



Early Childhood Provider Updates

February 3, 2022

Welcome!



Agenda

- Welcome
- COVID-19 Updates for Providers
- Child Care Assistance Program (CCAP) Updates
- Licensing Updates
 - EdLink Update
- Teaching and Learning Updates
- Guest Speakers
 - First Children's Finance
 - John W. Royston, EA & Associates
- Upcoming Events

COVID-19 Updates for Providers



COVID-19 Resources



- LDOE COVID-19 [landing page](#) and [library](#)
- LDOE *BELIEVE!* [landing page](#) and [library](#)
- **Updated:** COVID-19 [FAQ](#) for early childhood
- [Office of Public Health Guidelines for Child Care](#)
- Questions regarding COVID-19, contact LDOECOVID19Support@la.gov



ARPA Stabilization Grant, Round 2

The Department will release the American Rescue Plan Act (ARPA) Stabilization Grant Round 2 on March 24, 2022. Providers open and serving children by March 31, 2022 will be eligible to apply.

Timeline for Round 2:

March 24	ARPA Stabilization Grant Round 2 Application release
March 28, 9:30am - 10:30am	Office Hours
April 4, 9:30am - 10:30am	Office Hours
April 7	ARPA Stabilization Grant Round 2 Application closes
Week of May 9-13, 2022	ARPA Stabilization Grant Round 2 funds released in Regions 3 (Covington), 6 (Lake Charles), and 7 (Alexandria)
Week of May 16-20, 2022	ARPA Stabilization Grant Round 2 funds released in Regions 2 (Baton Rouge), 5 (Lafayette), and 9 (Monroe)
Week of May 23-27, 2022	ARPA Stabilization Grant Round 2 funds released in Regions 1 (Orleans), 4 (Thibodeaux), and 8 (Shreveport)

Please contact the Provider Help Desk at 225-250-7635, 225-252-9543 or via the [Provider Ticket System](#) for additional assistance.



Child Care Assistance Program (CCAP) Updates

Payments Based on Enrollment

The Department will extend CCAP payments to providers based on enrollment indefinitely.

CCAP will continue making payments based on enrollment indefinitely. **Co-pays** are waived temporarily and the Department is reimbursing at the maximum state rate per age group. However, parents are financially responsible for any **difference** between a provider's weekly charge and CCAP's weekly payment. A provider can use ARPA money to cover that difference for these families.

While CCAP has extended payments based on enrollment, providers **are still required** to use either the Tracking of Time Services (TOTS) Point of Service (POS) device or Interactive Voice Response (IVR) telephone system to track attendance.

Authorizations must be utilized by families at the time child care services are rendered. TOTS attendance records are examined as part of the underutilization review of CCAP use.

LaCAP Grant Survey or Assessment - Noncompliance



- CCAP certified child care providers that received LaCAP Relief Grant funding (Rounds 1-5) are required to complete a survey from Postlethwaite and Netterville (P&N). Additionally providers were randomly selected for an Assessment. Even if CCAP certification has ended or a provider closed, providers must still comply with survey and/or Assessment request.
- Providers that **remain in noncompliance** with the P&N survey and/or assessment request **will miss the following payments from the Department:**
 - CCAP Bonus payments (quarterly)
 - CCAP Annual Bonus payments
 - Teacher Support Grant Round 2
 - ARPA Stabilization Grant Round 2
 - CCAP Payments based on enrollment
 - Future benefits and Departmental grant opportunities
- **Non-compliance with survey and/or assessment completion may result in a referral to Office of Investigator General (OIG) for further investigation.**
- To receive the link to the P&N survey or questions on the assessment, please email Kawanda Beauchamp at Kawanda.Beauchamp@la.gov.

CCAP Rate Change

Child Care Provider Type	Regular Care for (3 yrs. and above)	Regular Care for Toddlers	Regular Care for Infants	Special Needs Care Incentive (3 yrs. and above)*	Special Needs Care Incentive for Toddlers*	Special Needs Care Incentive for Infants*
Type III Early Learning Centers	\$30.00	\$31.05	\$35.65	\$37.80	\$39.12	\$44.92
NEW RATES	\$31.50	\$42.00	\$68.00	\$39.69	\$52.92	\$85.68
Family Child Care Provider	\$25.00	\$25.75	\$29.65	\$31.50	\$32.45	\$37.36
NEW RATES	\$29.00	\$42.00	\$61.00	\$36.54	\$52.92	\$76.86
In-Home Providers	\$25.00	\$25.25	\$26.65	\$31.50	\$31.82	\$33.58
School Child Care Providers	\$24.00	\$24.00	\$24.00	\$30.24	\$30.24	\$30.24
Military Child Care Centers	\$30.00	\$31.05	\$35.65	\$37.80	\$39.12	\$44.92

New CCAP rates will be reflected in the payment issued the week of February 14th. The payment will reflect the state's maximum daily rate at which the Department will reimburse providers.





85% STATE MEDIAN INCOME 2022 SLIDING FEE SCALE

(Based on ACS 2022 SMI Estimates in ACF Resource)

