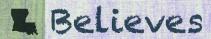LOUISIANA DEPARTMENT OF EDUCATION

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Early Childhood Provider Updates

February 2, 2023

Agenda

- Welcome
- Child Care Assistance Program (CCAP) Updates
- ARPA Stabilization Grant Updates
- Licensing Updates
- Child Care Criminal Background Check (CCCBC) Updates
- Teaching and Learning Updates
- Guest Speaker: 2022-2023 Early Childhood Teacher of the Year, Annie Richardson
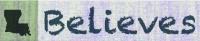- Upcoming Events

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Welcome!

Child Care Assistance Program (CCAP) Updates

Child Care Assistance Program (CCAP) Updates
CCAP Waitlist

In order to maximize the benefits of CCAP for Louisiana families, providers, and communities, the Department began a CCAP waitlist for families that applied on or after October 1, 2022.

- The waitlist ensures Louisiana families have access to CCAP on a first-come, first-served basis and that families receive benefits as soon as funding is available.

- Families are placed on the waitlist if they submit a complete CCAP application with all documentation and are determined eligible.

- Families remain on the waitlist for up to one year before having to reapply for assistance.

- Children who are experiencing homelessness, children of families participating in TANF/STEP or Early Head Start-Child Care Partnerships, children in foster care, and eligible children with disabilities are not placed on the waitlist.

- Providers will not receive any reimbursement from the Department while families are on the waitlist.
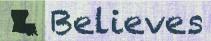
The Department has published Frequently Asked Questions regarding the waitlist, providing key insight on questions.

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Child Care Assistance Program (CCAP) Updates
12-Month Redetermination

The Department has resumed the 12-month certification of CCAP cases, effective February 1, 2023.
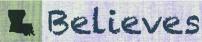
- LDOE CCAP resumed sending notifications of upcoming redeterminations to providers and families beginning January 15, 2023.

- Families must respond immediately with a new CCAP redetermination application, check stubs, and immunization records. The case will not be extended if documents are not received according to the dates on the CCAP 11RC - Redetermination Notice (to families) and CCAP 11RCP - Provider Redetermination Notice (to providers).

- Failure to submit the redetermination application and all required documents will result in the closure of the family's CCAP case. Once the case is closed, the family will need to re-apply for CCAP and will be placed on the waitlist, if deemed eligible.

Child Care Assistance Program (CCAP) Updates
Underutilization Review and Notification

The CCAP Team is conducting monthly reviews of underutilized authorizations.
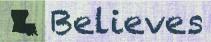
- If a participant has not checked their child(ren) in/out using the Tracking of Time Services (TOTS) or Interactive Voice Response (IVR) portal during the previous month, their case may be closed.

- The participant will only receive one written notice, mailed to the address on file. If the same participating household appears on the underutilized report again, they will lose CCAP services and will need to reapply. We now have a Wait List, so the new application is not guaranteed to receive immediate certification.

- To ensure this does not happen to families at your site, please ensure all families check children in/out daily using the TOTS or IVR portal. We will also review KinderConnect for those providers who have recently transitioned to the new system.

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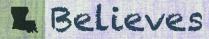# Child Care Assistance Program (CCAP) Updates
KinderConnect

The Department will be fully transitioning from TOTS to the KinderConnect attendance tracking system by March 30, 2023.

- The Department is hosting pilot providers in this system now and will begin general distribution of tablets for the use of this new system to all providers by February 2023.

- In order to connect with this new attendance tracking system and receive a tablet to initiate the system, please ensure that all of following steps are completed:
  1. Register the site in the EdLink system
  2. Register site leaders to become the EdLink Entities Manager for the site
  3. Complete the KinderConnect registration (once registered as an Entity Manager in EdLink, instructions will also be sent to all Entity Managers)

Child Care Assistance Program (CCAP) Updates
KinderConnect

- For detailed guidance and screenshots for how to register in EdLink and for access to other resources, please visit the Department's EdLink Support page.

- Additionally, the Department is offering multiple EdLink trainings in which providers will be provided with instructions for accessing and navigating the system. Maximum registration for this weekly training is 99, and the last 30 minutes of each meeting will be open for questions, time permitting. To attend any of these weekly trainings, please complete registration.
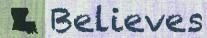
Child Care Assistance Program (CCAP) Updates
KinderConnect

- All sites must begin the use of the new KinderConnect attendance tracking system no later than March 15, 2023.

  Note: Beginning April 2023, quarterly bonus payments will be paid on attendance tracked by this system and will no longer be paid on enrollment.
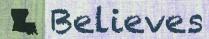
- Once the tablet for KinderConnect has been received and attendance has been transitioned from TOTS, please mail the TOTS device back to Conduent. A self-addressed mailer will be provided by calling 1-888-281-0326.

