



Early Childhood Provider Updates

September 7, 2023

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
- Upcoming Events

Welcome!





Child Care Assistance Program (CCAP) Reminders & Updates

CCAP Reminders & Updates

Semi-Automated Invoice (SAI) Processing

*In order to expedite SAI processing, invoices must be completed and returned to the Department **along with** attendance logs by the expiration date.*

- All SAIs and attendance logs should be emailed to LDECCAP@la.gov or faxed to 225-376-6056.
- SAIs should NOT be sent to the Provider Help Desk, sent to providers' Regional Specialist, or uploaded into the ticket system.
- Attendance logs, in accordance with *Bulletin 137*, must include the following:
 - The date(s) child care services were provided
 - Arrival and departure times
 - Child's first and last name
 - The first and last name of the person who signed the child into care
 - The first and last name of the person to whom the child is released
 - The name and location of services

CCAP Reminders & Updates

Waitlist Verification Forms

The Department has begun mailing Waitlist Verification Forms to families determined eligible for the Child Care Assistance Program.

- Families certified to the Waitlist from October 1 - November 30, 2022, have been mailed a Waitlist Verification Form; families certified to the Waitlist in December 2022 will soon also be mailed a Waitlist Verification Form.
- Families should review the form and note changes, if any, since submitting their original application. Changes may include income, provider choice, or Education and Training (E&T) hours. Check “Yes” if all information remains the same, 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 that form along with the Waitlist Verification Form.
- Families can return the form via email to LDECCAP@la.gov or fax to 225-376-6060.

CCAP Reminders & Updates

Awaiting Verification Letter (CCAP 14)

When all required documentation does not accompany a CCAP application, families receive a CCAP 14 notice by mail, which lists additional documentation required for eligibility certification and the date the documentation should be submitted.

- Please help ensure that when clients receive a request for documentation (CCAP 14) in the mail, they adhere to the due dates on the form and return requested documents timely.
- Clients are given 10 days to return information. Please help to ensure that cases are processed quickly by returning the information immediately.
- All information can be emailed to LDECCAP@LA.GOV or faxed to 225-376-6060.
- When documents are returned immediately, the CCAP team is able to better meet case processing deadlines.

CCAP Reminders & Updates

Redeterminations

The CCAP team is working to address all redeterminations and change report concerns in queue as quickly as possible.

- The CCAP Team has implemented a plan to process all outstanding redeterminations and change reports as quickly as possible.
- Families should adhere to all dated correspondence and ensure the redetermination application and all supporting verifications are emailed to LDECCAP@LA.GOV within 45 days of redetermination.
- Families must submit a [CCAP 10 Report of Changes form](#) to report changes that could affect their eligibility (change of address, additions to the family, change in provider, job changes, etc.).

Licensing Reminders & Updates



Licensing Reminders & Updates

Provisionally-Employed Staff

Providers may employ staff with a Provisional CCCBC-Based Determination of Eligibility.

Staff are considered having a Provisional CCCBC if all the following conditions are met:

- Requested a CCCBC-based determination of eligibility for child care purposes
- Receipt of a satisfactory fingerprint-based Louisiana or federal criminal history information record by the Department, pending the Department's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes.
- Status is determined Provisional in the [CCCBC System](#).

Licensing Reminders & Updates

Critical Incident and Required Notifications

Written notification of a critical incident shall be completed using the Department's form.

Notification to the Department of a critical incident shall be made within 24 hours of the incident or the next business day using the Department's form.

Ensure the form is completed entirely by responding to all of the fields, and include all details of the incident.

The [Critical Incident Form](#) can be located on the Department's website, on the Licensing page, under the "Hot Topics." The form can be completed on the website and will be automatically sent to the Department once the submit button is clicked.

Licensing Reminders & Updates

Revised Bulletin 137 Training

Providers will have the opportunity to attend a revised Bulletin 137 training in October.