2022 SLIDING FEE SCALE

Copay	2 Persons	3 Persons	4 Persons	5 Persons
\$0	\$0 - \$ 3,012	\$0 - \$ 3,721	\$0 - \$ 4,430	\$0 - \$ 5,138
\$2.00	\$ 3,013 - \$ 3,244	\$ 3,722 - \$ 4,007	\$ 4,431 - \$ 4,770	\$ 5,139 - \$ 5,534
\$3.00	\$ 3,245 - \$ 3,476	\$ 4,008 - \$ 4,293	\$ 4,771 - \$ 5,111	\$ 5,535 - \$ 5,929
\$8.00	\$ 3,477 - \$ 3,707	\$ 4,294 - \$ 4,580	\$ 5,112 - \$ 5,452	\$ 5,930 - \$ 6,324
\$10.00	\$ 3,708 - \$ 3,939	\$ 4,581 - \$ 4,866	\$ 5,453 - \$ 5,793	\$ 6,325 - \$ 6,720
Copay	6 Persons	7 Persons	8 Persons	9 Persons
\$0	\$0 - \$ 5,847	\$0 - \$ 5,980	\$0 - \$ 6,113	\$0 - \$ 6,246
\$2.00	\$5,848 - \$ 6,297	\$5,981 - \$ 6,440	\$6,114 - \$ 6,583	\$6,247 - \$ 6,726
\$3.00	\$ 6,298 - \$ 6,747	\$ 6,441 - \$ 6,900	\$ 6,584 - \$ 7,053	\$ 6,727 - \$ 7,207
\$8.00	\$ 6,748 - \$ 7,197	\$ 6,901 - \$ 7,360	\$ 7,054 - \$ 7,524	\$ 7,208 - \$ 7,687
\$10.00	\$ 7,198 - \$ 7,646	\$ 7,361 - \$ 7,820	\$ 7,525 - \$ 7,994	\$ 7,688 - \$ 8,168
Copay	10 Persons	11 Persons		12 Persons
\$0	\$0 - \$ 6,379	\$0 - \$ 6,512		\$0 - \$ 6,645
\$2.00	\$ 6,380 - \$ 6,869	\$ 6,513 - \$ 7,013		\$ 6,646 - \$ 7,156
\$3.00	\$ 6,870 - \$ 7,360	\$ 7,014 - \$ 7,513		\$ 7,157 - \$ 7,667
\$8.00	\$ 7,361 - \$ 7,851	\$ 7,514 - \$ 8,014		\$ 7,668 - \$ 8,178
\$10.00	\$ 7,852 - \$ 8,341	\$ 8,015 - \$ 8,515		\$ 8,179 - \$ 8,689

CCAP Family Redetermination Extensions

To ensure families continue to receive CCAP services despite the continuing impacts of the COVID-19 pandemic, redetermination cases have been extended for a three month period.

- January cases have been extended to April 30, 2022.
- February cases have been extended to May 31, 2022.
- March cases have been extended to June 30, 2022.

Note: Letters and notices will be mailed to CCAP participants and providers.



Provider Forums

- CCAP Provider Forums will be conducted virtually via Zoom. A Forum invitation including time and Zoom access information will be emailed to providers in early February.
- Updates will be provided regarding CCAP regulations, Provider Payments, the new EdLink Provider Portal, a new attendance tracking system, and general support for providers.



Licensing Updates



CPR/PFA Vendors

The Department continues to work to assist providers with obtaining CPR and PFA certification for early childhood center staff and home providers.

- Vendors must be approved by the LDOE and registered with the Division of Licensing prior to being paid for training center staff.
- The vendor must be able to provide a live demonstration to early childhood center staff and receive a live demonstration from early childhood center staff.
- Each **approved** vendor may train up to 300 center staff at a rate of up to \$65 per staff.
- Under no circumstance can a vendor who is a director or owner of a center be paid for training the staff employed at their own center.
- [Current approved vendors](#) are listed on the Louisiana Believes website under “For Your Information” on the Child Care Facility Licensing page.
- For more information, email ldelicensing@la.gov.



EdLink Update

Purpose & Objectives

Purpose

- This training was developed to disseminate pertinent information regarding EdLink to Providers. We want Providers **EXCITED** & well **INFORMED**!

Objectives

- Learn how EdLink impacts your work and what data/tools are available to you as a provider.
- Receive up-to-date information on licensing requirements.
- Build understanding of how other applications will be merging in EdLink.

Introductions

Daisy Grotsma - Director of Early Childhood Data Systems and Analytics

Dr. Pamela Mertens - Edlink Lead Trainer

Agenda

- Edlink Timeline
- EdLink Access Overview
- Personal Profile
- Entity Management
- Document Management
- Staff Management
- Financial Management
- New Application/License Renewal Processes

EdLink Timeline

February 2022	March 2022	April 2022 - May 2022
Ongoing System Testing	Continuous Provider Support Hours	Continuous Provider Support Hours
Provider webinars will be conducted on February 15, 16, 17, and 23.	Targeted Provider Training	Targeted Provider Training
CCAL Conference February 11	Edlink Goes Live!!	Edlink System updates



Entity Roles and Access

What is your role within the entity?

Entity Management Views...

- **Entity Management:** Entity Dashboard, Entity Information, Services and Hours, Services and Hours, Emergency Contacts, Emergency Contacts, Emergency Contacts and Rates and Fees
- **Staff Management:** Staffing Dashboard, Manage Staff, Training, and Staff Access Requests
- **Financial Management:** Financial Dashboard and Banking and Fees
- **Performance Profiles:** Performance Dashboard, and SRTC Level
- **Professional Profiles:** My Professional Profile, Educator Performance, Training, and SRTC Level

What is your role within the entity?

Entity Management Views, continued...

- **Messages/Notifications:** All Messages/Notifications
- **Account Settings:** Personal Profile, Request Access, Password Reset and Notifications
- **Edlink Search:** Edlink Entity Search and Edlink Staff Search
- **Help:** FAQs, Find the Right Program, Resources, User Guide, Report Child Abuse, and Submit a Complaint

What is your role within the entity?

Instructional Staff views...

- **Professional Profiles:** My Professional Profile, Educator Performance, Training, and SRTC Level
- **Edlink Search:** Edlink Entity Search and Edlink Staff Search
- **Messages/Notifications:** All Messages/Notifications
- **Account Settings:** Personal Profile, Request Access, Password Reset and Notifications
- **Help:** FAQs, Find the Right Program, Resources, User Guide, Report Child Abuse, and Submit a Complaint

What is your role within the entity?

Staff Administration views...

