

**East Hartford School Readiness Council**  
**Policies and Guidelines**  
**Service Delivery Reports & Request for Payments**  
**Reference (GP 14-02)**

The East Hartford School Readiness (EHSR) Council will honor a request for payment from an EHSR sub-grantee with the following requirements -

- No account shall exceed the total amount approved by the contract;
- The amount is supported by proper and sufficient documentation; and
- The request is correctly submitted under terms of the School Readiness contract.

In addition-

1. Forms must be those approved by the Connecticut Office of Early Childhood (OEC). **No changes** may be made to CT OEC or EHSR Council generated forms.
2. Service Delivery Reports and invoices will be submitted on or before their due dates. Monthly reports and invoices are due electronically no later than 12 noon to the EHSR Office on their due date.  
A calendar of due dates will be distributed from the SR office at the beginning of each grant year.
3. Sub-grantees must ensure *all* documents are submitted.
4. Sub-grantees must ensure *all* documents are complete and accurate to the best of their knowledge.
5. Documents to be submitted include the OEC Monthly Service Delivery Report, the Program Demographic Report/Site Data Form, and Monthly Attendance Sheets.
6. The Monthly attendance records should demonstrate actual time in and out of each child claimed attended minimum number of hours *required* for grant
  - full day/full year 7 hours
  - school day/school year 6 hours
  - part day/ part year 2.5 hours
  - extended day total 7 hours.
7. Sub-grantees must ensure a contact is available to answer questions regarding submitted report.
8. Failure to submit a monthly report may result in the forfeit of payment for that reporting period; consistently inaccurate or late reports will be considered non-compliance issues.

The EHSR Program will reimburse on the basis of the number of slots which are reported to be filled on the "Sub-Grantee Monthly Service Delivery Report." The reimbursement rate will be as determined by the policies of the CT OEC based on slot type – Full Day; School Day, Part Day, and/or Extended Day.

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