Early Childhood Provider Updates



March 7, 2024





Agenda

- Welcome
- Child Care Assistance Program (CCAP) Reminders & Updates
- Licensing Reminders & Updates
- Child Care Criminal Background Check (CCCBC) Reminders & Updates
- Teaching and Learning Reminders & Updates
- Guest Speaker:

Supporting Early Childhood Language and Literacy Brittney Cochran, Early Childhood Director of Academics

• Upcoming Events



Child Care Assistance Program (CCAP)

Reminders & Updates



- The Department is finalizing contacting families certified to the Waitlist from October 1, 2022 June 30, 2023.
 - Please contact the Department at <u>LDECCAP@la.gov</u> if a family is on the Waitlist for an application date in that time period and has not received a Waitlist Verification Form; include the family's full name and case ID number.
- When received, families should review the Waitlist Verification Form and note any changes since submitting their original application. Changes may include income, provider choice, or Employment and Training (E&T) hours. Families should check "Yes" if all information remains the same, sign the form, and return the form to the Department as quickly as possible.
- If there have been changes, the family should submit a "CCAP 10 Report of Changes Form" with the updates noted and return the CCAP 10 form along with the Waitlist Verification Form.

Waitlist Verification Forms

For questions, contact LDECCAP@la.gov.

- As Waitlist Verification Forms are returned for cases with application dates between October 1, 2022 June 30, 2023, those families are being certified for services, if still eligible.
- As slots become available, additional eligible applicants from July 1, 2023 and on will be removed from the Waitlist, based on the date of the application.
- If an eligible family enrolled their child while on the Waitlist, the provider will only be reimbursed from the time the family was certified for services.
 - If a Semi-Automated Invoice (SAI) is required, payment will begin from the date the household was certified for services and removed from the Waitlist.
 - Providers must complete and sign the SAI and return it with the attendance logs for the requested dates, within 10 days of the invoice date.



SAI Requests for Back Pay

For questions, contact LDECCAP@la.gov.

- The new <u>CCAP Sliding Fee Scale</u> has been posted to the Department website. The family's copayment and qualifying income was calculated using the new scale as of February 1, 2024.
- Many additional families may now be eligible for CCAP based on the new scale.
- Providers should immediately adjust families' co-pay amounts to be reflective of the new Sliding Fee Scale.
- Families who applied prior to February 1, 2024, and were rejected for being over the guidelines should examine the new scale to see whether they now qualify. (for example, the eligible income for a family of 4 has increased by \$2,000).



New Sliding Fee Scale For questions, contact <u>LDECCAP@la.gov</u>.

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\$8.00	\$	3,646	-	\$	3,892	\$	4,504		\$	4,807	\$	5,362	-	\$	5,723	\$	6,220	-	\$	6,639
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New Sliding Fee Scale

For questions, contact LDECCAP@la.gov.

It is important for all providers to begin their Licensing renewal application and CCAP certification renewal timely. Failure to timely submit and renew license or provider certification in EdLink may cause the following:

- The system to remove children's authorizations from provider's site roster (CCAP cannot pay for children at a site that is not licensed or certified)
- CCAP payments to be delayed
- A delay in the renewal of site certification, that may result in having to reapply for CCAP certification
- A break in CCAP certification or payments

For questions about licensing renewals, contact your <u>licensing consultant</u>.



As the Department begins transitioning to a new payment and processing system, it is important for providers to submit their KinderConnect attendance records weekly, for all CCAP-enrolled children. As a reminder:

- Authorizations must be utilized by families at the time child care services are rendered.
- KinderConnect attendance records will be examined as part of the underutilization review of CCAP attendance. If you have any questions about how to verify and submit your attendance records weekly via KinderConnect, please refer to <u>KinderConnect-Submit Attendance QRC</u> for detailed instructions.



KinderConnect Attendance Submission For questions, contact LDECCAP@la.gov.

To properly record attendance of CCAP children, families should check their children in and out of care every day using the KinderConnect system. Children who do not attend child care regularly are not receiving the benefits of high-quality child care and are preventing other children in need from accessing quality care.