On October 20, 2023, there will be a revised Bulletin 137 in effect.

A training will be held to discuss the revisions made to Bulletin 137 within the first two weeks of October. An email will be sent to all providers the last week of September with information on how one owner and director from each center can register for these online trainings. Providers will receive two continuing education hours for attending this training. Each date will be limited to a certain number of participants.

All trainings are scheduled for 10 a.m. to 12 p.m. Please mark your calendar to attend training on one of the following dates:

October 3, 2023	October 4, 2023	October 5, 2023
October 10, 2023	October 11, 2023	October 12, 2023

Licensing Reminders & Updates

Renewal Applications

Renewal applications must be submitted using EdLink.

In an effort to ensure licenses are renewed by the expiration date, renewal applications

- Must be submitted prior to the first day of the month in which the current license expires, in order to ensure that there is no interruption of service and authorizations are not dropped
 - For example, if the center's license expires October 31, 2023, the renewal application must be submitted by no later than September 30, 2023.
- Can be started up to 90 days prior to the expiration date
- Must include all required documentation

Licensing Reminders & Updates

Summer Sun and Playground Safety Tips

Providers can use the following tips to help protect children from the summer sun.

- Limit sun exposure between 10 a.m. and 4 p.m. when there is a heat index at or above 90°F
- Use play areas that have shade
- Check temperatures of and around playground equipment, including
 - metal swings and slides
 - rubber and plastic material
 - concrete and pea gravel surfaces
- Encourage families to dress children in cool clothing
- Apply sunscreen at least 30 minutes before going outdoors
- Hold regularly scheduled water breaks

Licensing Reminders & Updates

Motor Vehicle Passenger Checks

In Louisiana, it is unlawful to leave children unattended or unsupervised in a motor vehicle.

As a reminder, the negative consequences of extreme heat are so significant that Louisiana has a [law](#) prohibiting leaving children unattended in a vehicle.

- A first offense for leaving a child under the age of six unattended or unsupervised in a car will net a fine of up to \$500, imprisonment up to six months, or both.
- Each subsequent offense will result in felony imprisonment for no less than one year and a fine of no less than \$1,000.

As required in [Bulletin 137](#) §2017.Motor Vehicle Passenger Checks, it is imperative that vehicles are adequately inspected for children before staff exit the vehicle:

Children can die in a hot vehicle in a matter of minutes.

Licensing Reminders & Updates

Motor Vehicle Passenger Checks

A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

Each vehicle shall have a vehicle passenger check and a face-to-name count conducted at each of the following times:

- prior to leaving center for destination
- upon arrival at each destination
- prior to departure from each destination and
- upon return to center

A staff person shall:

- Physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses of the interior of the vehicle
- Record the time of the visual passenger check and sign the log, indicating that no child was left in the vehicle

Licensing Reminders & Updates

CPR Reminder

Providers are responsible for obtaining CPR and First Aid certification for all early childhood site staff.

As a reminder, all early learning staff on the premises of a site and accessible to children shall have a current certification in Infant and Child CPR, Adult CPR, and Pediatric First Aid, through training approved by the Department. The approved [vendor list](#) can be found on Louisiana Believes.

As of July 1, 2022, providers are again responsible for the costs associated with obtaining CPR and First Aid certification for all early childhood site staff.

If you have any questions, please contact the Division of Licensing by phone at 225-342-9905 or by email at ldelicensing@la.gov.



Child Care Criminal Background Check (CCCBC) Reminders & Updates

CCCBC Reminders & Updates

Application Process

As a reminder, Child Care Criminal Background Check applications must be submitted in the CCCBC System before fingerprints are submitted.

To prevent delays in the processing of Child Care Criminal Background applications, please follow the steps below, in the following order:

1. Create a new hire or renewal application in the [CCCBC System](#).
2. Verify applicant's email address and date of birth are entered correctly.
3. Upload a current [initial consent and disclosure form](#) and valid driver's license in the CCCBC System.
4. The applicant will then receive an email containing a link from IDEMIA to pre-enroll and schedule a fingerprinting appointment.

