



November 19, 2015



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**SUPERINTENDENT'S MESSAGE**

Dear Colleagues,

As we head into Thanksgiving, I want to express my gratitude and appreciation to all our early childhood partners. Since Act 3 was passed in 2012, we have been working more closely together. And, step by step, we have made progress towards a more unified early childhood system that prepares all children for kindergarten.

This work has not been easy. There have been operational or logistical challenges along the way. Yet our leaders and teachers have remained steadfast in their commitment to raising expectations for teaching and learning, making enrollment work better for families and providing all children with the type of instruction and care that helps them thrive.

This Thanksgiving I am especially grateful for our partners' support and patience while the Department has put in place new policies and procedures:

- Partners who have gone the extra mile to help a family navigate the changes and get the help they needed;
- Partners who have supported the new policies and raised expectations for quality within their programs, even though the funding has not yet increased;
- Partners who are working long hours, including nights and weekends, to put new unified systems in place within their communities;
- Partners who have reached out and let us know that things were not working and who offered suggestions on what we might do better.

Starting with our first pilots, we made a commitment to listen to our partners. We know the operational challenges are frustrating to the field and we are taking steps to address them. Starting next month, we will be moving child care assistance back to an online system to make it easier and faster for families to apply. We will then move Licensing and Provider Certification online to make it easier for providers to reapply and recertify. All the while we will continue to make improvements to our call center to ensure we are responsive to your needs as well as the families you serve.

We realize these changes will not resolve every concern. Throughout the next few months, our staff will continue to travel around the state, participating in meetings or events in which we can learn firsthand from the field what needs to change. I ask for your continued partnership as we work together to improve efficiency and reduce burdens so that everyone can focus on what matters most: helping all young children learn and develop.

As always, thank you for all you do for our children,

**John**

## FUNDING AND ENROLLMENT

### COORDINATED ENROLLMENT - COHORT 3

Cohort 3 Coordinated Enrollment Plan Templates were released in November and must be completed by January 15, 2016. To provide support to Cohort 3, the Department conducted a webinar on Laying the Foundation for Coordinated Enrollment. To view the webinar, please click [here](#). The Department also conducted in-person technical assistance sessions with Lead Agencies and their partners. Please email any questions to [nasha.patel@la.gov](mailto:nasha.patel@la.gov).

### COORDINATED FUNDING REQUEST FOR 2016-2017

Bulletin 140 requires that each Lead Agency submit a Coordinated Funding Request on behalf of their Community Network, requesting seats for LA 4, NSECD, Pre-K Expansion Grant, and Allocated CCAP Seats. The Coordinated Funding Request Packet was emailed to Lead Agencies on Monday, November 16. The Coordinated Funding Information Guide can be found [here](#). The Department also conducted a Coordinated Funding Request Webinar which may be viewed here:

- <https://louisianaschools.adobeconnect.com/p6urfxfjur64/>.

Reminder: Coordinated Funding Requests are due by January 18, 2016.

### ALLOCATED CHILD CARE ASSISTANCE SEATS - PILOT

In 2016-2017 the Department will pilot a new approach to funding Child Care Assistance Program (CCAP) seats, using allocations from the state. The Department has released the [Allocated Child Care Assistance Pilot Overview](#) to provide more information to child care centers who are interested in a different way to fund CCAP seats for children birth to three-years-old. Up to 1200 seats statewide will be converted for the 2016-2017 Pilot. Please note that this represents a new way of funding existing seats. This is not new funding.

Seats will be requested through the Coordinated Funding Request submitted by Lead Agencies. For more information, please review the [overview](#) or email [nasha.patel@la.gov](mailto:nasha.patel@la.gov).

### CHILD CARE RESOURCES

One of the simplest ways to help improve the child care assistance application process is to ensure families submit their application with all supporting documents. Check the eligibility [survey](#) to see what is needed. Additionally, be sure to label every single page with the family's information. Receiving all application materials together and having them labeled will speed up the application process.

For questions or assistance, you may call the Department at 1-877-453-2721.