- CCAP must conduct a monthly review of underutilized authorizations of children who have not attended child care within the previous 30 days.
- If CCAP children are not attending, their authorizations will be discontinued at the end of the month and families will need to re-apply for CCAP benefits.
- Providers **must** request the removal of a child from their CCAP roster if a child is not attending or never enrolled.
- Failure to notify the Department of a child who is no longer attending and/or not enrolled will result in recoupment of CCAP funds.



Underutilization and KinderConnect For questions, contact <u>LDECCAP@la.gov</u>.

During the last week of February, notices and messages were sent to both providers and families in regards to underutilization:

• This message was a reminder to families and providers of the need to ensure that CCAP children are documented with daily attendance in the KinderConnect system.

If a family is using the attendance tracking system to sign in and out as they must, they will not appear on the LDOE "Underutilized Report."

- Providers will not have to submit attendance logs or contact the Department for those families.
- Using the KinderConnect Attendance Tracking System ensures the Department can view attendance in the portal.

Underutilization and KinderConnect For guestions, contact LDECCAP@la.gov

The Department is conducting a <u>NEW</u> survey related to the final American Rescue Plan Act (ARPA) Stabilization Grants.

• The LDOE has again partnered with the Early Childhood Grant Assessment Program to collect information regarding the use of various sites' ARPA Stabilization Grant funds.

Participation in the survey is required:

- Failure to complete the survey may impact future grant funding opportunities for sites.
- Any site failing to complete the survey will automatically be chosen for an audit of the ARPA grants via the Office of Inspector General (OIG).

The ARPA Round 3 & 4 survey must be completed by Type I, II and III licensed early learning centers, and CCAP-certified in-home and family child care providers that received ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment.



American Rescue Plan Act (ARPA) Stabilization Grant Survey

For questions, contact LDECCAP@la.gov.

The new ARPA Stabilization Grant survey is specific to ARPA Grant Rounds 3 & 4 and the CCAP Bonus Grant Payment. Corresponding information should be provided for these grants only.

- The survey must be completed on a desktop browser; mobile devices are not supported.
- Please consult the LDOE Grant Portal for any updates. There you can find the survey form and important dates shown below:
 - The survey will open during the week of April 1, 2024.
 - The ARPA Grant Survey must be completed by April 18, 2024.
- A selection of providers will be chosen to provide records of expenses related to the use of ARPA funds and will be notified in a separate communication.



American Rescue Plan Act (ARPA) Stabilization Grant Survey

For questions, contact <u>LDECCAP@la.gov</u>.

Home-Based Provider Certification

Reminders & Updates



Providers must ensure that a daily attendance record for children is maintained that meets all of the following criteria:

- Includes each child's first and last name and arrival and departure times
- Includes the first and last name of the person to whom each child is released
- Accurately reflects children in care at any given time
- Is used to sign in and out if a child leaves and returns to the home during the day



Daily Infant Reports For questions contact <u>providercertification@la.gov</u>

Providers must have the following required policies and/or procedures:

- If transportation is provided, a written emergency procedure in the event of a breakdown or accident
- Procedures for evacuation
- Behavior Management policy
- Health Related Policies
- Shaken Baby Syndrome
- Abusive Head Trauma
- Child Maltreatment



For questions contact providercertification@la.gov



Family Child Care providers must obtain a CCCBC-based determination of eligibility for child care purposes from the Department for the following required persons:

- the provider
- all adults employed in the home or on the property of the home where care is provided
- all adults living in the residence where care is provided and
- any other person in the home or on the premises when one or more children in care are present, who is not a household designee for a child in care at the home



Child Care Criminal Background Check

For questions contact providercertification@la.gov

In-Home child care providers must obtain a CCCBC-based determination of eligibility for child care purposes from the department for the following required persons:

- the provider
- all adults employed in the home or on the property of the home where care is provided
- all non-caregiver adults living in the home where care is provided and
- any other person in the home or on the premises when one or more children in care are present, who is not a household designee for a child in care at the home and who is not a caregiver who is exempt from the requirement of having a CCCBC-based determination of eligibility for child care purposes

Note: Caregivers (as defined in §103 on Bulletin 139) who are living in the home are exempt from the requirement of having a CCCBC-based determination of eligibility for child care purposes.