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Child Care Assistance Program (CCAP) Updates
New Family Copay Amounts

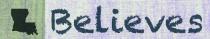*The Department has released a new sliding fee scale for families served by CCAP.*

- The sliding fee scale for copayments of families served by the Child Care Assistance Program is updated yearly on February 1, to reflect changes to the updated State Median Income (SMI).

- The new sliding fee scale has been updated and is available on the Louisiana Believes website.

Child Care Assistance Program (CCAP) Updates
DCFS Rates

Providers experiencing difficulty with receiving the correct payment for children in foster care can contact DCFS.Daycare@la.gov and CCAPChildWelfare@la.gov for assistance:

- Please include the provider name, the provider number, the child's name, and the case identification (CID) number with all payment inquiries.

- As a reminder, payment discrepancies should be reported within 30 days of the missing or incorrect payment.

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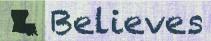
ARPA Stabilization Grant Updates

ARPA Stabilization Grants Updates
Overview

ARPA provided Louisiana with approximately $475 million in a Child Care Stabilization Fund. The Department will be distributing an additional round, Round 3, of ARPA Stabilization Grants..

The Child Care Stabilization Fund is intended to provide direct financial support to all qualified child care providers (including Type I, II, & III licensed early learning centers, as well as CCAP certified in-home and family child care providers).

Per Federal requirements of the ARP Act, to be qualified for ARPA Stabilization Grants child care providers must meet the following eligibility criteria:
1. Provider meets CCDF requirements, including health and safety
2. Provider is licensed or CCAP certified
3. Provider is open and providing child care services

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ARPA Stabilization Grants Updates
Round 3 Eligibility

To be eligible for Round 3 of the ARPA Stabilization Grant, providers must be
- open
- licensed or registered
- CCAP-certified (if a Type III center, Family Child Care provider, or in-home provider)
- serving children by December 31, 2022 and
- compliant with all audit surveys and assessments from Postlewaite and Netterville.

If a provider owes funds for prior CCAP overpayments and has not entered into a repayment agreement, these funds will be deducted from the grant disbursement funds and may delay receipt of payment.

A separate ARPA Stabilization Grant opportunity will be provided in the near future for Head Start sites that offer before- and after-care services to CCAP children.
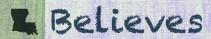
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ARPA Stabilization Grant Timeline, Round 3

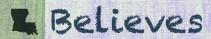| February 16, 2023, 1:00-1:30 p.m.	ARPA Stabilization Grant Round 3 webinar
February 20, 2023	ARPA Stabilization Grant Round 3 Application release
February 28, 2023, 10-11 a.m.	Office Hours
March 7, 2023, 10-11 a.m.	Office Hours
March 13, 2023	**ARPA Stabilization Grant Round 3 Application closes**

There will be strict adherence to grant application deadlines.

Contact the Provider Help Desk at 225-250-7635, 225-252-9543 or via the Provider Ticket System for additional assistance.

ARPA Stabilization Grant Timeline, Round 3

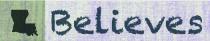|	
March 13, 2023	**ARPA Stabilization Grant Round 3 Application closes**
Week of April 10-14 , 2023	Funds released to Type III providers and CCAP-certified in-home and family child care providers in parishes beginning with the letters A-F
Week of April 17 -21, 2023	Funds released to Type III providers and CCAP-certified in-home and family child care providers in parishes beginning with the letters G-L
Week of April 24-28, 2023	Funds released to Type III providers and CCAP-certified in-home and family child care providers in parishes beginning with the letters M-Z
Week of May 15-19, 2023	Funds released to Type I & II providers

Licensing Updates

Licensing Updates
Reinstatement of Licensure Fees

Effective March 1, 2023, licensure fees will be requested upon submission of an application for early learning centers.
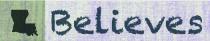
Fees will be requested as follows:

- $25 fee for each application for initial licensure. **NOTE:** This fee shall be applied toward the total licensure fee, which is due prior to the issuance of an initial license, if applicable.
- Annual licensure fees for each early learning center based on the licensed capacity of the center. See Section 313 of Bulletin 137 for the fee scale.
- $25 fee for any change that requires the issuance of a new license or the reissuance of a current license outside of the regular renewal of the license. For example: changes in capacity, name, age range, and transportation.
- Annual licensure fees will not be requested for Type I centers owned or operated by churches or religious organizations.

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Licensing Updates
Renewal Applications

Each center must submit an application for renewal using EdLink.