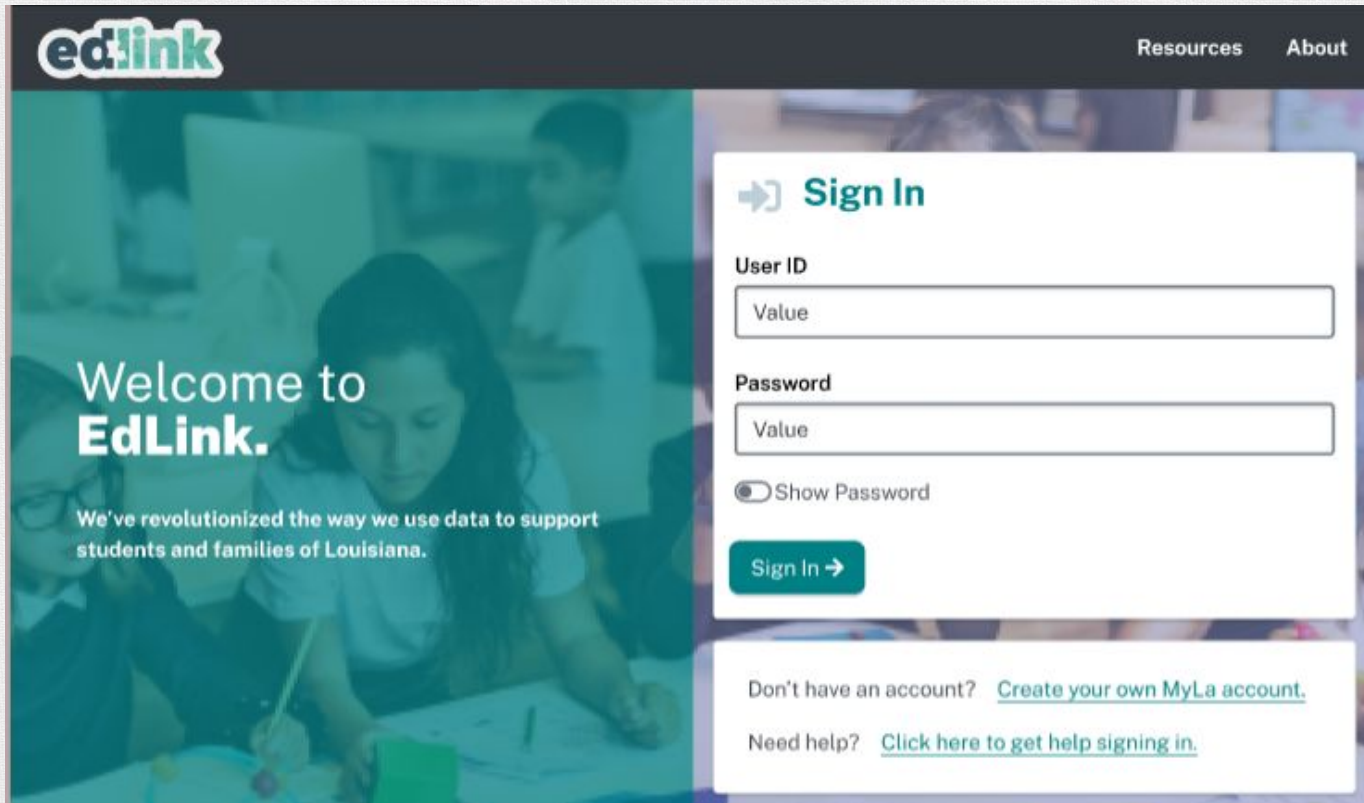
- **Read Only:** Entity Dashboard, Entity Information, Services and Hours, Ownership and Owners, Emergency Contacts, Entity Documents, and Health and Safety
- **Staff Management:** Staffing Dashboard, Manage Staff, and Training
- **Financial Management:** Banking and Fees
- **Performance Profile:** Performance Dashboard and SRTC Level
- **Professional Profiles:** My Professional Profile, Educator Performance, Training, and SRTC Level

What is your role within the entity?

Staff Administration views, continued...

- **Messages/Notifications:** All Messages/Notifications
- **Account Settings:** Personal Profile, Request Access, Password Reset and Notifications
- **Edlink Search:** Edlink Entity Search and Edlink Staff Search
- **Help:** FAQs, Find the Right Program, Resources, User Guide, Report Child Abuse, and Submit a Complaint

Creating an EdLink Account



The image shows a screenshot of the EdLink website. The header features the 'edlink' logo on the left and 'Resources' and 'About' links on the right. The main content area is split into two sections. The left section has a teal background with a photo of students working and the text 'Welcome to EdLink.' followed by 'We've revolutionized the way we use data to support students and families of Louisiana.' The right section is a white sign-in form with a 'Sign In' heading, input fields for 'User ID' and 'Password', a 'Show Password' toggle, a 'Sign In' button, and links for account creation and help.

edlink Resources About

Welcome to
EdLink.

We've revolutionized the way we use data to support students and families of Louisiana.

➡ Sign In

User ID
Value

Password
Value


Show Password


Sign In ➡

Don't have an account? [Create your own MyLa account.](#)

Need help? [Click here to get help signing in.](#)

New User Profile





 Pamela Mertens >


All Submitted Entities


--Select Entity-- ▾

*Temporary Feature


 My Dashboard >

 EdLink Search >

 Account Settings >

 Help >

Dashboard

[Dashboard](#) / Personal Profile 


New User - Personal Profile

Please enter your profile information below to create a new Staff ID or to be associated with an existing Staff ID.


Name and Contact

Member Name	Contact Information
Prefix	*Primary Phone Number
<input type="text"/>	<input type="text"/>
*First Name	Secondary Phone Number
<input type="text" value="Pamela"/>	<input type="text"/>

Enter your personal information on this page. All boxes with a red asterisk must be complete before proceeding.




Dashboard


 Pamela Mertens


All Submitted Entities


--Select Entity--

Temporary Feature

 My Dashboard

 EdLink Search


 Account Settings

 Help

Personal Identification

*Date of Birth

mm/dd/yyyy



*SSN

*Identification Number

*Issuing State

--State--

*Gender

--Select--

*Race

--Select--

Married

No


Entity Access Requested


Select the type of organization you will be interacting with. Note, your request may take up to 3-5 business days to review.

*What type of organization

☐ Early Childhood

☐ K-12



 Believes

29

Entity Management



Entity Manager Dashboard

Welcome Back, Daisy Grotsma

This page will show you all the relevant information about your entity. It includes widgets that highlight new alerts, messages, and calls to action from each of major administrative functions of your entity.

Info. Orleans Parish Entities will require directors to update their Zoning documentation by 6/30/2021.