Child Care Criminal Background Check

For questions contact providercertification@la.gov

Licensing

Reminders & Updates





Critical incident reports are being submitted regarding children receiving severe burns on fingertips or in the chest area after being served extremely hot food.

Provider must ensure that staff members:

- Take precautions such as checking the temperature of food or keeping the food inaccessible for a cool-down period prior to serving the food to the children
- Give proper first aid to the child Note: staff administering first aid must have current documentation of certification on file
- Avoid using home remedies that can make the damage worse
- Do not apply topical ointments, sprays, or creams without prior written parental authorization
- Complete and submit a critical incident form to <u>ldelicensing@la.gov</u> if any child receives a burn from hot food



When requesting to add additional outdoor play space, providers must ensure that all outdoor play spaces are available through a direct exit from the center into the outdoor play space. The outdoor play space can also be attached to the center in a way that ensures children are continuously protected by a permanent fence or other permanent barrier while going to and from the center to the outdoor play space.

Outdoor play spaces must be enclosed with a permanent fence or other permanent barrier in a manner that protects and prevents children from all of the following:

- traffic hazards
- leaving the premises without proper supervision
- contact with animals or unauthorized persons

For example, children should not be crossing parking lots to get to the play space.

Outdoor Playspace

For questions contact your licensing consultant.



"Daily Infant Reports" must be kept current throughout the day and can be in written or electronic format.

These reports must include the following information about the infant:

- liquid intake
- food intake
- disposition
- bowel movements
- eating patterns
- sleeping patterns

As a reminder, parents must be given the infant reports on a daily basis.

Daily Infant Reports For questions contact your licensing consultant.



- Emergency evacuation drills must be conducted at least twice per year.
- In addition to evacuation drills, tornado drills must be conducted at least once per month in the months of March, April, May, and June, at various times of the day.
 - Documentation of these drills must include all children.
- A sample practice drill form can be found in the Licensed Centers Library.



For questions contact your <u>licensing consultant</u>.

Practice Drills

- Each center has an assigned licensing consultant.
- The center's licensing consultant can be identified by the first letter of the center's name, excluding the articles "A," "An," and "The."
- If there are any questions regarding Bulletin 137, please contact your site's licensing consultant for assistance.
- A licensing consultant can be contacted via the email address below or via phone at 225.342.9905.
- Please do not contact a licensing specialist with questions regarding the Bulletin.



Assigned Licensing Consultant For questions contact your licensing consultant.

First Letter of the Center's Name	Licensing Consultant
L, T	alicia.bourgeois2@la.gov
M, S	alicia.brown@la.gov
D, J, K	autumn.sullivan@la.gov
A, N, O, U, V, W	curieni.jackson2@la.gov
C, I, Y, Z	daryneshia.weaver2@la.gov
B, E, F, H, Q, X	nyshekita.travis@la.gov

Assigned Licensing Consultant

For questions contact your licensing consultant.

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Child Care Criminal Background Check (CCCBC)

Reminders & Updates



The Department encourages child care providers to initiate CCCBC renewal applications at least 30 days prior to the CCCBC expiration date or license renewal date. To prevent processing delays providers should:

- enter applicant's information into the CCCBC System exactly as it appears on their government-issued identification
- select the correct position for the applicant while completing a CCCBC application

Potential time needed for application corrections and fingerprint rejections should be taken into consideration for application processing timeframe.

CCCBC Processing For questions contact ldecccbcprocessing@la.gov.