- Renewal applications should be submitted prior to the first day of the month in which the current license expires.

- If all required documentation (refer to monthly renewal email sent) is not received by the last day of the month in which the license expires, the license expires and will not be renewed.

- If a license expires, the early learning center shall cease operation by close of business on the expiration date stated on the license. An application for a new license will be required if the owner desires to resume operations at the center.
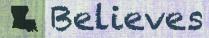
Licensing Updates
EdLink

EdLink Office hours are held Tuesdays and Thursdays from 1:30-2:30 p.m.

Office Hours can be accessed using the information below:

Webinar Link: https://ldoe.zoom.us/j/97565259173
Phone Number: 1-470-381-2522
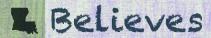**Meeting ID:**   975 6525 9173

Licensing Updates
Application Processing Timeframes

In an effort to ensure Licensing applications and change requests are completed in time for services to be provided to children, please anticipate processing timeframes.

Reminder: All initial and renewal applications must be submitted in EdLink.

- Application for Licensure or Change of Location — up to 90 days
- Application for Change of Ownership--please contact licensing consultant — up to 30 days
- All other change requests — up to 30 days

Please note: If all required documentation is not submitted, there will be additional delays.
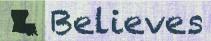
Licensing Updates
Behavior Management

Providers shall develop, implement, and have staff follow a written behavior management.

The policy shall prohibit children from being subjected to any of the following:
- physical punishment
- corporal punishment
- verbal abuse
- being disciplined by another child
- being bullied by another child
- being deprived of food or beverages
- threat of a prohibited action even if there is no intent to follow through
- being restrained by devices such as high chairs or feeding tables
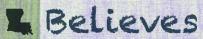- having active play time withheld

Licensing Updates
Licensing Consultant Contact

Each center has an assigned Licensing Consultant.

Below you will find your consultant by the first letter of the center's name excluding "A," "An," and "The."

alicia.brown@la.gov - H, J, M, S	alicia.bourgeois@la.gov - L, T
curieni.jackson2@la.gov - A, N, O, W	daryneshia.weaver2@la.gov - C, I, K, Y, Z
stacie.griffin@la.gov - B, D, E, F, Q, U, V	phyllis.politz@la.gov - P, G, R
autumn.sullivan@la.gov -K, D, J	

If you have any questions regarding Bulletin 137, please contact your consultant.

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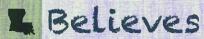# Child Care Criminal Background Check (CCCBC) Updates

CCCBC Updates
Five-Year Renewal Process Overview

Child care providers that began this process in 2018 will be asked to repeat the 5 point process similarly to the way it was completed in 2018 but with a few changes:

- The provider(s) whose roster lists the staff member needing CCCBC renewal AND applicant will receive an email stating that the applicant has 90 days to complete the renewal process.

Note: It is essential that Directors be sure that site CCCBC rosters are up-to-date, because the provider(s) who will receive the notification that the staff member has 90 days to complete the renewal process is the provider currently listing that staff member on the site roster.
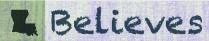
- Both provider (s) whose roster lists the staff member needing CCCBC renewal and applicant will receive another email at the (30) day mark stating that the time is nearly up to begin the process.

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CCCBC Updates
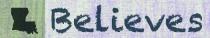## Five-Year Renewal Process Overview

Some applicants/providers may already be within their 90 day mark now. They can begin the renewal process as soon as possible.

- Upon receiving that email, there will be an option in the email to initiate the Renewal process.

- The provider will be able to begin the renewal process after pressing the link by clicking on the "Renewal" button.

- From that point, the provider will be asked to fill out the mandatory fields and upload the forms as if they were completing the process for a new applicant.

- The provider should update new information (married name, new addresses, new driver's license, etc.) for the applicant.

CCCBC Updates
Commonly Used Terms

- **Renewal** - The federally mandated 5 year process of re-checking background clearances for the purposes of early child care

- **5 Point Clearance** - Clearances from the five separated entities that are federally mandated:
  - FBI
  - State Police
  - DCFS
  - State and Federal Sex Offender Registries
  - Any Out of State clearances

- **DBSYSgraph** - Third-party vendor that created and runs the background check software used by the CCCBC Team

- **IDEMIA** - fingerprint vendor that is replacing the formerly used Gemalto

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CCCBC Updates
Step 1a of the Renewal Process

Below is the email that the provider will get at 90 and 30 days to initiate the renewal process for their applicant. Please notice the link that brings them to the renewal process. The email will be coming from do_not_reply_LDOE_CBC@la.gov, *so please check your junk mail folder if the email does not appear.*

CCCBC Updates
Step 1b of the Renewal Process

Below is the email that the applicant will get at 90 and 30 days to initiate the renewal process for their employee. Please notice the link that brings them to the renewal process. Please let your supervisor know if you received this email.