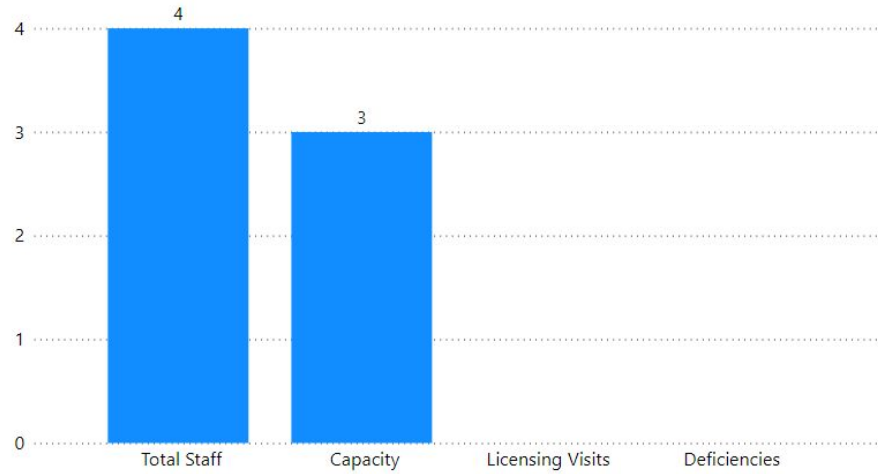
Entity

Chandler High School
Tina Mountains
Reta Street
Mariannamouth, Louisiana, 70301, Caldwell

License Status

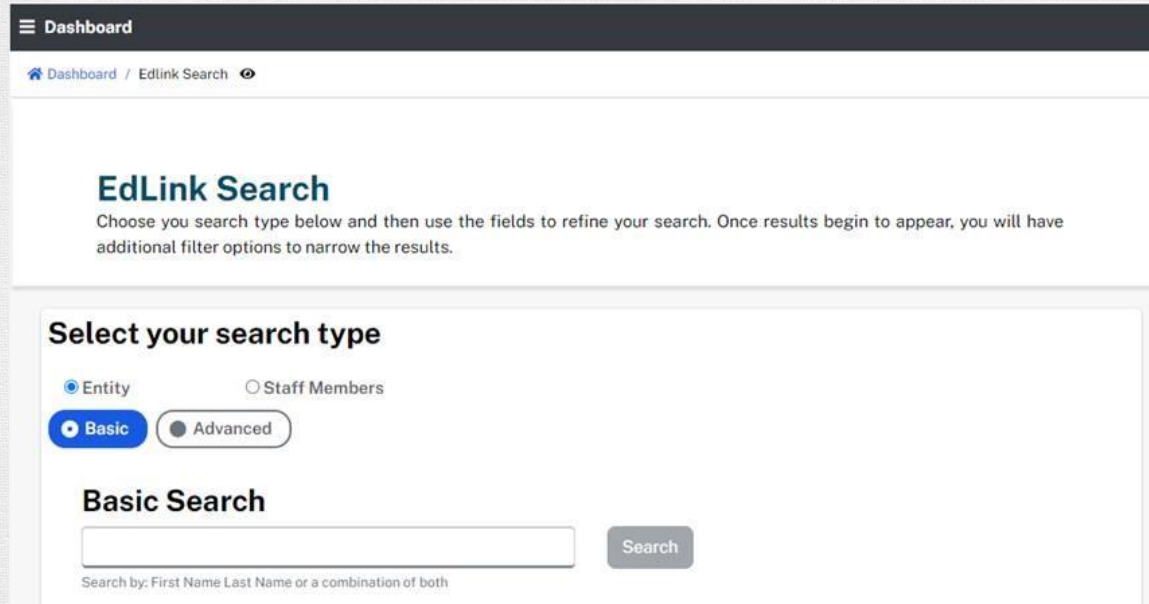
Initial

Entity Snapshot



Entity Search

The basic entity search allows the Provider to search by the center's name or license number in the basic search bar. A minimum of 3 characters is required for any search.



The screenshot displays the EdLink Search interface. At the top, there is a dark navigation bar with a hamburger menu icon and the word "Dashboard". Below this is a breadcrumb trail: "Dashboard / EdLink Search" with a magnifying glass icon. The main heading is "EdLink Search" in a teal color. Below the heading is a paragraph: "Choose you search type below and then use the fields to refine your search. Once results begin to appear, you will have additional filter options to narrow the results." The section "Select your search type" contains two radio buttons: "Entity" (selected) and "Staff Members". Below these are two buttons: "Basic" (highlighted in blue) and "Advanced" (in a rounded rectangle). Under the "Basic Search" heading, there is a text input field and a "Search" button. At the bottom, a small text label reads: "Search by: First Name Last Name or a combination of both".

Entity Advanced Search

A search may also be conducted using the physical or mailing addresses.

Physical Address		Mailing Address	
Street Name 1	<input type="text"/>	Street Name 1	<input type="text"/>
Street Name 2	<input type="text"/>	Street Name 2	<input type="text"/>
City	State	City	State
<input type="text"/>	<input type="text" value="--State--"/>	<input type="text"/>	<input type="text" value="--State--"/>
Zip	Parish/County	Zip	Parish/County
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staff Management



Staff Search

Select “Staff Members” to search all entity staff. A minimum of 3 characters is also required for your search.

EdLink Search

Choose your search type below and then use the fields to refine your search. Once results begin to appear, you will have additional filter options to narrow the results.

Select your search type

☐ Entity ☒ Staff Members

☒ Basic

☐ Advanced

Basic Search

Search

Search by: First Name Last Name or a combination of both

Staff Search Results

Search Results

Filter your results

Staff ID Number

Staff Name

Entity Name

License Number

Position Type

CCCBC Status

[Expand Results](#)

◆ Staff ID

◆ Name

◆ Entity Name

◆ License Number

◆ Position Type

◆ CCCBC Status

There are no records matching your request

Export Results to Excel

Search eScholar

Staff members may be added or their information revised by Entity Management, Staff Management or Secretarial Administration using this page. Select “Add New Staff Member.”

edlink

Pamela Mertens

All Submitted Entities

--Select Entity--

*Temporary Feature

Entity

--Select--

My Dashboard

Entity Management

Staff Management

Staffing Dashboard

Manage Staff

Training

Staff Access Request

Dashboard

Staff Management Dashboard

Welcome to your Staff Management Dashboard. Here you can review and make changes to your staff members.

Quick Links

The links below are for common, frequently-used actions for applications, changes, or renewals for your business.