- There may be times when CCCBC fingerprints are unsuccessful. This can cause a delay in the application process.
- Fingerprint rejections occur due to the following:
 - poor image quality
 - fingerprint missing (actually forgetting to scan a specific finger)
 - too much pressure applied to the electronic digital scanning system
- Fingerprint rejections require an additional fingerprint submission. It is
 possible that an applicant may be required to submit fingerprints up to four
 times before a name-based search can be performed by the Federal
 Bureau of Investigation.



- Applications remaining in "In Progress" status five business days after a fingerprint submission could possibly be due to fingerprint rejection.
- Applicants are notified via the applicant's e-mail address of a fingerprint rejection. Status of a fingerprint submission can also be verified using <u>Idemia's appointment</u> <u>enrollment site</u>.
 - Applicants whose fingerprints are rejected will be instructed via e-email to schedule an appointment to re-submit fingerprints, using the specified link listed on the appointment enrollment site.
- Additional fingerprint fees are not required if fingerprints are re-submitted within 30 days of the first fingerprint submission.

Fingerprint Rejection For questions contact ldecccbcprocessing@la.gov.

- The following steps are recommended to submit successful fingerprints:
 - Ensure that hands are clean, dry, and free of any residue or oil-based substance
 - Ensure fingerprinting scanning area is cleaned and dry
 - Use the electronic digital fingerprinting option
 - Verify whether prints are accepted before departing the location
- Only electronic digital fingerprinting submissions are accepted, unless otherwise stated by the LDOE.
- Please inform the CCCBC Section by <u>email</u> if an applicant has a condition that may cause fingerprinting issues, prior to their fingerprinting appointment.

Fingerprint Rejection For questions contact ldecccbcprocessing@la.gov.

Teaching and Learning

Reminders & Updates



The Provider School Readiness Tax Credit (SRTC) is aligned with Performance Profile Ratings issued through the unified quality rating system that is established by the Board of Elementary and Secondary Education in <u>Bulletin 140</u>.

- The amount of the tax credit is based on the quality of the center and the number of eligible children served.
- The number of eligible children served includes children attending the site through the Child Care Assistance Program (CCAP) or who are in foster care under the custody of DCFS.

Provider School Readiness Tax Credits (SRTC) letters for the 2023 tax year will be mailed by the Department this month. These letters include the "Certificate of Star Rating" and "Average Number of Children."

School Readiness Tax Credits (SRTCs) Contact Demita.Walker@la.gov with questions.

The average number of children aged birth to five included within the Provider SRTC letter is calculated as outlined in <u>R.S. 47:6105</u> and is based on attendance, not enrollment.

The average monthly number of eligible full-time children on which the Provider SRTC amount is calculated is detailed below:

- A child is considered full-time when the CCAP or foster care program pays for at least 12 days of service per child during the month. Two part-time participants may be combined to equal one full-time participant for purposes of this calculation.
- A child is considered to be attending part-time when CCAP or the foster care program pays for at least 40 hours of service per child during the month or CCAP or the foster care program pays for at least 5 days but no more than 11 days of service per child during the month.



School Readiness Tax Credits (SRTCs) Contact Demita.Walker@la.gov with questions.

On the Provider SRTC letter, the average number of children for each month of the calendar year was calculated based on payments made for children in that month, including any months with no payments, and the months averaged over the 12 month period total.

• Months in which a site did not care for any qualifying children were included in the average, with zero children for that month(s).



School Readiness Tax Credits Contact Demita.Walker@la.gov with questions.

- SRTCs support child care directors and teachers in eligible early learning sites to provide a high-quality early learning experience for children as well as recognize these professionals for their education and commitment to the field.
- The Family SRTC is an additional state child care tax credit for taxpayers with children who are under the age of 6 and enrolled in an eligible child care site and supports families based on care child expenses, income, federal and state child care tax credit, and the quality rating of the site.

Louisiana Pathways began mailing tax forms for family, teacher, and director SRTCs in January 2023.



In order to claim <u>family</u>, <u>teacher</u> or <u>director</u> School Readiness Tax Credits, individuals must file a tax return.

• The Volunteer Income Tax Assistance (VITA) program offers free tax help to lower-income individuals who need assistance in preparing their own tax returns. This assistance is offered by IRS-certified volunteers and provides free basic income tax return preparation with electronic filing to qualified individuals.