The provider and applicant can view status updates in the CCCBC System. CCCBCs cannot be processed until 1) applications are submitted into the CCCBC System and 2) fingerprints are submitted (in that order).

Please note, CCCBC renewal applications are not completed in EdLink.

CCCBC Reminders & Updates

Application Corrections Requested

Applications returned for corrections allow and require CCCBC System users to update applications with correct information.

- The Department will return any CCCBC application that is in need of application revisions. Common correction requests are for
 - missing consent and disclosure form and driver's license
 - revision of an uploaded consent and disclosure form
 - alias names that have not been listed on the CCCBC application.
- Providers can view the reason for a returned application by viewing the "Notifications Log" in the CCCBC System and the email received notifying a correction is needed.
- Once the correction is complete, providers should resubmit the application by selecting the "next" button located at the bottom of the screen in the CCCBC System until given the option to "submit application."
- Applications successfully returned from corrections status will update to "in progress."
- "In progress" status informs the CCCBC team the requested information has been added and the application is ready for review.

CCCBC Reminders & Updates

Scheduling a Fingerprinting Appointment

Once a CCCBC application is created, the applicant will receive an email containing a link from IDEMIA to pre-enroll and schedule a fingerprinting appointment.

To prevent issues scheduling fingerprinting appointments, please follow the steps below:

- Verify applicant's email address is correct and matches the email used for the CCCBC application.
- Instruct applicant to view their Inbox and their Junk Mail folders for emails from no-reply@uemail.identogo.com.
 - In the event an applicant does not have access to the email containing the link from IDEMIA to schedule an appointment, visit <https://uenroll.identogo.com/workflows/27N4H8>.
- Instruct the applicant to pre-enroll using their information exactly as it appears on the CCCBC application.

Contact the CCCBC team with any questions or for assistance by emailing LDECCBCprocessing@la.gov. For IDEMIA finance and NCAC questions contact 877-512-6962; for UEID and scheduling assistance contact 844-539-5543.



CCCBC Reminders & Updates

Fingerprinting Payments

A “No Charge Authorization Code” (NCAC) is a form of payment method for IDEMIA. NCACs are also referred to as “coupon codes” or “12 digit authorization codes.”

- Fingerprinting fees are paid at the time of service.
- NCACs, or business checks or money orders [*per individual fingerprinting applicant* and made payable to IDEMIA in the amount of \$55.75 (or \$60.75 at Sheriff’s Office locations)], are acceptable payment options.
- Providers interested in creating a No Charge Authorization Code account should visit the [Louisiana Believes Criminal Background Check webpage](#) to complete an [Authorization Form](#).
- Completed Authorization forms should be faxed to 952-945-3326 or emailed to LAUEPACCOUNTS@US.IDEMIA.COM.

CCCBC Reminders & Updates

New IDEMIA Fingerprinting Sites

The Department transitioned to a new fingerprint vendor, IDEMIA, on May 8, 2023. Providers may view the IDEMIA fingerprinting locations by visiting www.identogo.com/locations.

The list of fingerprinting locations will be updated as new sites are added in. The following additional fingerprinting sites have gone or are scheduled to go live in the coming weeks:

- West Baton Rouge Parish (Port Allen) – week of August 21
- Grant (Colfax) and Lincoln (Ruston) Parishes – week of August 28
- Concordia (Vidalia) and Iberia (New Iberia) Parishes – week of September 11
- Rapides (Alexandria), Allen (Oberlin), and Sabine (Many) Parishes – week of September 18
- St. Helena (Greensburg), LaSalle (Jena), St. Martin (St. Martinville) Parishes – tentative dates will be available soon

Teaching and Learning Reminders & Updates



Teaching and Learning Reminders & Updates

Family Engagement

Part of building a successful and high-quality early childhood practice is establishing and maintaining positive partnerships with children's families.