[Add New Staff Member](#) [Add or Remove Director/Designee](#) [Update Documentation](#)

Staff Management Alerts 0

[View All Messages](#)

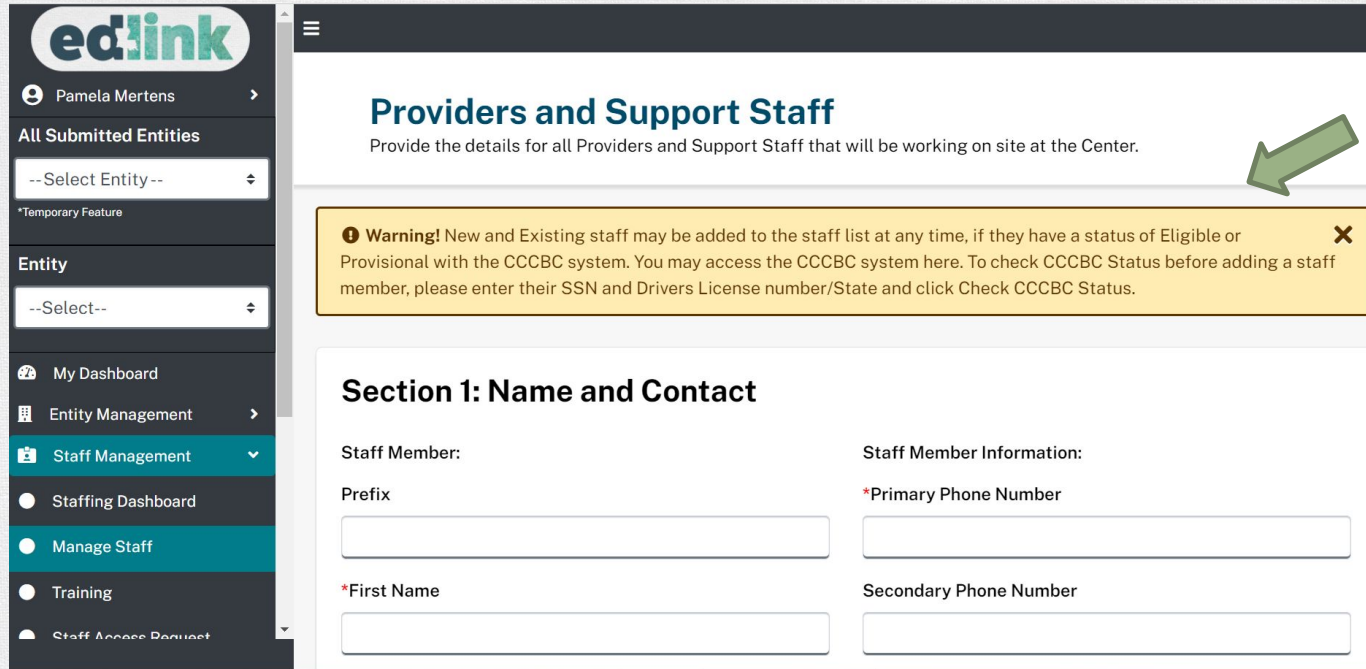
☐ Show All ☐ Notifications ☐ Messages ☒ Appointments ☐ View All

[Newest to Oldest](#)

Staff Members

Note: Staff Member information is not linked to CCCBC currently. Should you make changes in EdLink, you may also be required to make updates in CCCBC

Enter the staff member's information in Sections 1-5. Note that all boxes with red asterisks must contain information in order for the new staff member to be added successfully. See the following screenshots for assistance.



edlink

Pamela Mertens

All Submitted Entities

--Select Entity--

*Temporary Feature

Entity

--Select--

My Dashboard

Entity Management

Staff Management

Staffing Dashboard

Manage Staff

Training

Staff Access Request

Providers and Support Staff

Provide the details for all Providers and Support Staff that will be working on site at the Center.

Warning! New and Existing staff may be added to the staff list at any time, if they have a status of Eligible or Provisional with the CCCBC system. You may access the CCCBC system here. To check CCCBC Status before adding a staff member, please enter their SSN and Drivers License number/State and click Check CCCBC Status.

Section 1: Name and Contact

Staff Member:

Prefix

*First Name

Staff Member Information:

*Primary Phone Number

Secondary Phone Number

edlink

Pamela Mertens

All Submitted Entities

--Select Entity--

Temporary Feature

Entity

--Select--

My Dashboard

Entity Management

Staff Management

Staffing Dashboard

Manage Staff

Training

Staff Access Request

Section 4: Employment Details

*Position Type

--Select--

*Date appointed to current role

mm/dd/yyyy

*Date Hired in any Capacity

mm/dd/yyyy

Warning! To be certified as a CCAP provider, all Family child care providers and Support staff must meet the following education/training requirements which include: [CPR training](#), [Pediatric First Aid training](#), [Pre-Service Orientation Training](#), [Medication Administration Training](#)



Note: Must meet educational requirements for Directors & Director Designees.

Select the CCCBC option to verify that a background check has been completed.
Select “Save.”

The screenshot shows the edlink user interface. On the left is a dark sidebar with the edlink logo and a user profile for Pamela Mertens. Below the profile are two dropdown menus: 'All Submitted Entities' (showing '--Select Entity--') and 'Entity' (showing '--Select--'). A list of navigation items follows: 'My Dashboard', 'Entity Management', 'Staff Management', 'Financial Management', 'Performance Profile', 'Professional Profile', and 'EdLink Search'. The main content area has a dark header with a menu icon. Below the header is a button labeled 'Check CCCBC System' with a green arrow pointing to it. Underneath is a section titled 'Section 6: Background Status' with a paragraph of text explaining that the table below lists Center Owners, Directors, and currently hired staff for review by the CCCBC system. To the right of this text is a button labeled 'Go to CCCBC Site'. Below the text is a table with headers: 'Status', 'Name', 'CCCBC Expiration Date', 'Contact Number', and 'Email Address'. The table body contains a single row with a red triangle icon and the text 'No Match'. At the bottom right of the table is an upward arrow icon. At the bottom of the main content area are two buttons: 'Save' (highlighted with a green arrow) and 'Cancel'.

edlink

Pamela Mertens

All Submitted Entities

--Select Entity--

*Temporary Feature

Entity

--Select--

My Dashboard

Entity Management

Staff Management

Financial Management

Performance Profile

Professional Profile

EdLink Search

Check CCCBC System

Section 6: Background Status

The table below includes all Center Owners, Directors, and currently hired staff entered during the previous steps. All individuals will need to be reviewed by the CCCBC system and have an “Eligible” or “Provisional” status for their application to be approved.

