

Illinois Director Credential (IDC) Legal & Fiscal Management Assessment (Level I) Legal & Fiscal Policies & Procedures Project

IDC Competencies	<u>LFM1:</u> Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates. <u>LFM2:</u> Develop fiscal policies and procedures and implement best practices to support sound fiscal operations.
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Assessment Guidelines

Adherence to legal and fiscal policies is a critical component of the administrative role. In this assessment, you are required to outline legal and fiscal policies and procedures for an early childhood organization.

Part 1: Legal Policies

For Part I of this assessment, you will develop legal policies and procedures for your center/ organization. All policies and procedures should represent evidence-based practice as well as state, federal and local mandates. You are required to identify the type of early childhood organization you are developing policies and procedures for. Your legal policies and procedures should include but are not limited to, the following:

- Reporting policies, procedures, and training for staff regarding identification and reporting of child abuse and neglect.
- Policies, procedures, and training for staff regarding the inclusion of children with special needs.
- Policies, procedures, and training for staff regarding the confidentiality of work-related information.

Part 2: Fiscal Policies

Part 2 of this assessment requires the identification of appropriate fiscal policies and procedures. Policies and procedures developed are required to align with state, federal, and local mandates, as well as reflect evidence-based practice in the field. Your fiscal policies and procedures should include, but are not limited to, the following:

- Annual budget expenses:
 - Salaries
 - Benefits
 - Equipment upgrades, depreciation, & repair
 - Supplies
 - Materials
 - Food service
 - Parent training
 - Staff training and professional development
 - Excursions and special activities
 - Ongoing recruitment/marketing
 - Telephone

- Postage
- Printing
- Uncollected fees
- Revenue
 - Tuition (including daily, ½ day, hourly rates and sliding scale parameters)
 - Fees (including registration, diaper, late, late payment, vacation etc.)
 - Bookkeeping system and tuition collection policies for assessing, billing and collecting fees and tuition

Part 3:

Part 3 requires the development of advanced fiscal policies and procedures for your center/organization/school. You are required to identify policies and procedures for each of the following:

- Fundraising activities
- Grant solicitation
- Petty cash use and reimbursement system
- Annual fiscal audit and review of funding streams

IDC Legal & Fiscal Management Master Rubric					
Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
<p>LFM1: Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates.</p>	<p>Policies and procedures outlined demonstrate clear alignment with federal, state, and local mandates and clear connections to research and the evidence-base of the field.</p>	<p>Developed policies comply with federal and state laws related to wages and working conditions, inclusive of mechanisms for recourse and adjustment.</p> <p>Appropriate legal resources to support effective program administration are identified.</p> <p>Effective policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect are outlined.</p> <p>Effective policies, procedures, and training for staff regarding</p>	<p>Developed policies comply with federal or state laws related to wages and working conditions, inclusive of mechanisms for recourse and adjustment.</p> <p>Legal resources to support effective program administration are identified.</p> <p>Policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect are partially outlined.</p> <p>Effective policies, procedures, and training for staff regarding</p>	<p>Policies developed do not comply with federal or state laws related to wages and working conditions.</p> <p>Legal resources identified are limited in support of support effective program administration..</p> <p>Policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect are incorrectly or insufficiently outlined.</p> <p>Policies, procedures, and training for staff regarding</p>	

IDC Legal & Fiscal Management Master Rubric

Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
		inclusion of children with special needs, in accordance with the Americans with Disabilities Act and/or the Individuals with Disability in Education Act, and the confidentiality of work-related information are clearly outlined.	inclusion of children with special needs, in accordance with the Americans with Disabilities Act and/or the Individuals with Disability in Education Act, or the confidentiality of work-related information are clearly outlined.	inclusion of children with special needs fail to account for federal mandates and/or confidentiality requirements.	
<p><u>LFM2:</u> Develop fiscal policies and procedures and implement best practices to support sound fiscal operations.</p>	Articulates and models for other ECE professionals, fiscal policies that are examples of best practices and are in alignment with federal, state, and local mandates.	<p>Operating budget and accounting policies that protects against mismanagement of funds are comprehensively outlined.</p> <p>Short and long-range fundraising goals and grant proposals that support a program’s mission are comprehensively developed.</p>	Formulates center/program fiscal policies and attempts to align with federal, state, and local mandates.	Creates center/program fiscal policies that do not reflect best practices or align applicable mandates.	

Level I—Beige