- Press 1 for questions from families or applicants regarding CCAP or general early childhood questions.
- Press 2 for child care licensing or call Licensing directly at 1-225-342-9905.
- Press 3 for child care providers with questions related to CCAP or call Provider Certification directly at 1-225-342-0694.

The child care assistance (CCAP) [website](#) has many resources for families applying for CCAP or those currently receiving child care assistance.

- Eligibility [survey](#)
- Application [checklist](#) which lists everything needed to complete the CCAP application
- CCAP [application](#)
- Change [report](#) for listing any changes to existing cases

- Household designee [form](#) for the TOTS process
- [Locations](#) for TOTS finger scanning

The mailing address and telephone number for CCAP Household Eligibility are below:

Department of Education  
CCAP Household Eligibility  
P. O. Box 260037  
Baton Rouge, LA 70826

Telephone: 1-877-453-2721  
Fax: 225-342-3906  
Email: [LDEccap@la.gov](mailto:LDEccap@la.gov)

Website: <http://www.louisianabelieves.com/early-childhood/child-care-assistance-program>

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## CHILD SAFETY AND WELFARE

### LICENSING REGULATIONS (BULLETIN 137) ONLINE TRAINING - COURSE 4

In an effort to support new and existing early learning center providers, Licensing has designed a four part series of online courses that will provide an overview of Bulletin 137 - Louisiana's Early Learning Center Licensing Regulations. The first, second, and third of the four courses have been released, and can be accessed below:

- [Course 1 \(Chapters 1-9\)](#)
- [Course 2 \(Chapters 11-15\)](#)
- [Course 3 \(Chapter 17\)](#)
- [Course 4 \(Chapter 19 and 21\)](#)

Course 4 includes of a series of lectures and activities that cover Chapters 19 and 21 of Bulletin 137. The course includes information on minimum health, safety and environment requirements and standards, as well as minimum transportation requirements and standards. Participants will receive 2.0 training hours. This course is designed for all administrators, directors, teachers and other support staff that own, operate and/or work in licensed "out of home" early learning centers. For questions, please contact Licensing at 225-342-9905 or [LDELicensing@la.gov](mailto:LDELicensing@la.gov).

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## LEAD AGENCY SUPPORT

### LEAD AGENCY ACTION ITEM REMINDERS

Thanks to Lead Agencies and programs for completing the October 31 action items such as the *GOLD*<sup>™</sup> checkpoint and October 1 Child Count. If those action items have not yet been completed, please do so immediately.

Note that the Department has been working with Teaching Strategies<sup>®</sup> to allow sites to enter performance profile data **for teacher/child ratios** and **teacher certification**. These are items that Teaching Strategies<sup>®</sup> is custom building for Louisiana, and that development is taking longer than expected. Those two items will be available this month. These metrics must be entered for each classroom by **Friday, December 11**.

Lead Agencies are required by Bulletin 140 to submit fall *CLASS* observation scores for all classrooms in publicly-funded sites by **Tuesday, December 15**. Classrooms without observation results for the fall observation period will receive scores of 1. Note there will be an appeals process for extenuating circumstances which may be used to exclude scores from classrooms and sites from the Practice Performance Ratings.

### WEEKLY EARLY CHILDHOOD LEAD AGENCY OFFICE HOURS - NO HOURS ON NOVEMBER 24

The Early Childhood team is offering weekly Learning Year Office Hours for Lead Agencies. This will be a reoccurring opportunity for Lead Agencies to call in with any questions they may have about their current work and receive additional clarification.

**There will be no office hours on Tuesday, November 24.**

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## OTHER

### EARLY CHILDHOOD CARE AND EDUCATION ADVISORY COUNCIL - MEETING REMINDER

The next Early Childhood Care and Education Advisory Council meeting will take place on **Monday, December 7, at 1 p.m.** The meeting will be held in the **Claiborne Building, 1201 N. 3rd Street, Baton Rouge, LA.**

This meeting is open to the public and can be live streamed. Please click [here](#) for directions on accessing live streamed meetings.

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