CCCBC Updates
Step 2a of the Renewal Process
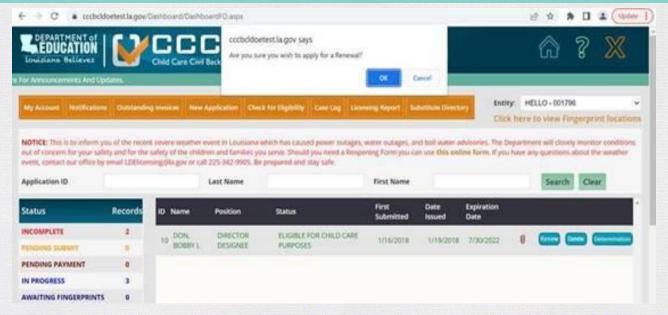
The provider will then be brought to their home screen of the CCCBC system where they will now have the option to renew the existing employee's background check as seen in the snapshot below.

CCCBC Updates
Step 2b of the Renewal Process

After clicking the aforementioned "Renew" button, you will be asked to confirm that you wish to apply for the renewal. You will then click "Ok."

CCCBC Updates
Step 3a of the Renewal Process

Once the provider has initiated that process, the following screen will appear. You will have to fill out the boxes as you would with a new applicant. Please provide new information (I.e.,married, has a new address, or new documentation such as a new driver's license and initial consent form).

CCCBC Updates
Step 3b of the Renewal Process

For the consent form, please use the Initial Consent Form with the red check mark: *Initial CCCBC Consent Form*

CCCBC Updates
Step 3c of the Renewal Process

Below is a snapshot of the same consent and disclosure form that is listed under the "attachments" in each provider's CCCBC portal when they are entering a new applicant. It is just another way to retrieve the aforementioned form.

CCCBC Updates
Step 4 of the Renewal Process

The following link is where LDOE's current fingerprint locations are. LDOE is still currently using Gemalto sites, but please refer to CCCBC Fingerprint consistently and watch for announcements regarding fingerprint locations.

CCCBC Updates
Fingerprint Vendor Changes

This spring the Department will be changing fingerprint vendors.

Fingerprinting will be transitioning from Gemalto/Thales to a vendor named IDEMIA.

- There may be a time this spring in which current fingerprinting locations are temporarily changed or moved.
- The Department is awaiting response from all current fingerprint locations as to which locations wish to continue to provide this service.
- The Department anticipates that this change in vendor will result in more fingerprint locations available for child care providers across the state of Louisiana.

Teaching and Learning Updates

Teaching and Learning Updates
Spring 2023 CLASS® Observations

The Spring CLASS® observation period has begun for early childhood classrooms at publicly-funded sites.

Community Network Lead Agencies are currently working with sites to conduct local Spring CLASS® observations for the 2022-2023 academic year. All early childhood classrooms are required to have a local spring observation.
- A representative from your local Community Network Lead Agency will be reaching out to schedule observations for your site.

Third-party observations will also be scheduled and conducted by the Picard Center.
- Third-party observations are designed to provide an additional level of review to ensure reliability.
- The month before the scheduled observation, the Picard Center will send an email providing the site with timeframe in which the observations will occur. Please respond with any potential dates that the site is not available for observations.

Questions about CLASS observations can be directed to your Community Network Lead Agency.

Teaching and Learning Updates
School Readiness Tax Credits (SRTCs)

- Director and staff member tax forms were mailed from Louisiana Pathways beginning in January 2023.

- The Provider SRTC notices for 2022, that show Certificate of Star Rating and Average Number of Children, will be mailed by the Department in March 2023.

For more information about School Readiness Tax Credits, contact demita.walker@la.gov.

Teaching and Learning Updates
TS GOLD® Updates

Teaching Strategies GOLD® is used to measure a 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®. Webinars will be held on the following dates:

- Tuesday, February 7, 2023 at 2:00 p.m.
- Thursday, February 16, 2023 at 4:00 p.m.

Archived webinars are available on-demand in the GOLD® On-Demand Webinar Library.

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.

Teaching and Learning Updates
Child Count Guidance for Program Partners

As established in Bulletin 140, Community Network Lead Agencies and early childhood sites must work together to submit a count of all publicly-funded children twice each academic year (October 1 and February 1).

