

## Frequently Asked Questions

Q1. What do I do if we have completely separate PreK Counts programs (e.g. in separate buildings, completely separate funding)?

A1. These programs, if they are completely separate from Head Start, can be reported as Comparable Programs.

Q2. We receive funding from multiple Head Start sources as well as PreK Counts, do we submit different surveys for each funding source?

A2. No, please submit one survey for a program that receives HS funding. We realize that many programs are now braiding funding and we want to capture data that reflects how programs are currently operating.

Q3. Regarding staff with multiple roles, how many do I enter?

A3. If you have numerous staff with multiple roles, please make sure to enter data in a way to accurately represent your staff. Please try to represent as many different roles as possible while totaling five. For example, if you have 10 teacher assistants who are also bus monitors and five administrative assistants who are also network technicians, we would recommend, when prompted for reporting on staff with multiple roles, you provide salary data on five teacher assistants who are also bus monitors and salary data for three administrative assistants who are also network technicians.

Q4. What the purpose of collecting employee home zip codes?

A4. We ask for the county and zip code of the employee so that we can better understand cost of living in their area of residence and how that compares to wages earned. We will not present data individually so employees will not be able to be identified. If staff live outside of Pennsylvania and you would like to report on their home zip codes (e.g. in NJ or DE), please use the Notes section at the end of the survey to report their initials and zip code.

Q5. Are the Comparable Programs sent an email about the survey after I entered in their information into the Google form?

A5. The expectation is that PHSA members will individually reach out to their recruited Comparable Programs and encourage them to complete the survey, using the Comparable Program survey link. However, PHMC may send reminders to the comparable organizations.

Q6. If I am part of a larger organization with more than just early childhood education, do I report on non-ECE employees?

A6. We are asking that you only report on ECE employees in your organization.

Q7. Why do you ask for more than five teachers in the salary section?

A7. With many programs braiding their funding sources, we want to make sure we are getting an accurate picture of how teacher salaries are currently funded. Please include teachers that receive any sort of Head Start funding.

Q8. For the benefits section, are you asking us to report on the benefits the employee receives or the benefits the employee is offered?

A8. We are looking for the benefits that are offered for that position, regardless of whether or not that employee takes advantage of them.