

## UPK Payments Kickoff Email – Community Providers

**SUBJECT: \*ACTION REQUIRED\* Getting Started with UPK Colorado Payments!**

Universal Preschool Colorado Provider,

Hello and thank you so much for your participation in the very first year of UPK Colorado! [Haga click en este enlace para acceder en correo en Español.](#)

We are thrilled to announce that MetrixIQ was selected as the vendor for UPK Colorado payments. We know many of you from working together on various Colorado Department of Early Childhood (CDEC) grant programs over the past three years, and we look forward to serving the Colorado ECE community through timely and accurate UPK payments!

This email is the first of many communications you will receive from our team and CDEC related to UPK payment processes. We are including the preliminary 2023 payment schedule and the contact information for our dedicated UPK Payments Help Desk for questions. We will continue to share additional resources through the coming weeks, so please stay tuned for future emails from us.

In the meantime, **we need your help to get the payment process started!** A brief form has been prepared to collect banking information, contact information, and confirm your UPK program schedules. Providers must complete the form to make sure UPK payments are accurate and on schedule.

**To ensure your site can receive UPK payments, please complete the UPK Payments Form below by July 7, 2023.**

**Para asegurarse de recibir pagos de parte de UPK, por favor complete la forma de pagos de UPK en el siguiente enlace antes del 7 de julio de 2023.**

[unique UPK Payments Form link]

*If the link is not working, you can copy and paste the link into your browser.*

*Si el enlace no funciona, puede copiar y pegar el enlace en su navegador.*

The link is unique for your site and can be shared with others as needed for collaboration. For technical issues, you can contact our help desk (see below).

Thank you so much and we look forward to working with you!  
MetrixIQ UPK Payments Team



### UPK Payment Schedule

UPK payments will be distributed to providers in advance on a monthly basis, August through May. In August, you will receive a startup payment based on your matches from the first three rounds of matching. A family must have accepted their match with your program by July 9th to be included in the startup payment. Payments through the school year will be based on confirmed enrollments on the 15th of the prior month. The general payment schedule will be as follows:

- **15th of the prior month** - deadline for providers to confirm a child is enrolled at their site for inclusion in the next payment.
- **8th of the payment month** - payment distributed (ACH transfer) to providers based on prior month's enrollments.

Payment Month	Enrollment Deadline	Payment Date
August	7/9/23	8/1/23
September	8/15/23	9/8/23
October	9/15/23	10/8/23
November	10/15/23	11/8/23
December	11/15/23	12/8/23

Additional information for children enrolled after July 9, 2023, is coming soon. We welcome your feedback as we continue working with the Department to finalize the payment processes.

### Next Steps

The Department is evaluating additional hour eligibility for families who meet qualifying factors. Families will be notified soon after the July 9th enrollment deadline of their final UPK award. As a reminder, payment amount varies based on your LCO catchment area, [you can review the published school-year UPK rates here](#).

### Coming Soon!

We will be developing additional resources to support you as a participating UPK provider over the coming weeks, including a 2023-2024 UPK Payment Calendar, Q&As, and trainings to further explain how UPK payments work. We encourage you to send us your questions and let us know what resources would be helpful for you as a part of this process!

### Questions?

The MetrixIQ team is here to support you on all things related to UPK payments. You can contact us by emailing [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com) or [submit a ticket to our help desk](#). We have bilingual (English and Spanish) support available.

**Non-payment related questions?** [Contact your LCO.](#)

# #

## UPK Payments Form (Qualtrics)

### INTRODUCTION

This form has been prepared for:

License #

Address

If the above information is correct, please proceed to complete the form.

If the above information is incorrect, please contact the MetrixIQ Payments Team immediately at [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com) for assistance.

### SECTION A: UPK PAYMENT BANKING INFORMATION

UPK Colorado payments will be paid as a direct deposit (ACH) to your checking or savings account. This section will provide us with critical information to make sure your payment is sent to the right place. If you have questions related to this section, you can email [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com) or [submit a help desk ticket](#) for the MetrixIQ Payments Team.

1. Did you receive funding from any of the following grant programs administered by MetrixIQ for the Dept. of Early Childhood (CDEC, formerly CDHS Office of Early Childhood)?
  - Stabilization & Workforce Sustainability Grants
  - New Provider Success Grants
  - Licensing Bonus/Incentive Grant
  - Indoor Air Quality Grant
  - Health and Mental Health Grant

[Yes > #2](#)

[No or Unsure > #3](#)

2. Should UPK Colorado funding be deposited into the same bank account in which you received your grant(s)?

[Yes > #4](#)

[No > #3](#)

3. We will need to send an ACH Form and Form W-9 to allow your site to receive UPK payments. Who should this be sent to?

[Name/Email](#)

4. If UPK payments information should be shared with additional email addresses aside from where this form was received, please provide those below. For multiple email addresses, separate them with a comma. [\(Optional\)](#)

## SECTION B: VERIFY UPK PROGRAM SCHEDULES

The startup payment for UPK 2023-24 school year (August 1, 2023-May 31, 2024) will be distributed on August 1, 2023. To ensure you receive the correct payment based on your preschoolers' eligibility, the following section will ask questions to confirm UPK program schedules at your site.

**UPK programs are defined by total hours per week and may differ from your site's definition of part time, half time, full time, or before/after care hours.** The standard amount of UPK funding for 4-year-olds covers 15 hours per week, which is the UPK definition of half day. Children who attend less than 15 hours per week (UPK part-time) will receive funding for 10 hours. Some children may be eligible for additional hours if enrolled in a full day or extended day program if they meet [qualifying factors](#).

1. Do all children enrolled in your **UPK PART-TIME** program attend a **minimum of 10 hours per week**? [Yes](#), [No\\*](#), or [Unsure\\*](#)
2. Do all children enrolled in your **UPK HALF DAY** program attend a **minimum of 15 hours per week**? [Yes](#), [No\\*](#), or [Unsure\\*](#)
3. Do all children enrolled in your **UPK FULL DAY** program attend a **minimum of 30 hours per week**? [Yes](#), [No\\*](#), or [Unsure\\*](#)
4. Do all children enrolled in your **UPK EXTENDED DAY** program attend for **more than 40 hours per week**? [Yes](#), [No\\*](#), or [Unsure\\*](#)
5. Do you need additional support from your LCO to determine if your UPK programs are correct? [Yes\\*](#) or [No](#)

[\\*Information will be collected and shared with LCO for follow up](#)

## CONFIRMATION

Thank you for your submission! We will be in touch if we have additional questions related to your banking information. Your LCO will reach out if additional support is needed for your UPK programs/seats.

Questions related to UPK payments? Questions related to UPK payments? Submit a ticket to the [MetrixIQ Help Desk](#) or email us at [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com)

Other questions? [Contact your LCO.](#)