The Department created a procedural document called Child Count Guidance for Program Partners. This guidance provides program partners with:
- Step 1: Understanding the Child Count Process
- Step 2: Preparing for Child Count
- Step 3: Completing and Submitting the Child Count Template to the Lead Agency

Providers should contact their Community Network Lead Agency with additional questions and/or for support when completing February 1 Child Count.

Child Count Guidance for Program Partners

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Early Childhood

Child Count Guidance for Program Partners

Child count captures the current enrollment of publicly-funded children (infant through age four) at your site on October/February 1 of each academic year. Data collected during child count is critical and used by many different stakeholders.

This guidance document details three key steps to successfully completing child count:

Step 1: Understanding the Child Count Process
Step 2: Preparing for Child Count
Step 3: Completing and Submitting the Child Count Template to the Lead Agency

Step 1: Understanding the Child Count Process
Lead agencies work with each early childhood program partner in the network to count and report all publicly-funded children enrolled on October/February 1 of each academic year. Providers should create an annual child count process and develop a site roster that includes every publicly-funded child enrolled on site, with age and funding source.

Identifying Publicly-Funded Children: During child count, it is extremely important that each publicly-funded child only be counted once, using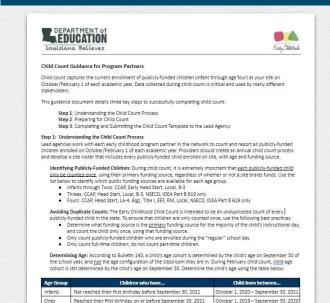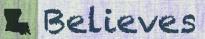 their primary funding source, regardless of whether or not a site braids funds. Use the list below to identify which public funding sources are available for each age group.
- Infants through Twos: CCAP, Early Head Start, Local, B-3
- Threes: CCAP, Head Start, Local, B-3, NSECD, IDEA Part B 619 only
- Fours: CCAP, Head Start, LA-4, 8(g), Title I, EEF, RM, Local, NSECD, IDEA Part B 619 only

Avoiding Duplicate Counts: The Early Childhood Child Count is intended to be an *unduplicated* count of every publicly-funded child in the state. To ensure that children are only counted once, use the following best practices:
- Determine what funding source is the primary funding source for the majority of the child's instructional day, and count the child only once, using that funding source.
- Only count publicly-funded children who are enrolled during the "regular" school day.
- Only count full-time children; do not count part-time children.

Determining Age: According to Bulletin 140, a child's age cohort is determined by the child's age on September 30 of the school year, and not the age configuration of the classroom they are in. During February child count, child age cohort is still determined by the child's age on September 30. Determine the child's age using the table below.

Age Group	Children who have...	Child born between...
Infants	Not reached their first birthday before September 30, 2021	October 1, 2020 – September 30, 2021
Ones	Reached their first birthday on or before September 30, 2021	October 1, 2019 – September 30, 2020

Special Guests:
2022-2023 Early Childhood Teacher
and Leader of the Year

Guest Speaker

Early Childhood TEACHER of the Year

Annie Richardson

CANEVIEW K-8 HEADSTART
WEST BATON ROUGE PARISH

Upcoming Events

Important Dates

Early Bird Registration:
February 3 - March 9, 2023

Presenter Applications Open:
February 10 - March 3, 2023

Education Expo Vendor Applications
Open:
February 10 - March 3, 2023

Regular Registration:
March 10 - April 21, 2023 (or a sell out)

Additional information will be posted on the LDOE website and social media this week.

Questions? Email events@emergentmethod.com

Upcoming Events
ARPA Stabilization Grant Round 3 Webinar

The Department will be hosting a webinar to provide an overview of the ARPA Stabilization Grant application for Round 3.
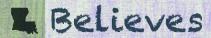
Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, February 16, at 1 p.m.
- **Webinar Link:** https://ldoe.zoom.us/j/98223420254
- **Phone Number:** 1-470-250-9358
- **Meeting ID:** 982 2342 0254

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Upcoming Events
Monthly Provider Webinar

The Department will be hosting monthly webinars for early childhood providers. These webinars will include important updates.
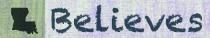
Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:**   Thursday, March 2, at 1 p.m.
- **Webinar Link:**   https://ldoe.zoom.us/j/93597745872
- **Phone Number:**   1-312-626-6799
- **Meeting ID:**   935 9774 5872

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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 ldeccap@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

COVID-19 Supports
- LDOE COVID-19 landing page and library
- COVID-19 FAQ for early childhood
- Office of Public Health Guidelines for Child Care
- Questions regarding COVID-19, contact LDOECOVID19Support@la.gov

General Early Childhood Support
- Email earlychildhood@la.gov

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