



EARLY CHILDHOOD NEWSLETTER

January 11, 2024

The Department wishes a Happy New Year to all Early Childhood colleagues across Louisiana! We would like to take this opportunity to celebrate the incredible impact of early childhood educators and thank you for your continued commitment to the children of Louisiana. In particular, we recognize your significance in helping the children of Louisiana grow, develop, and become kindergarten ready. We hope that the new year brings time to reflect on your vital role in the development of the children you serve.

The new year can bring about opportunities for reflection on what we have learned over the past year, what lessons we can build on in 2024, and what opportunities we can elevate right now. As we transition into 2024, our hope is that we can all use what we have learned, celebrations we have had, and accomplishments we have made to drive us all forward in continuing our all-important work and dedication to the children of Louisiana.

Upcoming Deadlines

- January 11: [Early Childhood Teacher and Leader of the Year Application Deadline](#) - 11:59 p.m. CST
- February 2: [2024 Teacher Leader Summit Presenter Application](#) due
- February 2: 2024 Teacher Leader Summit [Early Bird Registration](#) closes
- March 5: 2024 Teacher Leader Summit [Regular Registration](#) closes

Upcoming Events

- January 26: [Office Hours for New Directors](#)
- February 1: [Early Childhood Provider Update Webinar](#)

More Important Dates

Please see the [LDOE School System Support Calendar](#).

In This Issue

- [Provider Updates](#)
- [Updates for Teaching and Learning](#)
- [Updates for Funding and Enrollment](#)
- [Updates for Licensed Centers, Family Child Care, and In-Home Providers](#)
- [Updates for Directors](#)
- [Updates for Community Network Lead Agencies](#)
- [Other](#)
- [Early Childhood the News](#)
- [Contact Us](#)

Provider Updates

REMINDER: Early Childhood Provider Update Webinar

The Department hosts monthly webinars for early childhood providers. These webinars include important reminders and updates for all provider types. The next monthly Provider Update Webinar will be held February 1, 2024; please note that there will be no webinar in January.

Providers can access the upcoming February Provider Update Webinar using the information below:

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

The December 14th presentation slides are available in the [Quality Providers Library](#) on the [Louisiana Believes](#) website.

REMINDER: Opportunity to Enroll in the Child and Adult Care Food Program (CACFP)

The Division of Nutrition Support encourages all early learning sites to explore participation in the Child and Adult Care Food Program (CACFP). This important funding source is making a difference in the lives of thousands of children in Louisiana.

The CACFP is a federally-funded United States Department of Agriculture program administered by the Louisiana Department of Education's Division of Nutrition Support. The CACFP provides funding that enables child care institutions and in-home or group day enrichment homes to provide nutritious meals and snacks to their participants. These nutritious meals contribute to the wellness, healthy growth, and development of children.

For further information, follow this [link](#) or contact childnutritionprograms@la.gov.

UPDATES FOR TEACHING AND LEARNING

REMINDER: 2022-2023 Performance Profile Release

Performance Profiles for the 2022-2023 academic year are now available on the [LDOE website](#). Performance Profiles will be available on [Louisiana School and Center Finder](#) by the end of January 2024.

REMINDER: Early Childhood Teacher and Leader of the Year (TOY/LOY) Application Portal Closes Today, January 11, 2024, 11:59 p.m.

Today is the last opportunity to submit the Early Childhood Teacher and Leader of the Year Application. Candidates who are eligible to apply include individuals who work in Type III child care centers, Head Start centers, Early Head Start centers, and CCAP-certified Family Child Care sites. Please share the application with colleagues, friends, family members, community members, or any other educators making a positive impact on the state's youngest learners. Anyone can submit an application, even if the educator or leader was not a part of the nomination process.

Note: School-based pre-K applicants should apply for the pre-K through grade 12 Teacher and Leader of the Year awards. Please contact excellenteducators@la.gov for more information about the pre-K through grade 12 Teacher and Principal of the Year award.

Please complete [Early Childhood Teacher and Leader of the Year Applications](#) by Thursday, January 11, 2024, at 11:59 p.m.

For more information, reach out to earlychildhood@la.gov.

