**2021 COVID SERVICE RATE DOCUMENTATION**

**To be submitted with the COVID-19 Invoice (beginning April 2021)**

|  |  |  |
| --- | --- | --- |
| **Ready by Five COVID Rate: Professional Development Participation**  **Code: COVID-PDP** | | |
| **Name/Description of Professional Development Activity Completed & Date** | **Name of Staff Completing Activity** | **Total Hours For This Training** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | TOTAL HOURS OF TRAINING FOR THE MONTH: [INSERT AT THE BOTTOM OF THE COLUMN.] |

|  |  |  |
| --- | --- | --- |
| **Early Development Activity Delivery**  **Code: COVID-EDAD** | | |
| **Zip Code** | **Total Number of HOUSEHOLDS Reached** | **Total Number of CHILDREN Reached** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |
| **Name(s) of Staff Person Developing or Delivering Materials:** | | |
|  |  |  |
| **Written Description of Materials Delivered (1-2 paragraphs). Reference the MDE Early Childhood Education Standard Learning Expectation or Standards of Quality for each activity in this description.** | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Family Support**  **Code: COVID -FS** | | |
| **Zip Code** | **Number of Households/Families Reached** | | **Number of Children Reached** | **Number of Children Requiring External Translation Services** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| **TOTAL** |  | |  |  |
|  | | **Name(s) of Staff Providing Support:** | | |
|  |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ready by Five**  **COVID Service Rate - Technology Access for Program Staff and Families (COVID-TAF)** | | | | |
| Agency Name:  Program Name:  For Month of:  Date of Prior Approval from FSK: | | | | |
| *Make* | *Model* | *Description (i.e. tablet, Chromebook)* | *Serial Number* | *Cost of Unit* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
|  |  |  |  | *$* |
| *TOTAL PURCHASE* | | | | *$* |