Go to CCCBC Site

Status	Name	CCCBC Expiration Date	Contact Number	Email Address
▲ No Match				

Save Cancel



License Renewal Process

There are Steps in the Renewal of License process and this differs depending on the type of provider. All Steps must be completed with required information. See the blue Help box below.

Renewal Application Home

The Renewal Application Home page lists all the required steps in completing the Type III Renewal Licensing Application. Once all required information is submitted, you will be able to submit your application for review.

[← Return to Application Selector](#)



Page Help. We have provided a way for you to keep track of all the information needed for you to complete your Center's Renewal application. After all required information is submitted within each step, you will see a green "Completed" badge on the Application Home page. Once you have started a step, you can always return to a previous section using the "Return to Previous" button or return to this Home page by using the "Return to Application Home" button.



1 - Renewal Application Instructions

This page describes all the requirements and instructions for completing the licensing application.

[✎ Modify and Verify 1](#)

Complete /Incomplete

2 - Funding Source

Enter all the funding sources for your Early Learning Center on this page.

 Review or Edit 2

 Complete

3 - Early Learning Center Information

Provide the name, location, and contact information for your Early Learning Center on this page.

 Continue Working 3

 Incomplete

4 - Services and Hours

This page allows you to enter the Center's hours of operation and list the services offered at your facility.

 Continue Working 4

 Incomplete

Renewal Application Instructions

Please review all of the instructions and requirements for completing your Type III Renewal Application. Items can be expanded to provide additional details.

[← Return to Application Home](#)

Expand All

▼ List of all Staff Members

▼ Child Care Civil Background Check

▼ Current Commercial and Medical Liability Insurance

Utilize the School or Center Finder link to locate the Center Name. If changes to the name are needed, select “Edit” and follow the instructions.

Early Learning Center Information

The information entered on this page will be linked to the center profile on the LDOE School Finder website.

← Return to Application Home

Section 1: Early Learning Center Name

*As it will appear on [School or Center Finder](#)

Thomas Early Childhood Development Center

Edit

Section 2: Address Information

Physical Address ?

Mailing Address

Section 2: Address Information

Physical Address

*Street Name 1

3735 NW Evangeline Center

Street Name 2

*City

Carencro

*State

Louisiana

*Zip

70520

*Parish/County

28

Copy to Mailing



Mailing Address

*Street Name 1

307 Barkhill Drive

Street Name 2

*City

Lafayette

*State

Louisiana

*Zip

70508

*Parish/County

 Edit

You may utilize the “Copy to Mailing” option if the addresses are the same.



CCAP Agreement

☰ Child Care Assistance Program

Section 1: CCAP Agreement Provisions

By clicking this box I have read through all the provisions and agreed to them. *

1. Definition of Caregiver - any person legally obligated to provide or secure care for a child, including a parent, legal guardian, foster home parent, or other person providing a residence for the child.
2. Provider will participate in all aspects of the Early Childhood Care and Education Network as provided in R.S . 7:407.91 et seq. and BESE Bulletin 140, Louisiana Early Childhood Care and Education Network, including participation in the local Community Network, the accountability system, coordinated enrollment and obtaining academic approval.
3. Laws, Regulations and Standards. Provider will comply with all applicable state and federal laws, regulations, and other standards and requirements, as amended, in providing services under this Agreement, which include but are

*By clicking this box I have read through all the provisions and agree to them.

☐ Accepted

CCAP Assurances

☰ Child Care Assistance Program

Section 2: CCAP Assurances

Please initial each section as you agree to the provisions.

*Initial Here

I understand that Federal CCAP rules require that the provider must charge caregivers the rate provided on the current CCAP 10 form and must collect the difference between the rate charged and the amount of CCAP assistance received. This difference is the caregiver's "copay".

*Initial Here

I agree to report problems with a Point of Service (POS) device or finger image scanner to the Conduent Provider Help Desk and the Department within 48 hours of failure.

*Initial Here

I agree to notify the Department immediately of the removal of any child from its care so that payment from the Department for that child can be discontinued.

*Initial Here

I will retain supporting fiscal documents (invoices, remittances, attendance logs, etc.) adequate to insure that claims for matching federal funds are in accordance with federal requirements. Provider will retain such documents for three (3) years after the close of the state fiscal year (July 1 through June 30) in which services are provided.

*Initial Here

I understand that when the Department determines the provider is not in compliance with an administrative requirement, the Department may send written notice by mail or email informing the



Academic Approval Agreement

☰ Type III Form: Academic Approval Application

Academic Approval

Publicly-funded child care centers are required to meet a set of performance and academic standards resulting in academic approval. Academic Approval requires publicly-funded child care centers to participate in the community network system.

← Return to Application Home

Section 1: Academic Approval Agreement

Please review the Academic Approval Agreement document below. Once you have read through the agreement and scrolled to the bottom, you will be able to sign electronically that you accept the requirements.

*Does your site offer full time or part-time care?

Part Time

--Select--
Full Time
Part Time

holidays, and before and after school. Full-time care is defined as offering

Academic Approval Assurances

≡ Type III Form: Academic Approval Application

July 1, 2018 must obtain their early childhood ancillary certificate by July 1, 2020; and all lead teachers in full day type III early learning centers hired into their role on or after July 1, 2018 must obtain their early childhood ancillary certificate within 24 months from their date of hire;

PLEASE NOTE: The Early Childhood Ancillary Certificate does not fulfill the requirement of a valid and current Louisiana teaching certificate for lead teachers in publicly funded pre-K (LA 4 and NSECD) classrooms and it will not qualify an individual to work as a lead teacher in public schools. The bachelor's degree and teaching certificate requirement for pre-K teachers in public and non-public schools will remain the same. Head Start teacher requirements will continue to follow the national credential and qualification guidelines.