UPDATES FOR FUNDING AND ENROLLMENT

REMINDER: Child Care Assistance Program (CCAP) Semi-Automated Invoice (SAI) Requests and Back Payments

As Waitlist Verification Forms are returned for cases with application dates 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 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.
 - SAIs are generated based on the date that the household was removed from the waitlist and certified for services.
- 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.

SAIs and attendance logs can be faxed to 225-376-6056. Contact the LDOE Provider Help Desk at 225-250-7635 or 225-252-9543 with any questions.

REMINDER: Child Care Assistance Program (CCAP) Registration Fees

Registration fees are paid approximately 60 days after the initial certification month for regular CCAP cases, if attendance is recorded. These payments are released on or after the 15th of the month.

- Registration fees for Child Welfare children are paid to providers annually, 2 months after the month of their birthday.
- Type III centers, schools, and military providers receive a \$110 maximum registration fee. In-home and Family Child Care providers receive a \$65 maximum registration fee.
- When a family changes providers during their certification period, an additional fee will not be issued to the new provider until the next annual registration fee date.
- When changes occur during a certification period, including the addition of new children, additional registration fees will not be paid until the annual date of the certification period.

Contact the LDOE Provider Help Desk at 225-250-7635 or 225-252-9543 with any questions.

REMINDER: Child Care Assistance Program (CCAP) Waitlist Removal Notification

The Department is finalizing contacting families certified to the Child Care Assistance Program Waitlist from October 1, 2022 - June 30, 2023.

To ensure eligible families are still in need of child care, the Department must evaluate families' continued need for services. The Waitlist Verification Form includes five "YES" or "NO" questions. If the family answers "NO" to any question, a CCAP 10 [Report of Changes Form](#) will also be required to be submitted along with the Waitlist Verification Form. It is important that families complete and return these forms by the deadline listed in the mailouts.

Forms can be faxed to 225-376-6060 or emailed to LDECCAP@la.gov. Contact the LDOE Provider Help Desk at 225-250-7635 or 225-252-9543 with any questions.

NEW: Child Care Assistance (CCAP) Provider Help Desk Ticket Submission Procedures

To expedite the processing of [Provider Help Desk tickets](#), new streamlined submission processes are being

implemented. Please note the following changes:

1. For most issues, there are new required fields to help expedite your concern. The subject line on the ticket should state only a single concern within the ticket (i.e., if the subject line says, “remove a child,” the ticket should only include the names of children who should be removed from the roster). Most help topics allow the option to submit up to five children for the same issue.
2. To address multiple issues, use multiple tickets. Each ticket should note an individual issue.
3. Please do not submit duplicate tickets for the same issues.
4. Please allow 30 days from date of submission for case status updates on intake or redetermination applications before initiating a ticket.
5. Use the ticket system first for assistance with an issue or concern. When emailing for additional help, the ticket number must be included in the email.
6. Client applications, provider or client verifications, semi-automated invoices, attendance logs, or Change Reports should not be submitted in the ticket system or sent to a staff email.
7. Please refer to [this document](#) to help determine the best ticketing system to resolve your concern. This document outlines the differences between the Provider Help Desk and the EdLink Help Desk to better ensure your issue is routed correctly.
8. Should your issue be resolved, please reply to your ticket that the ticket can be closed because it is resolved. For guidance use [this document](#).

Contact the LDOE Provider Help Desk at 225-250-7635 or 225-252-9543 with any questions.

REMINDER: Child Care Assistance Program (CCAP) Verification Request/Client Contact Letter

When receiving a Verification Request/Client Contact Letter (CCAP 14) in the mail, clients must adhere to the dates on the form. All documentation should be returned to the Department by the due date on the form. Please encourage families to reply with the requested information immediately upon receipt. Adhering to the due dates will assist the CCAP team in meeting case processing deadlines.

All verification documents can be faxed to 225-376-6060 or emailed to LDECCAP@la.gov. Contact the LDOE Provider Help Desk at 225-250-7635 or 225-252-9543 with any questions.

UPDATES FOR LICENSED CENTERS, FAMILY CHILD CARE, AND IN-HOME PROVIDERS

NEW: Washing Hands

Staff and children must wash their hands using soap at the following times:

upon arrival at the center	before preparing or serving meals	before giving medication	after playing in water used by more than one person
after toileting	after helping a child use a toilet or changing diapers	after wiping noses or cleaning wounds	after handling pets and other animals
after playing in sandboxes	before eating meals or snacks	upon coming in from outdoors	after cleaning or handling garbage
anytime hands become soiled with body fluids			

Contact your [licensing consultant](#) with any questions.