School Readiness Tax Credits and VITA

Contact Demita.Walker@la.gov with questions.

- Please contact 2-1-1 for more information or to make an appointment for assistance in filing a tax return.
- For VITA programs in your area, visit the Louisiana 211 website.



Family Child Care (FCC) educators with current Academic Approval or who opt into Academic Approval by April 1, 2024, have the opportunity to participate in the 2023-2024 "Environmental Enhancement Grant" administered by Child Care Resource and Referral (CCR&R) agencies. This opportunity is available to eligible FCCs through June 30, 2024; interested FCCs should <u>contact their CCR&R</u> for more information.

This grant is designed to provide FCCs with Academic Approval with the furnishings, materials, and in-class supports necessary to create and support high-quality early learning environments.

- FCCs that have never participated in the FCC Pilot and have Academic Approval for 2023-2024 are eligible for up to \$5,000 worth of classroom furnishings and learning materials.
- FCCs that have previously participated in the FCC Pilot through the LDOE or had Academic Approval in a previous year and who currently have Academic Approval are eligible for \$1,875 worth of classroom furnishings and learning materials.

Family Child Care in Academic Approval Please contact your Child Care Resource and Referral Agency for more information.



Directors have an opportunity to participate in a pilot of CenterTrack, the LDOE's free Child Care Management System (CCMS) software that is connected with EdLink.

CCMS software supports efficiency in learning sites through automation of bill pay, attendance and enrollment data collection, automating communication with families, and more.

- Providers participating in the pilot will be asked to use and give feedback to KinderSystems on their experience with CenterTrack and Parent Portal.
- Some or all families would use CenterTrack's Parent Portal site for credit and debit card transactions.
 - The families at participating sites will use Parent Portal to download invoices, pay against existing balances, set up auto payments, and review account information. These payments would reflect in the accounting in CenterTrack.

Interested participants please contact Eric Robinson at <u>erobinson@kindersystems.com</u>.

Centertrack Pilot

Please contact 'Eric Robinson' erobinson@kindersystems.com to participate..

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- Teacher Leader Summit (TLS) 2024
- **Dates:** Tuesday, May 28 Thursday, May 30, 2024
- Location: New Orleans Ernest N. Morial Convention Center



<u>Regular registration</u> for the TLS 2024 is open and will close on **March 15, 2024**, or at sellout.

- Educators will use Cvent to register for the event. The LDOE strongly encourages the email address used for Cvent to be the participant's official professional email address.
- There will be no onsite registration, so all registrations **must** be completed in advance of arriving at the event.



Teacher Leader Summit 2024 Registration Contact events@emergentmethod.com with questions.

ENTOF

New this year, the 2024 Early Childhood Conference will be held at two locations, with each location hosting a Saturday, one-day only, conference:

- September 7, 2024: Shreveport Convention Center, Shreveport, LA
- October 5, 2024: Crowne Plaza, Baton Rouge, LA





Early Childhood Conference 2024

Contact events@emergentmethod.com with questions.



Brittney Cochran, Early Childhood Director of Academics

March is National Reading Month!

The Department encourages early childhood educators across Louisiana to celebrate National Reading Month through activities and celebrations in their sites and by encouraging families and children to spend more time reading at home.





Here are some ideas your educators can use to make National Reading Month a success:

- Read, read, and then read some more! Kick-off a Reading Campaign that includes activities for infants, toddlers, and preschoolers to enjoy new books in their early learning site.
- Use environmental print, which is print that is seen in daily life, i.e. print that is on signs, labels, and logos. Young children may not be able to read, but they can recognize familiar print. Place containers around the classroom that contain print from familiar snacks, restaurants, and items children see every day to play games like "I Spy."
- Connect with families! Encourage families to make reading with children a part of their daily lives by highlighting fun and creative activities and ideas that could make reading a wonderful way to unwind, have fun, and interact with their child.



