



FOCUS Planning Time Grant

APPLICATION AND INVOICE PROCESS

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FOCUS Planning Time Grant Overview



- Planning Time Grants will reimburse programs a flat rate of \$15/hour per “Floater” for a maximum of 2 hours per classroom per week
 - covers “Floater” hourly wage, taxes, benefits, etc. and, any cost accrued by the program for the administration of the Grant reimbursement process
- Planning Time Grants will pay for a maximum of 2 “Floaters” to relieve the Educator and Education Assistant in each classroom for a block of 2 hours per week
- If there is only 1 Educator in the classroom, only 1 “Floater” will be reimbursable
- The Educator and Education Assistant in each classroom must schedule their planning time together

Program Eligibility



Achieved FOCUS 3
STAR status – or higher



FOCUS Programs
already
approved for
Planning Time
Grants do not
need to reapply



Program
eligibility will be
verified by
SWREC



Remain eligible
by maintaining
3 STAR – or
higher – level
status



Notify SWREC by 10th
of the month if
program loses
required rating.

*Failure to notify will require
repayment if funds are received when
not eligible*

If you previously applied and were approved, you may not need to submit another application.
You will receive an email by Tuesday if you DO NOT need to re-apply.

Application Process

- ❖ Grant applications are accepted continuously
- ❖ Grants are **not** awarded on a competitive basis
- ❖ Applications will be reviewed within 36 hours of receipt
- ❖ Approved applications will receive an award notification from SWREC
- ❖ Reimbursements will occur monthly

Application Process Continued

- ❖ Applicants must submit a W-9 – form may be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ❖ Online fillable applications are available at [**Planning Time Grant Application**](#)
- ❖ Applicants may request the application link or ask questions at [**FOCUSinfo@swrecnm.org**](mailto:FOCUSinfo@swrecnm.org)
- ❖ Completed applications through the above link will automatically be submitted to SWREC

Invoice Process

- ❖ Reimbursement bases
- ❖ Submit by close of business day on the 10th of each month for the previous month
 - ❖ if the 10th falls on a weekend, invoices are due by the close of business the Friday prior to the weekend
 - ❖ Invoices submitted after the 10th will be reimbursed the following month
- ❖ Use the Invoice Template provided by SWREC *(will be sent to you with award notice)*
- ❖ Upload the Invoice at **Planning Time Invoice Upload**
- ❖ Invoices will be reviewed and approved within 5-days of receipt with payment to be issued within 30-days (GOAL is 2-week turnaround)

Contact Information

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Thank you!

URL's



<https://www.irs.gov/pub/irs-pdf/fw9.pdf>



NEW MEXICO
Early Childhood
Education & Care Department

https://swrec10.formstack.com/forms/focus_planning_time_grant_application

https://swrec10.formstack.com/forms/focus_planning_monthly_invoice