Maintaining positive family partnerships may include the following characteristics:

- Strong, reliable relationships between educators, families, and the community
- Recognition, respect, and support for specific families' needs
- Sharing the decision-making process and responsibility for the child's learning
- Activities and supports that increase family involvement and knowledge in their child's development and learning
- Acknowledging that family engagement is a meaningful and beneficial practice

Teaching and Learning Reminders & Updates

Family Engagement

Child care providers can support family engagement by helping families feel welcome and providing a seamless transition into the child care community.

When promoting family engagement partnerships, child care providers can do the following to support families and help them feel welcomed into the child care community:

- Ask families about their child's interests, favorite toys, nap and toileting routines, etc.
- Encourage families to bring a comfort item for their child from home, such as a favorite stuffed animal or blanket.
- Provide a questionnaire to families about their hopes, goals, and priorities for their child.
- Give families information about the different ways they can participate or volunteer.
- Ask families of children with special learning needs to share input and preferences about their child's placement and education.
- Display photographs of children and their families where children can easily see them.

Teaching and Learning Reminders & Updates

Family Engagement

Within the child care program, there should be a specific plan in place to engage families throughout the year.

Child care programs can offer many opportunities for family involvement as a way to build and foster high levels of family engagement in their child care community. The following are a number of ways to encourage and support family participation:

- Invite families to share special talents and interests (e.g., instrumental and vocal music, cooking)
- Give family members jobs when they offer to volunteer (e.g., guest reader)
- Invite family members to be guest speakers about certain topics (e.g., firefighter, paramedic)
- Invite family members to help put together class photo albums or create books about families
- Ask adult family members to organize a family luncheon or family field day
- Ask family members to help with activities, crafts, or outdoor play activities
- Encourage families to share suggestions or concerns

Teaching and Learning Reminders & Updates

2023-2024 CCAP B-3 Seats

The Department is currently developing strategies that will transition the original B-3 Seats pilot into a permanent program with sustained funding.

Beginning this academic year, the LDOE is working to codify the CCAP B-3 Seats Pilot program into policy and formally incorporate it into Louisiana's CCDF State Plan. Taking these steps will make CCAP B-3 Seats a sustained and sustainable program, ensuring access to high-quality early care and education is available for Louisiana's youngest learners.

Many Community Network Lead Agencies applied for, and were awarded CCAP B-3 Seats, and will be sending applications to providers who meet the CCAP B-3 Seats Pilot program criteria on the following slide.

Providers are encouraged to contact their [Community Network Lead Agency](#) to find out whether their network is participating in the 2023-2024 CCAP B-3 Seats Pilot program.

Teaching and Learning Reminders & Updates

2023-2024 CCAP B-3 Seats Eligible Site Criteria

High-quality sites that provide full-time, year-round access, inclusive of infant care, can participate in the CCAP B-3 Seats Pilot program in 2023-2024.

Sites must meet the minimum following eligibility criteria to participate in the 2023-2024 CCAP B-3 Seats Pilot program:

- Possess CCAP certification
- Have a score of “Proficient” or higher on the 2022-2023 Performance Profile Rating
 - New child care sites that have yet to receive a Performance Profile Rating may also receive CCAP B-3 Seats and should reach out to their network if interested in participating in the program.
- Offer, or able to offer through CCAP B-3 Seat funding, infant seats
- Offer full-time, year-round seats (at least 30 hours per week, at least six hours of continuous care minimum per weekday)
- Meet the ECAC requirement for Lead Teachers
 - Lead Teachers in classrooms where CCAP B-3 seats will be placed should have their ECAC or be working with an ECAC program to enroll during the 2023-2024 academic year

Teaching and Learning Reminders & Updates

Fall 2023 CLASS® Observations

The Fall 2023 CLASS® observation period has begun for early childhood classrooms at publicly-funded sites.