NEW: Restraint Devices

When equipment is occupied by children, the manufacturer’s restraint device must be used. If any child is either too small or too large to be restrained using the manufacturer’s device, the child should not be placed in the equipment.

Contact your [licensing consultant](#) with any questions.

REMINDER: INFLUENZA INFORMATION

Flu season has arrived. Please ensure your families are aware of this information concerning influenza immunizations. See the following links regarding information about influenza:

- [LDH Fight the Flu webpage](#)
- [Flu Print Resources | CDC](#)
- [For Early Learning Centers | La Dept. of Health](#)

For more information, please visit The State of Louisiana Fight the Flu website at www.la.gov/FightTheFlu or The Centers for Disease Control and Prevention www.cdc.gov/flu.

NEW: Updated Assigned Licensing Consultant

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 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 Bulletin 137.

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
G, R, P	phyllis.politz@la.gov

Contact your [licensing consultant](#) with any questions.

REMINDER: Online Medication Administration and Health and Safety Training Coming Soon

The Department is currently developing online training support for the Medication Administration and Health and Safety training requirements to better serve child care providers by creating easier training access. Child Care Health Consultants can still be used during this time to receive the required training. Additional information will be shared when the training supports are completed and ready for implementation.

Contact your [licensing consultant](#) with any questions.

REMINDER: EdLink Licensing System and Training Opportunities

All providers must use the EdLink system to submit new Licensing applications, submit renewal Licensing applications, submit Licensing request changes, and access the Department's new attendance system, KinderConnect.

Please note, 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 February 29, 2024, the renewal application must be submitted by no later than January 31, 2024
- can be started up to 90 days prior to the expiration date
- must include all required documentation

Please note: Failure to renew timely will result in children being dropped from the site's roster; if renewal applications are submitted late (e.g., less than prior to the first day of the month in which the current license expires), payments may be delayed as well.

The Department is offering multiple [EdLink trainings](#) where providers will be given instructions for accessing and navigating the system. For the month of January 2024, training is scheduled for Tuesdays and Fridays only (excluding holidays). Note: In-home and Family Child Care provider sessions are only available on Tuesday evenings.

It is highly recommended that providers attend each session in the order the sessions are listed. All sessions require [registration](#). Register early since space is limited.

- Accessing EdLink, Tuesdays and Fridays 8:30-9:30 a.m.
- Completing Type I, II, and III New and Renewal Applications, Tuesdays 10:00-11:30 a.m.
- Completing Entity Change Applications, Fridays 10:00-11:30 a.m.
- Completing In Home and Family Home Renewal Applications, Tuesdays 7:00-8:00 p.m.

For questions regarding EdLink, please submit a ticket in the [EdLink Support Ticket System](#) or visit the Department's [EdLink Training](#) page to access training videos and training manuals at any time. For detailed guidance and screenshots on how to register in EdLink and for access to other resources, please visit the Department's [EdLink Support](#) page.

REMINDER: Child Care Criminal Background Check (CCCBC)

Child Care Criminal Background Check (CCCBC) applications in need of revisions will be returned for corrections. Providers will be notified by email if an application is in "Corrections Requested" status. The Department will return any CCCBC application that is in need of application revisions. Common correction requests are for the following reasons:

- Missing consent and disclosure form and/or driver's license
- Missing signature of applicant's parent or guardian if applicant is under 18 years of age
- Revision of an uploaded consent and disclosure form
- Alias names that have not been listed on the CCCBC application

As a reminder, applications returned for corrections should be resubmitted once the correction is completed. Providers can view the reason for a returned application by viewing the "Notifications Log" in the CCCBC System and the email received noting that a correction is needed. Once the correction is complete, providers should return 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. The provider and applicant can view status updates in the CCCBC System.

When completing an application which requires an out-of-state background check, please be sure all of the instructions are followed for the specific state requested. All instructions and forms can be found in the documents section of the CCCBC Application. Failure to follow the instructions can cause delays in processing.

Note that CCCBCs cannot be processed until applications are submitted into the CCCBC System and fingerprints are submitted. CCCBC application fees are non-refundable.

