

# CODING BRIEF

May 6, 2020

## EARLY ACHIEVERS GRANT

This Early Achievers Grant is a student financial aid program to assist employed childcare providers and early learning educators complete certificates and associate degrees in early childhood education. Funding is provided to students to pay for tuition, fees and textbooks. Participating colleges are granted funds to provide student wrap-around services for grant recipients and employ a point-of-contact to directly assist grant recipients on all aspects of their college education.

Beginning FY2018-19, SBCTC is required to disaggregate additional data reported pertaining to Early Achiever Grant recipients. The Department of Children, Youth, and Families (DCYF) funds the Early Achiever Grant Program. To be eligible for the grant, students must be employed in the early childcare and education field. DCYF is requiring the colleges, through SBCTC, to report student enrollments, persistence and completions disaggregated by the grant recipients' employment categories. At in-take, potential grant recipients must identify the employment category that best describes their current employment situation:

DCYF is now requiring that we have separate coding for ECEAP and Head Start starting Summer 2020

### ***New breakout for ECEAP and Head Start effective Summer 2020***

- Childcare Center owner or employee
- Family Home Childcare owner or employee
- ECEAP (Early Childhood Education and Assistance Program)
- Head Start employee

### **New Instructions (effective Summer 2020)**

#### **Legacy Coding**

The Early Achievers Grant students are identified through the Unusual Action code. You must first add the new unusual action code to the Unusual Action Code table in SMS (SM5021). Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program.

Unusual Action Code	Description
E!	Student working at a childcare center
E&	Student working at a family home childcare business
E+	Student working at an ECEAP program
E-	Student working at Head Start program

**NOTE:** The students will need to be coded with the Unusual Action code each quarter they receive funding from the Early Achievers Grant. The Unusual Action code should be quarter specific. The student should not be coded for the Early Achievers Grant after departure from the program. The

quarterly records for these Unusual Action Codes do not need to be removed once coded, as they are quarter specific.

## PeopleSoft Coding

**Students** must have a term-activated active plan stack during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same.

The plan stack is coded with the Student Attribute “SEAG” with one of the following values listed below. This code should be verified each quarter. The student should not be coded for the Early Achievers Grant after departure from the program.

Student Attribute “SEAG” Value	Description
SE01	Student working at a childcare center
SE02	Student working at a family home childcare business
SE03	Student working at an ECEAP program
SE04	Student working at Head Start program

**Students** coded with one of the above Student Attribute values will automatically be included in the “SEAG” Student Group code. The Student Group code is used for SBCTC enrollment reporting purposes.

*\*Student Groups are not associated with a specific YRQ, so you will need to deactivate students once they are no longer in the program. When you deactivate a student, make sure you do so in the quarter in which they should no longer count. This is because we use the most recent effective date when pulling the data for the Data Warehouse. Please see [example](#)*

## Implementation and Timelines

This new coding will be implemented summer quarter 2020.



### CONTACT INFORMATION

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