Community Network Lead Agencies are currently working with sites to schedule local Fall CLASS® observations for the 2023-2024 academic year.

- 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.

- At least two weeks before the scheduled observations are to begin, the Picard Center will send an email providing the site with a two-week timeframe in which the observations will occur.

Questions about CLASS® observations can be directed to your [Community Network Lead Agency](#).

Teaching and Learning Reminders & Updates

School Readiness Tax Credits

The Department will send School Readiness Tax Credit (SRTC) forms for directors and parents in the coming months.

The Department will send email notifications of site star rating and levels to eligible directors by late October 2023.

The Department will mail Parent School Readiness Tax Credit forms to Type III centers and Family Child Care Sites with Academic Approval by December 2023. Once tax forms are received, directors should complete the child care portion and distribute the forms to all eligible parents.

Questions about School Readiness Tax Credits can be directed to Demita.Walker@la.gov.

Teaching and Learning Reminders & Updates

School Readiness Tax Credits

Louisiana Pathways will send School Readiness Tax Credit (SRTC) forms for directors and teachers in the coming months.

Director and staff member School Readiness Tax Credit forms will be mailed from Louisiana Pathways in January 2024.

For re-leveling on the Louisiana Pathways Career ladders, new credentials and certifications should be submitted via email to cowanj@nsula.edu or via mail to Louisiana Pathways before December 31, 2023, at the address below:

Louisiana Pathways
Attention: Career Development
1800 Warrington Place
Shreveport, LA 71101-4425

Teaching and Learning Reminders & Updates

School Readiness Tax Credits

Early Childhood educators must have a valid Early Childhood Ancillary Certificate by December 31, 2023, to qualify for certain levels of SRTCs.

- Directors and teachers with an expiring Early Childhood Ancillary Certificate must submit a renewal application at least four to six weeks before expiration, via the [LDOE Educator Certification Portal](#).
- Complete initial or renewal applications must be submitted no later than December 1, 2023, to guarantee processing by the processing deadline of December 31, 2023.
- Incomplete applications or those submitted after December 1 may not be processed by the certification team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTCs for tax year 2023.

Submit certification questions at <https://ldoe.force.com/s/ask-certification>.

For more information about School Readiness Tax Credits, contact Demita.Walker@la.gov.

Teaching and Learning Reminders & Updates

EC Teacher and Leader of the Year Nominations

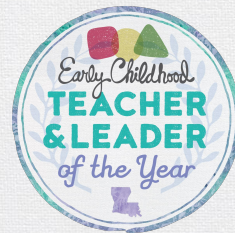
Nominations for the next Early Childhood Teacher and Leader of the Year Awards opened on Friday, August 11, and will close on Friday, September 22, at 11:59 p.m.

The LDOE recognizes the incredible impact of early childhood educators, and the Early Childhood Teacher and Leader of the Year Award is a key component of recognizing the incredible work of these professionals.

Teacher and directors are encouraged to self-nominate or nominate colleagues, friends, or family members who are excellent early childhood educators for the Early Childhood Teacher or Leader of the Year Award!

Nominations should be submitted through the [Nomination Portal](#). Applications will be released in early October 2023.

Questions should be directed to earlychildhood@la.gov.



Upcoming Events



Upcoming Events

New Director Webinar

Every month the LDOE Early Childhood team conducts a webinar for new directors, focused on a topic related to early childhood quality while also helping to expand directors' network of peers.

The September New Director webinar topic is “CLASS® Observations: What to Expect”:

Webinar Date/Time:	September 29, 2023 at 12:00 p.m.
Webinar Link:	https://ldoe.zoom.us/j/92700204655?
Phone Number:	1-407-381-2552
Meeting ID:	927 0020 4655

Contact tella.henderson@la.gov with any questions.

Upcoming Events

Monthly Provider Webinar

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

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

- **Webinar Date/Time:** Thursday, October 5 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 935 9774 5872

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