I elect to participate in the School Readiness Tax Credit Program

☒ I Agree

I certify that all of the lead teachers who have been working in my center for 24 months or more will have met the requirement set forth in Bulletin 140

☒ I Agree

Please Note: Your application will be valid for the following calendar years:

☒ 2021-2022



Emergency Preparedness Plan

Emergency Preparedness Plan

Emergency Preparedness Plan

The Emergency Plan describes the procedures your Early Learning Center uses to provide for the care and well-being of children under care and your staff. This plan addresses circumstances that threaten lives and property.

← Return to Application Home

Section 1: Upload your Plan

Upload your Plan by using the Add File button. If you do not have an existing plan, [download the template below](#).

Download Plan Template



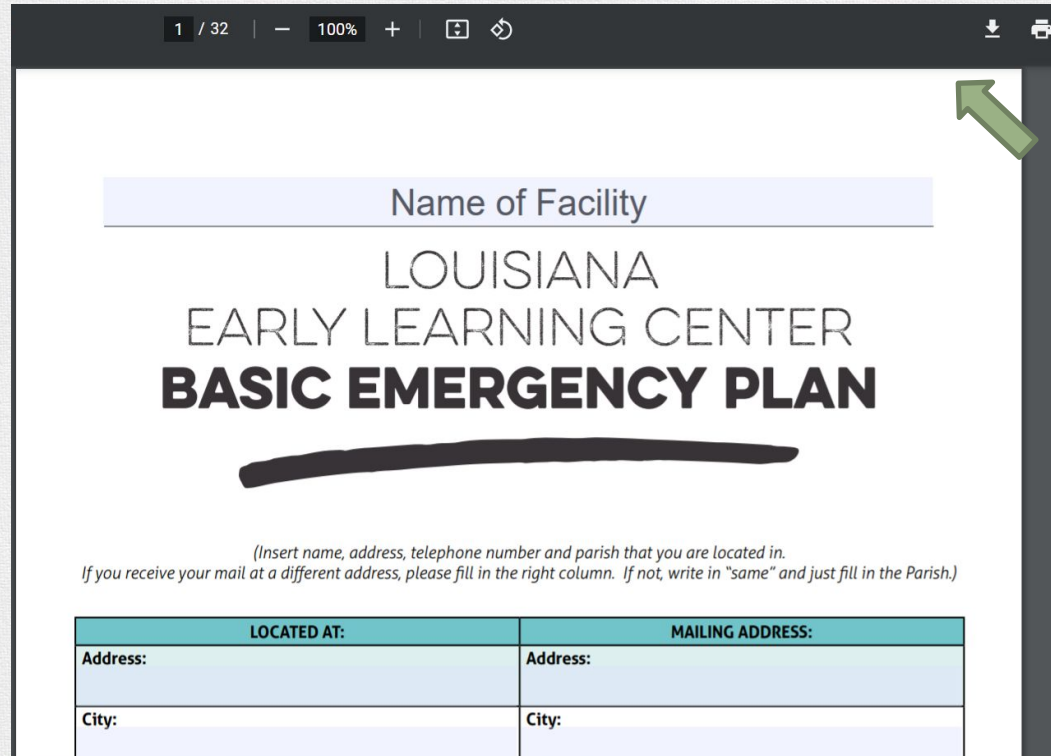
*File

Choose File

Browse



Once the file has opened, Select the download and save icon. Select a location on your computer and “Save.”



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Name of Facility

LOUISIANA
EARLY LEARNING CENTER
BASIC EMERGENCY PLAN

*(Insert name, address, telephone number and parish that you are located in.
If you receive your mail at a different address, please fill in the right column. If not, write in "same" and just fill in the Parish.)*

LOCATED AT:	MAILING ADDRESS:
Address:	Address:
City:	City:

Entity Documents

Department of Education Documents

Group Type

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Review Status

There are no records to show



Teaching and Learning Updates

Early Childhood Teacher and Leader of the Year

The Department is asking all ECE leaders to identify and support excellent candidates to apply for Early Childhood Teacher and Leader of the Year.

Providers should:

- Reach out to excellent teachers at your site and strongly encourage them to apply (at least one teacher should apply, if not more than one)
- Be specific and encouraging when communicating with your teacher(s) (e.g., “We would love for you to represent our center in the TOY Award Program!”)
- Offer teachers direct support to review their application documentation, assist with filming their videos, etc. and reiterate that you think the candidate has the qualifications needed to succeed in this application process

Site leaders should also consider applying for the Leader of the Year Award!

Early Childhood Teacher and Leader of the Year Benefits

There are several benefits of having an applicant for the Teacher or the Leader of the Year Award:

- Valuable prizes for semi-finalists and finalists
- A trophy that can be displayed in the winning teacher's classroom or leader's site
- Publicity for the early learning site
- Pride for the winner and her/his community
- Becoming a part of a historical award program
- Development and career opportunity for semi-finalists and finalists

Early Childhood Teacher and Leader of the Year New Application Timeline

Reach out to community network lead agency, CCR&R, and/or coach to help candidates complete applications

Feb 1

TOY/LOY
Application
re-opens

March
11

TOY/LOY
Application
closes at 5pm

Week of
April 11

TOY/LOY
Semi-Finalists
Announced,
final interviews
begin

May 31

Teacher Leader
Summit

School Readiness Tax Credits (SRTC)

The Volunteer Income Tax Assistance (VITA) program is assisting individual tax return preparers to file 2021 taxes.

The Department and Pathways mailed out all tax forms for family, teacher, and director School Readiness Tax Credits, for delivery by the end of January.

- In order to claim [family](#), teacher, or director School Readiness Tax Credits, you must file a tax return.
- The VITA program offers free tax help to lower-income individuals who need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.
- Please contact 2-1-1 for more information or to make an appointment to file your tax return.

Please email demita.walker@la.gov for any SRTC questions.

TS GOLD Checkpoint

Teaching Strategies GOLD® is used to measure child's growth and development. Teachers must finalize winter GOLD checkpoint ratings by February 28.

MyTeaching Strategies® offers a variety of resources to support classrooms preparing for and completing the GOLD® winter checkpoint.

[GOLD® Winter Checkpoint Support Webinar](#): This support webinar covers the features and functionalities teachers use to complete the GOLD® winter checkpoint in MyTeachingStrategies®.