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

UPDATES FOR DIRECTORS

NEW: Office Hours for New Directors

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

This month's topic is "*An Overview of Type III Requirements.*" Participants will be provided professional development and leadership training that focuses on supporting and sustaining quality care and education programs that service young children and their families within early learning settings.

Webinar Date/Time:	January 26, 2024 at 12:00 p.m.
Webinar Link:	https://ldoe.zoom.us/j/92298578944
Webinar Phone Number:	1-346-248-7799
Meeting ID:	922 9857 8944

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

UPDATES FOR COMMUNITY NETWORK LEAD AGENCIES

NEW: Early Childhood Community Network Lead Agency Office Hours Webinar

The Early Childhood Strategy team hosts Early Childhood Community Network Lead Agency (CNLA) Office Hour webinars for CNLA administrators on most Tuesdays at 3 p.m. The purpose of these webinars is to provide updates to CNLAs.

Upcoming CNLA Office Hour Webinars:

- January 16, 2024
- January 23, 2024
- January 30, 2024
- February 6, 2024
- February 13, 2024 - No webinar due to the Mardi Gras holiday

Presentations from previous Early Childhood Community Network Lead Agency Office Hours webinars are located in the [Community Network Lead Agency Library](#). Contact earlychildhood@la.gov with any questions.

NEW: Teacher Leader Summit 2024 Registration

Teacher Leader Summit (TLS) 2024 will be held Tuesday, May 28 - Thursday, May 30 at the New Orleans Ernest N. Morial Convention Center.

- [Early Bird Registration](#) for TLS 2024 opened on January 5, 2024. Early Bird Registration will be on a first-come, first-served basis and will close on February 2, 2024.
- Regular registration will begin on February 3, 2024, and close on March 15, 2024, or at sellout. There will be no onsite registration. All registrations must be completed in advance of arriving at the event.
- 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 school email address.

Contact events@emergentmethod.com with any questions.

NEW: Teacher Leader Summit 2024 Call for External Presentations

The following Information includes details for Early Childhood educators, directors, and networks interested in leading a session at the 2024 Teacher Leader Summit.

- [Applications](#) for external presentations for Teacher Leader Summit 2024 are due by February 2, 2024. Please note that applicants are required to submit their final presentation slides with this application using the [session slide template](#).
- All applicants will receive notification of their application status via email from Cvent by March 20, 2024.
- If revisions to final presentations are needed, all final revisions must be submitted by April 12, 2024.
- All information regarding external presentation submissions can be found in this [document](#).

Contact events@emergentmethod.com with any questions.

NEW: Early Childhood Conference (ECC) 2024

The Early Childhood Conference is moving to Fall 2024! New this year, the 2024 Early Childhood Conference will be held at two locations, in order to make it easier for providers from across the state to be able to attend:

- Shreveport, LA event date: September 7, 2024
- Baton Rouge, LA event date: October 5, 2024

At each site, ECC 2024 is expected to be held on one day only, a Saturday, to provide more opportunity for educators and providers to attend.

Contact events@emergentmethod.com with any questions.

Other

NEW: Early Childhood Care and Education (ECCE) Commission Upcoming Meeting, January 22, 2024

The next ECCE Commission meeting will take place on January 22, 2024, at 1 p.m. in the Thomas Jefferson Room at the Claiborne Building, located at 1201 N. Third Street in Baton Rouge ([zoom for livestreaming](#)). An overview of the ECCE Commission and meeting materials are available online in the [Policy and Guidance Library](#).

In accordance with the Americans with Disabilities Act, for special assistance at this meeting please contact caitlyn.robinson@la.gov at least three business days in advance of the meeting describing the assistance that is needed.

For additional information, please email caitlyn.robinson@la.gov.

Early Childhood in the News

[Department Seeks Applications For Summer Food Service Program Sponsors](#) (louisianabelieves.com)

CONTACT US



- For questions regarding licensing or child health and safety, please contact LDElicensing@la.gov.
- For all questions regarding child care criminal background check processing, please contact LDEccbcprocessing@la.gov.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.

Subscribe to Our Monthly Newsletter by Completing this Form

The Early Childhood Newsletter is released as a monthly edition. To ensure all subscribers are current, please complete this [form](#) in order to receive our next monthly edition. Please also send this [form](#) to stakeholders who can register as new subscribers.