When it comes to reading with children, the earlier the better. Beginning positive language and literacy habits early is important for the development of an infant's brain, even before he/she can talk. The more words an infant hears, the more words the infant will learn. This process can greatly benefit language and literacy development in the early years.

When reading with infants, consider the following:

- Read short and simple stories with colorful illustrations and/or repetitive text or sounds.
- While reading with infants, give them the space to show engagement in their own way. For example, infants show excitement when being read to by grabbing and holding books, kicking, making noises, and smiling.
- Infants may not pay attention to the whole book, and that's okay. Take a break and come back to the story later.



It's important to remember that children who hear a lot of language do better in school. Reading to toddlers sets the foundation for later independent reading. When reading with toddlers, consider the following:

- Read stories with rhymes and phrases that repeat and may catch a toddler's attention.
- Stories with lots of colorful pictures, familiar objects, nature, and animals are usually a great choice when selecting a book to read with a toddler.
- As the toddler grows, stories with more complex plots or humor can offer high points of interest and engagement.
- While being read to, some toddlers may run or move away quite a bit, and that's okay. Toddlers will usually keep listening while also playing with something else, will come back, or will request to listen more at a later time.

When children reach preschool, reading continues to help support learning and development in many ways. It is always good to read, engage in feedback loops about books, sing, and even tell stories every day. These types of activities foster the learning of speech sounds, words, word meaning, and sentence formation.

When reading with preschoolers consider the following:

- Choose books with engaging plots that ignite inquisitive thinking, making it easy for the reader to ask questions about the story. (Ex. "What do you think this story is about?")
- Nonfiction books activate curiosity and learning about the world. Include books that foster learning of the letters and sounds, shapes, size, and counting.
- Building a community of engaged readers is extremely important. Educators should reflect on what children love to hear read to them and what interests them the most, so that children foster a love of reading in these crucial early years.

National Reading Month is a great time to reconnect with families about the importance of reading at home. Here are some reasons to share with families regarding the incredible impact of reading at home with their children:

- A baby's brain is ready to learn as soon as they are born, so read early and read often
- A child's brain makes millions of neural connections each day, so interactions such as reading, singing, and talking with a child helps build a strong foundation for both early development and later learning.
- Reading is a great way to strengthen the parent/caregiver bond with a child and grow communication skills.

According to the National Commission on Reading, "The most significant factor in influencing a child's early education success is an introduction to books and being able to read at home prior to beginning school." The Department encourages educators to use National Reading Month to be reminded that

- The joy of reading starts early, so read early and often.
- Reading with children from birth and beyond helps build a foundation for lifelong learning.





Upcoming Events



Upcoming Events

The LDOE team holds new director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "Understanding TS Gold[®]." Participants will gain an understanding of TS Gold[®] and will learn how to implement TS Gold[®] in the classroom.

Attendees can access the webinar using the information below:

- Date: March 22, 2024 at 12:00 p.m.
- Webinar Link: https://ldoe.zoom.us/j/92298578944
- Phone Number: 1-346-248-7799
- Meeting ID: 922 9857 8944



Monthly Office Hours for New Directors

Please contact earlychildhood@la.gov with any questions.

Upcoming Events

The Department hosts monthly webinars for early childhood providers. These webinars include important reminders and updates for all provider types.

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

- Webinar Date/Time: Thursday, April 4, at 1 p.m.
- Webinar Link: https://ldoe.zoom.us/j/93597745872 •
- **Phone Number:** 1-312-626-6799
- Meeting ID: 935 9774 5872 ۲



Please contact earlychildhood@la.gov with any questions.



Contact Info

Child Care Licensing

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

Child Care Assistance Program (CCAP)

- Call 225-250-7635 or 225-252-9543
- Email <u>ldeccap@la.gov</u> or enter a <u>ticket</u> at the Provider Help Desk

Child Care Provider Certification

Email providercertification@la.gov

Child Care Criminal Background Checks (CCCBCs)

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

General Early Childhood Support

• Email <u>earlychildhood@la.gov</u>