- Wednesday, February 9, 2022 at 3 p.m.
- Friday, February 11, 2022 at 1 p.m.

Archived webinars are available on-demand:

- [GOLD® Winter Checkpoint Support for Teachers](#)
- [GOLD® Winter Checkpoint Support for Administrators](#)

Please read the Department's updated [TS GOLD® Guidance](#) and [TS GOLD® FAQ](#) documents for helpful information. Questions or concerns can be directed to ECAssessment@la.gov.



Guest Speaker:
Kari Stattleman
First Children's Finance



First Children's Finance



Training Resources

5 Trainings Available to Providers



- Marketing Your Child Care
- Child Care Finances
- Staffing Your Child Care
- Policy & Business Practices
- Program Management & Leadership

tinyurl.com/4s4ejct9



Consultation

Free confidential consultation to discuss:

- Marketing
- Finances
- Staffing
- Policy
- Management
- ANY BUSINESS TOPIC



<https://calendly.com/karis-8/30minIdoeconsultation>



First Children's Finance

Unique & Confidential

- Training & Consulting opportunities to Louisiana Providers

Business Support

- Child Care Specific Consultant

Individualized Strategy

- Increase enrollment, increase funding, and support staff



Guest Speaker:
Andrea Citty
John W. Royston, EA & Associates

Tax Consultation Services

Provided by:

John W. Royston, EA & Associates

Andrea Citty

Professional Tax Accountant
andrea@jwroyston.com

Certified Tax Preparer with the IRS
12+ years experience

Offering:

2 free hours of Tax Consultation Services
to Louisiana providers of **all license types**

Can be multiple meetings
Monetary Value \$390

Benefits:

Get all your questions answered!

Grant Taxability (most popular)
Software Systems
Tax Returns
Business Set Up
How to maximize your expenses
Get Suggestions for improvements
Are you set up the right way?
How to reduce tax liability?

Register now using this link!

Upcoming Events

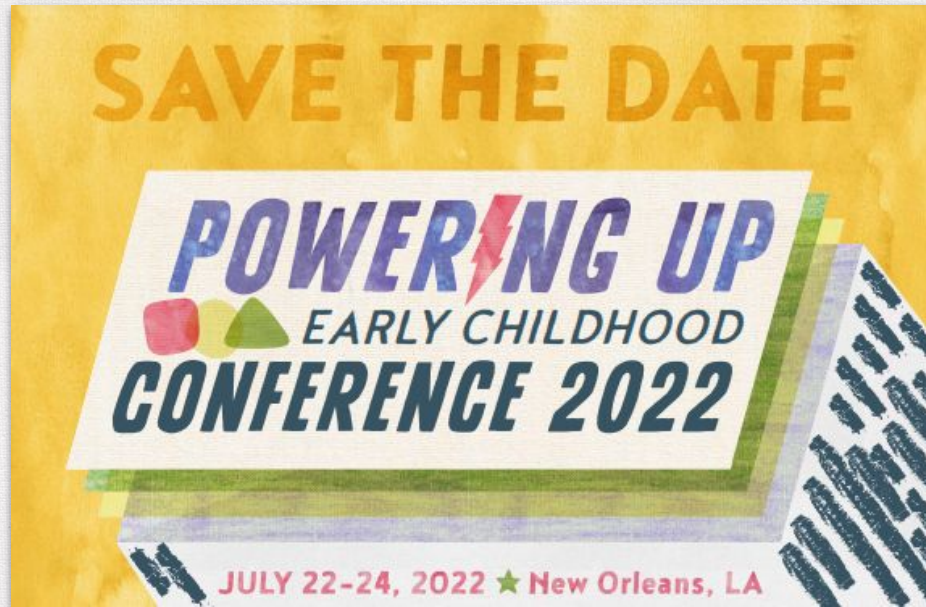


Teacher Leader Summit: *Making a Comeback!*

- The [2022 Teacher Leader Summit](#) will be held Tuesday, May 31 - Thursday, June 2 at the New Orleans Ernest N. Morial Convention Center (NOENMCC).
- Early Bird [registration](#) opened January 10, and registration is on a first-come, first-serve basis.
- The Department is accepting applications to be a presenter at the Teacher Leader Summit until February 4. More information can be found in the [Presenter Application](#).
- Contact LDOEvents@la.gov with any questions



Early Childhood Conference



When: July 22-24 (Friday, Saturday, and Sunday)

Where: New Orleans, LA

Who: EC directors/providers, child care teachers, and families

More information will follow as we move closer to the event.

Upcoming Webinar

The Department will be hosting monthly webinars for early childhood providers. These webinars will include important updates relating to COVID-19 and reminders for all provider types.

Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, March 3 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 935 9774 5872

Early Ed Month 2022

February 10, all day

#LAEarlyEdMonth Social Media Day of Action

Join the conversation online to raise awareness and advocate for continued investment in early care and education. Download the [social media toolkit](#) and tag your posts with the hashtag #LAEarlyEdMonth.

Tuesday, February 15, 6 - 7 p.m.

Parent Advocacy Training

Join the Louisiana Policy Institute for Children (LPIC) and Stand for Children of Louisiana to learn how to advocate for issues concerning young children. Register [here](#).

For up-to-date event information, visit <https://www.policyinstitutela.org/laearlyedmonth2022>.



Early Ed Month 2022

On Tuesday, February 1, Dr. Junlei Li provided the [keynote address](#) to kick off Early Ed Month, speaking on the essence of quality focusing on human interactions with teachers.

Dr. Li currently serves as the Co-chair of the Human Development and Education Program and the Saul Zaentz senior lecturer in Early Childhood Education at the Harvard Graduate School of Education.



Contact Info

Child Care Licensing

- Call 225-342-9905
- Email ldelicensing@la.gov or email licensing consultants directly

Child Care Assistance Program

- Call 225-250-7635 or 225-252-9543
- Email ldccap@la.gov or enter a [ticket](#) at the Provider Help Desk
- TOTS Assistance: Jackie.Droddy2@la.gov

Child Care Provider Certification

- Email providercertification@la.gov

Child Care Criminal Background Checks

- Call 225-342-2716 or 225-342-5311 or email LDEchildcareCBC@la.gov

General Early Childhood Support

- Email earlychildhood@la.gov

