Column	Column Heading	Description of Contents
A	Code	7KH ILUVW VL[GLJLWV RI Code
B	District Name	Name of school district
C	202 -2 Total Max UPKAid	The maximum UPK funding that the district is eligible to receive for the 202 -202 school year
D	Base Eligible Half Day 3-Year Old Pupils	The maximum number of 3-year-old half-day pupils for which the district can receive funding for in 202 -202 .
E	Base Eligible 3 Year Old Full-Day Pupils	The maximum number of 3-year old full-day pupils for which the district can receive funding for in 202 -202.
F	UPK 3-Year Old Base (FTE Pupils to Serve) (D X 0.5) + E	The number of 3-year-old pupils that must be served for a district to access its full UPK allocation This number is expressed as full time equivalent pupils. For this calculation, full day pupils are counted as 1.0 and half pupils are counted as 0.5. The formula for this calculation is the product of the base eligible half-day 3 year old pupils (Column D) multiplied by one half (0.5) plus the base eligible full-day 3 year old pupils (Column E)
G		

Half-Day Conversion Overage

The half-day conversion overage only applies to districts that receive UPK funding designated for the provision of full-day PreK to three and/or four-year old pupils; that is districts with numbers in Column F and/or Column I of the UPK Allocations List. It does not apply to districts that receive funding designated for half-day programming but have elected to provide full-day services.

The half-day conversion overage is intended to discourage districts from converting either 3-year old or 4-year old full-day PreK slots to half-

Example:

District A has an allocation of $100,000 to serve 26 four-year olds in half-day slots and 10 four-year olds in full-day slots (26 * 0.5 + 10 = 23 FTEs). Due to fiscal constraints, the district decides to eliminate the full-day classroom and serve 36 pupils in half-day slots; two half-day sessions of 18 students (18 FTEs). Under this plan, District A will lose funding for two reasons: (A) the district is serving fewer FTEs under this plan than the allocation requires, and (B) the district will incur an overage penalty.

The overage penalty is calculated as follows. District A is funded for 10 full-day slots but converted all 10 to half-day slots. The law says if a district converts more than 30% of the full day slots (3 slots) to half-day, the FTEs served must be reduced by the number of slots in excess of the 30% (7 slots). Therefore, District A would lose funding for an additional 7 FTEs. Stated differently, because District A is converting to all half-day PreK, it would receive the UPK funds allocated for half-day slots, plus half of 30% of funds allocated for full-day slots.

As a result of serving fewer FTEs under this plan than the allocation requires (18 / 23 FTEs is 78.26%), District A would lose $21,739. The overage penalty would impose an additional reduction of $30,435 (7 of 23 FTEs is 30.43%) for serving more than 30% of the full-day seats in half-day programs. This is the calculation:
    Step 1: 18 FTE pupils served
    Step 2: Overage reduction of 7 pupils reduces 18 FTE pupils served to 11.
    Step 3: 11 / 23 FTE pupils to serve (from Column I of UPK Allocations List) = 47.826%
    Step 4: $100,000 X 0.47826 = $47,826 (maximum grant payable)

District A applies for a hardship waiver, which is approved. The maximum UPK grant payable would be $78,260, calculated as follows:
    Step 1: 18 FTE pupils served
    Step 2: No overage reduction due to waiver
    Step 3: 18 / 23 FTE pupil to serve (from Column I of UPK Allocations List) = 78.26%
    Step 4: $100,000 X 0.78260 = $78,260 (maximum grant payable)

Maximum Grant Payable

The maximum grant payable will be calculated by dividing the current year 3-year old prekindergarten pupils served (the actual full-time equivalent students served based on the UPK BEDS Day child count extracted from the Student Information Repository) by the Pre-K 3-year old Base (Column F) to get a percentage of eligible pupils served. The portion of the 2021-2022 Maximum UPK Aid (Column C) attributable to 3-year old pupils is then multiplied by this percentage. The same calculation is performed for 4-year old pupils. No district may receive more than 100% of the 2021-2022 Maximum UPK Aid.

Memo Part II: For Districts with UPK Expansion Federal Grant Funding

Universal Prekindergarten (UPK) expansion grant grang ansion