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SUPERINTENDENT'S MESSAGE

Dear Colleagues,

Making it easier for families to access quality child care is one of our shared goals. Today I am excited to announce we have re-launched the CAFÉ online system so families can apply online for child care assistance. To access this system, please click [here](#).

Parents are now able to file an application, submit key documents to the Department, and check the status of their application online. This will help the Department improve the processing of applications and communication with families as they navigate the process. For a new step-by-step guide for families on using the online application, please click [here](#). Note that families can continue to use a paper application if they do not want to use the online version.

Families are not the only ones who will benefit from CAFÉ. Starting in early 2016, child care providers will also be able to apply or renew licensing or child care assistance certifications online. This will help streamline these processes, enabling providers to spend more time with the teachers and children in their programs. The Department will also release a guide for providers for using the new online system.

With any new technology, there can be technical issues. If there are any concerns, please let us know at ldccap@la.gov. We will work closely to address issues quickly and ensure the system works well for all Louisianans.

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

John

John White
Louisiana Department of Education
Twitter @LouisianaSupe

TEACHING AND LEARNING

REVIEW OF BIRTH TO FIVE CURRICULUM RESOURCES

The Louisiana Department of Education (LDE) is reviewing curriculum programs that serve children ages birth to five. Commercial curriculum vendors are invited to submit their products for review. Many vendors have already submitted a product or plan to do so. The deadline for submission is January 29, 2016.

Products will be reviewed in the order in which they are received. Each review will be posted on the Department website upon

completion. The Department plans to have all reviews completed by April 1, 2016.

The reviews will be used to determine a new metric on the practice performance profile about the quality of curriculum used by a program. Districts and program may find the reviews helpful when selecting curriculum.

More information about the process as well as copies of the Instructional Materials Evaluation Tool (IMET) Rubric for Infant/Toddler and the IMET Rubric for Three- and- Four-Year-Olds can be found on the Department's [webpage](#).

School districts or individual programs that would like LDE to review a specific commercial curriculum should email the name of the product to Jill Slack at jill.slack@la.gov. Districts or programs that have created their own curriculum and may want their materials to be considered should also email Jill Slack.

For questions, please contact: LouisianaCurriculumReview@la.gov.

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 view a webinar on *Laying the Foundation for Coordinated Enrollment*, 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.

COORDINATED FUNDING FOR 2016-2017 - CHECK OUT THE NEW GUIDE

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. To learn more, please check out the new Coordinated Funding Information Guide [here](#). The Department also conducted a Coordinated Funding Request Webinar which may be viewed [here](#).

Coordinated Funding Requests are due by January 18, 2016.

Please email any questions to nasha.patel@la.gov.

A NEW PILOT FOR CHILD CARE ASSISTANCE

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.

There have been a number of questions regarding the Allocated Child Care Assistance Pilot. Below are a few key points to know about the Allocated Child Care Assistance Pilot:

- Centers may continue to accept CCAP vouchers, whether or not they choose to apply for the pilot.
- Participation in the pilot is optional. No center is required to participate. If a center chooses not to participate, they do not need to provide any additional information for the Coordinated Funding Request.
- If a center is interested in participating in the pilot, they should ensure that their Lead Agency knows and includes their request for seats in the Coordinated Funding Request. The center should sign the Allocated Child Care Assistance Pilot assurances and submit them to their Lead Agency to include with the Coordinated Funding Request.

For more information, please review the [Allocated Child Care Assistance Pilot Overview](#).

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.

CHILD CARE RESOURCES

One of the simplest ways to help improve the child care assistance application process is to ensure your 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

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

CHILD SAFETY AND WELFARE

LICENSING REGULATIONS (BULLETIN 137) ONLINE TRAINING - COMPLETE COURSE SERIES

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.

All of the course have been released, and can be accessed below:

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

Each course includes lectures, activities and quizzes that provide information related to Bulletin 137. Participants will receive training hours for each completed course. 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.

LOUISIANA EARLY LEARNING CENTER LICENSING REGULATIONS (BULLETIN 137): REMINDERS ON FOOD SERVICE AND NUTRITION

Bulletin 137 requires all meals and snacks provided by early learning centers (Type I, II, and III) must meet the requirements from the U.S. Department of Agriculture (USDA), Child and Adult Care Food Program (CAFCP), and 7 C.F.R. 226.20, and the Louisiana Sanitary

Code (Title 51 Part XXIII, found at LAC 51:XXXII). For information related to the current CAFCP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support (1-877-338-3663).

Centers should be reminded that a minimum of breakfast/morning snack, lunch, and afternoon snack must be served to children. Meals and snacks must not be served more than three hours apart. Centers that do not serve breakfast must have nutritious food available for children who arrive without having eaten breakfast. All menus must be posted and prominently displayed.

LEAD AGENCY SUPPORT

UPCOMING SUPERVISOR AND TEACHER LEADER COLLABORATION EVENTS: SAVE THE DATE!

SAVE THE DATE for the next round of Supervisor and Teacher Leader Collaboration Events. Sessions for Lead Agency Supervisors will be held in the morning. Afternoon sessions will be dedicated to Teacher Leaders. The events will take place in the following locations:

Date	City	Location
January 20	Baton Rouge	Claiborne Building 1201 North Third Street Baton Rouge, LA
January 25	Thibodaux	Nicholls State University Exact location TBD Thibodaux, LA
January 27	Natchitoches	Louisiana School for Math Science and the Arts Exact location TBD 715 University Parkway Natchitoches, LA
January 28	Lafayette	Bayou Church 2234 Kaliste Saloom Rd. Lafayette, LA

All Lead Agencies should plan to attend the morning Supervisor sessions. Lead Agencies should collaborate with program partners to nominate two teacher representatives to attend the afternoon Teacher Leader sessions. Registration information for these events will be forwarded to Lead Agencies.

WEEKLY EARLY CHILDHOOD LEAD AGENCY OFFICE HOURS

The Early Childhood team is offering weekly 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.

The focus topics for the following weeks will be as follows:

- **December 22:** No Office Hours
- **December 29:** No Office Hours
- **January 5 Topic:** Preschool Development Grant Case Example and Questions
- **January 12 Topic:** Coordinated Funding Request

Weekly Time: Tuesdays, 3:00-4:00 pm
Call In: 1-800-832-0736; PIN: 9174840

OTHER

EARLY CHILDHOOD CARE AND EDUCATION ADVISORY COUNCIL - MEETING REMINDER

The next Early Childhood Care and Education Advisory Council meeting will take place on **Friday, January 8, at 10 a.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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