

Early Childhood Education Fiscal Hub Frequently Asked Questions (FAQ)

General

Who is eligible to participate?

Eligible owners/directors must:

- Operate a child care center that has been open since 2016.
- Have at least one location in Philadelphia.
- All sites must be child care centers; however, there is limited availability for family and group providers.

Who (at my organization) should complete the Fiscal Hub surveys?

- Owners, directors, and/or their financial staff /consultants with access to financial and programmatic information about the organization.
- Because the surveys are spreadsheets, one person can enter the information that they know and save their work before forwarding the partially completed survey document to another member of the team. As many individuals as are needed can provide input, save and share the survey until it is complete and ready to be emailed to the Fiscal Hub.

Who should I contact if I need help?

- The Fiscal Hub team is here to help! Please contact us by email at FiscalHub@reinvestment.com or by phone at (215) 574-5859 or (267) 773-4406.

How will the information I submit to the Fiscal Hub be shared?

- Information that you provide to the Fiscal Hub will be kept confidential and only shared outside of the Fiscal Hub team in two ways: either anonymously or in aggregate with all other data submitted by other providers to the Fiscal Hub. Your individual answers will not be shared publicly.

Data Collection Process

What do I need to do to receive the \$150 gift card and access to Fiscal Hub resources (online tools and technical assistance)?

- You need to complete and submit the 3-part survey along with your federal tax returns for the corresponding year. Please see the chart below for details about the survey and the required tax forms. More information about each Fiscal Hub survey section and how to submit your documents can be found in the corresponding section of the FAQ.



	What is this? How can I access it?	What is required?	How do I submit it?
Part 1: Support Survey	<p>This survey helps us understand your baseline business practices and how we can support your needs and interests through technical assistance. CLICK HERE to complete the survey, which takes 10 to 15 minutes to complete.</p> <p>After you complete this survey, you will receive an email on how to complete Parts 2 – 3 surveys and submit your taxes.</p>	Completed full survey. The business owner/ECE director should be able to complete this survey in 15 minutes or less.	Submit via online link.
Part 2: Fiscal and Operating (FOP) Performance Survey	<p>The FOP Survey collects financial and programmatic information on an Excel spreadsheet with multiple tabs. Once you complete and submit the FOP we will be able to provide you with your cost of care by age level.</p> <p>This survey takes 1.5 to 3 hours to complete. The time may vary depending on the systems you have in place and the size of your organization.</p> <p>Having these documents readily available may help to expedite the process:</p> <ul style="list-style-type: none"> • Taxes and/or Financial audits • Lease and/or floor plan with indoor square footage 	Completed full survey for FY 2018.	Email the completed FOP Survey for FY 2018 (as excel spreadsheets) to FiscalHub@phmc.org

<p>Part 3: Enrollment Tool</p>	<p>The Enrollment Tool is another Excel spreadsheet that documents your organization's average monthly full-time equivalent (FTE) enrollment by funding source.</p> <p>This tool takes 30 minutes to 2 hours to complete. The time may vary depending on the record keeping systems you have in place and the size of your organization.</p> <p>Having these documents readily available may help to expedite the process:</p> <ul style="list-style-type: none"> • Your organization's enrollment logs • Monthly Child Care Works invoices and Provider Payment Summary • Child and Adult Care Food Program Meal Count Sheets 	<p>Completed Enrollment Tools for FY 2018.</p>	<p>Email the completed Enrollment Tool FY 2018 (as excel spreadsheets) to FiscalHub@phmc.org</p>
<p>Federal Tax Returns</p>	<p>Federal tax returns that are submitted to the IRS annually.</p>	<p>FY 2018 tax returns</p>	<p>Email tax returns for FY 2018 to FiscalHub@phmc.org</p>

What happens after I complete the Fiscal Hub surveys and submit my documents?

- You will receive an email from the Fiscal Hub team confirming that you have completed the Fiscal Hub surveys and that your taxes and Enrollment Tools have been received. This email will also include information about when we will send your gift card, resources on how to use the online Fiscal Hub tool, and opportunities about upcoming Fiscal Hub events and technical assistance support.

Fiscal Hub Surveys

Part 1 - Support Survey

What happens after I complete the Support Survey?

- After you complete the Support Survey and your answers have been submitted, you will receive an email from the Fiscal Hub team with instructions on how to complete the remaining steps,

which include Parts 2 and 3 of the survey and how to submit your federal tax returns to the Fiscal Hub.

Part 2 - Fiscal and Operating Performance (FOP) Survey

I need help completing the FOP Survey. What should I do?

- Watch these short video clips:
 - Fiscal and Operating Performance Survey
 - Getting Started ([CLICK HERE](#))
 - Income Statement and Balance Sheet ([CLICK HERE](#))
- Contact the Fiscal Hub team! Email us at FiscalHub@reinvestment.com or call us at (215) 574-5859 or (267) 773-4406.

Which FOP Surveys should I complete?

- Complete FOP surveys for fiscal year 2018.
- Surveys for prior years (FY 2015, 2016, and 2017) are available if you would like to complete these in order to have a fuller picture of your historical trends. Email us at FiscalHub@phmc.org to access these surveys.

What do you mean by fiscal year?

- Please answer questions as they relate to how your organization tracks and reports on financial data, which can be a calendar year (January through December) or a school year (July through June).

How should I enter my organization's information if I have multiple sites?

- Please consolidate information and answer questions across your sites to the best of your ability. Include all sites located across Pennsylvania.
- You must have at least one site in Philadelphia in order to participate in the Fiscal Hub.

How should I enter my information if my organization is a multi-service organization? This refers to organizations that provide services beyond child care and school age programs.

- Please provide information specific to your child care and school-age programs ONLY.

How do I submit my completed FOP survey?

- Email your FOP survey (in Excel format) for FY 2018 to FiscalHub@phmc.org.

Part 3: Enrollment Tool

How do I complete the Enrollment Tool?

- For children ages birth through five, enter your organization's average monthly full-time equivalent (FTE) enrollment by funding source. A chart on how to enter FTE values is provided in this tool.
- For school age children, please DO NOT use FTE values. Please enter the number of unique school age children by funding source even if they are enrolled less than a full day.

I need help completing the Enrollment Tool. What should I do?

- Watch this short video clip ([CLICK HERE](#)).
- Contact the Fiscal Hub team! Email us at FiscalHub@reinvestment.com or call us at (215) 574-5859 or (267) 773-4406.

Which Enrollment Tool should I complete?

- An Enrollment Tool for your FY 2018 is required to be completed.

How do I submit my completed Enrollment Tool?

- Email your Enrollment Tool (in Excel format) for FY 2018 to FiscalHub@phmc.org. If you completed FOP surveys for prior years (FY 2015, 2016 or 2017), please email corresponding years as well.

Submitting your Tax Returns**How do I securely submit my federal tax returns?**

- Email your federal tax returns for FY 2018 to FiscalHub@phmc.org. If you completed FOP surveys for prior years (FY 2015, 2016, or 2017), please email corresponding years as well.

Next Steps**What happens after I submit my completed surveys and taxes to the Fiscal Hub?**

- Once we verify you've submitted your survey, Enrollment Tool, and federal tax returns for 2018, you will get an email from us detailing when your \$150 gift card will be mailed.
- Each organization that participates in the Fiscal Hub gets free access to the online tool. We will review all of the information and upload your data into the online tool. We will have resources available to introduce you to the online tool, and to help you use the online tool to analyze your data and support informed business practices. We will also have technical assistance available to help improve your budgeting and reporting practices.