiFamily Engagement Centers" so that is what the department is using.

Q: Who is going to be at the table for the community of practice?

Staff funded through 35i grant will be required to attend CoP meetings.

Q: If the Family Engagement Centers are not physical hubs, does that mean dollars cannot support purchase or rent of a physical space?

Grant funding cannot be used to pay for a physical space.

Q: Is there a list of approvable function codes - like the list we get with GSRP?

Yes, here is a list. The full descriptions for these codes are after the FAQ.

- 212 Guidance Services
- 216 Social Work Services
- 226 Supervision & Direction of Instructional Staff
- 252 Fiscal Services
- 257 Internal Services
- 282 Communication Services
- 283 Staff/Personal Services
- 284 Non-Instructional Technology Services
- 311 Community Services Direction
- 331 Community Activities
- 341 Public Library
- 351 Custody and Care of Children
- 391 Other Community Services
- 411 Payments to Other Public Schools (ISDs, LEAs, or PSAs) Within the State of Michigan
- 441 Payments to other governmental and not-for-profit entities
- 445 Payments to Not for Profit Entities (sub-grantee relationships only)

Q: How can you have a full FTE Lead if admin costs are not allowed?

Salary for staff working under this grant is allowed.

Q: There is abundant overlap with the Great Start Collaboratives and all of the GSC's early literacy and family literacy activities, which, in many cases, have integrated with the existing literacy hubs. In order to maximize public funding, will MDE be inviting the GSC Directors to the future Community of Practice as well? Again, there's a lot of synergy between both initiatives.

Yes, the work with GSC/GSFC will collaborate with MiFamily Centers and Literacy Hubs.

Q: Do you want two budget forms? Can the 4-year budget be on a separate form?

We need a budget form completed for year 1, and a 4-year budget summary for all 4 years.

Q: Is the budget year Oct 1 to Sept 30? Is the start date Oct 1, 2023?

Funding started Oct 1, 2023. The first payment will include back pay to this date. The grant runs through Sept 30, 2027.

Q: When would "year 1 start" in relation to planning and budgeting?

Year 1 started October 1, 2023, and runs through Sept 30, 2024.

Q: To clarify, the letters of collaboration do not count in the 5 page minimum attached documentation, correct? We will have more than 5 given the size of our region.

Correct. Letters of collaboration do not count toward page count.

Q: Would you share more around MiLEAP in relation to MDE? Is it a department of MDE, or separate?

MiLEAP is a separate department from MDE, just like DHHS is separate.

Q: When would you expect a director to start?

As soon as the ISD is able to get a director, we would like to start Community of Practice meetings in April.

Q: If none of the ISDs apply, would it shift to a team like the Early Literacy Taskforce?

The grant must go through an ISD, if we have a region with no applications, we will approach the ISDs in that region.

Q: If our region wants to change the literacy hub from the current ISD to the ISD that is the MiFamily Engagement grantee, is this possible?

Yes, it would need to be written in the application narrative and explained why moving the current literacy hub is the best option.

FUNCTION CODES AND DESCRIPTIONS

212 Guidance Services

Consist of those activities of counseling with pupils and parents, providing consultation with other staff members on learning problems, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for pupils

216 Social Work Services

Consist of those activities that have as their purpose the performance of school social work activities dealing with the problems of pupils that involve the home, school, and community

226 Supervision & Direction of Instructional Staff

Directing and managing instructional services. Includes the activities of program coordination and program compliance monitoring

Examples: Special Education, Career Technical, and Title I directors

252 Fiscal Services

Activities concerned with the fiscal operations of the school system. This function includes budgeting, receiving, and disbursing, financial accounting, payroll, purchasing, inventory control, and internal auditing

257 Internal Services

Activities concerned with storing and distributing supplies, furniture, and equipment. Also include district wide duplicating/printing services and central mail services

282 Communication Services

Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers or to the general public through direct mailing, the various news media, or personal contact

283 Staff/Personal Services

Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, in-service training, health services, staff accounting, and staff relations and negotiations. In-service training and professional development for non-instructional support staff should be recorded here

284 Non-Instructional Technology Services

Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. Includes costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support, etc.

311 Community Services Direction

Activities concerned with directing and managing community services activities, i.e., community school direction

331 Community Activities

Consist of those activities concerned with providing services to civic affairs organizations. This includes services to parent-teacher association meetings, other parental involvement functions, public forums, lectures, and civil defense planning

341 Public Library

Pertains to the operation of public libraries by a school system or the provision of library services to the general public through the school library. It includes such activities as budgeting and planning the library's collection in relation to the community and informing the community of public library resources and services

351 Custody and Care of Children

Pertains to providing programs for the custodial care of children in residential day schools or child care centers which are not part of, or directly related to, the instructional program and where the attendance of the children is not included in the attendance figures for the school system

391 Other Community Services

Services provided to the community that cannot be classified under the preceding areas of responsibility. An example would be Adult Employment Programs

411 Payments to Other Public Schools (ISDs, LEAs, or PSAs) Within the State of Michigan

Sub-Grantee /Flow Through Distributions Only. All other payments for services, supplies, and materials should be reported in the appropriate function and object code 82xx

441 Payments to other governmental and not-for-profit entities

Sub-grantee Relationships Only (Non-Public Schools, Community Organizations, etc.)

445 Payments to Not-for-Profit Entities (sub-grantee relationships only)

Payments to Not-for-Profit Entities (Sub-grantee Relationships Only)