Subject: UPK – Preparing for ECE 3 payments, district reporting, and historical allowances

Dear School District Providers,

This email contains important updates related to Universal Preschool payments and requirements for school districts – please read thoroughly and share widely as needed. We appreciate your continued patience and partnership as we work through year one together!

Universal Preschool payments began on August 1st for four-year-olds (ECE 4) and will continue monthly through May. *See payment reference guide for more details.* For School districts that are administering Universal Preschool for three-year-olds (ECE 3), payment-related reporting will be managed outside of the state's Universal Preschool application system by MetrixIQ, the Universal Preschool payment vendor.

What is the next immediate step?

You will receive an email from MetrixIQ with the Historical Allowance Attestation Form on September 18. The Attestation Forms are due on October 10th to ensure payment processes for ECE 3 can continue. Additional details are below.

Important Dates

- **September 18** – Historical Allowance Attestation Form Opens
- **October 10** – Historical Allowance Attestation Deadline
- **November 1** – Monthly enrollment verification begins for ECE 3 with IEPs
- **November 3** – Districts receive one-time payment for ECE 3 historical allotment

UPK Payment Structure and Reporting Overview

	4-Year-Old (ECE 4)	3-Year-Old – (ECE 3)	3-Year-Old – IEP
Schedule	Monthly, on the 8th	One-time, November 3	Monthly, on the 8th
Administrator	State-managed	District-managed	District-managed
Enrollment Reporting	Monthly* in Universal Preschool portal	Twice directly to MetrixIQ	Monthly directly to MetrixIQ
Historical Allowance	Gap Assessment – SY 2023/24 only	Lump-sum payment for total allowance amount	Historical allowance does not apply as all students with an IEP must be funded

*The initial Enrollment Verification Form is available in the Universal Preschool portal and should be completed by October 15th for currently enrolled children. Additional information for the ongoing

monthly process will be coming later this fall. If you have questions about this process, please contact your LCO.

Historical Allowance Determination

Providers who participated in Colorado Preschool Program (CPP) in 2022-23 are guaranteed a minimum of funding based on historical CPP amounts in accordance with 26.5-4-208 for Universal Preschool. The minimum funding guarantee is effective for four-year-olds (ECE 4) in year one only per statute. For three-year-olds (ECE 3), funding will be available at the same level annually.

The CPP-based historical allowance amounts have been pre-calculated based on count data for each school district provided by the Colorado Department of Education (CDE). School districts will be required to attest to their historical allowance and confirm critical information to enable related payments.

Each district will receive an attestation form, pre-populated with previous allocations, from MetrixIQ on Monday, September 18. To receive the historical allowance, each district must attest to their 2022-23 funding allocations, including:

1. For historical allowance by age group - confirm the pre-populated allocations or provide adjustments if needed.

2. If applicable, pass-through funds that went to community-based preschools for ECE 4 - community partners will attest to the provided historical allocations and will be excluded from the district's final allowance.

3. Funding withheld for administrative costs for ECE 4 - the provided allocation will be excluded from the district's final allowance.

For year one, a reconciliation assessment will be completed mid year and end of year. If a provider received less Universal Preschool funding for four-year-olds than their historical allowance, an additional payment will be made to cover the gap. Providers will receive a summary of the gap assessment at time of payment.

ECE 3 Payment Structure and Reporting

Three-year-old funding for Universal Preschool Program seats will be distributed one-time in the amount of the total historical allowance this November. Since districts will receive this lump-sum payment in advance, reconciliation will not apply for ECE 3. Districts will also receive a monthly payment for enrolled three-year-olds with IEPs as separate funding from the historical allotment.

For the 2023-2024 school year, districts can expect to provide the following reporting for ECE 3:

1. **Monthly Enrollment Verification: Students with Individualized Education Program (IEP)**

    MetrixIQ will distribute an enrollment verification form to be completed outside of the state's Universal Preschool application portal. (Please note, this form is different from the 4-year-old enrollment verification form mentioned above.) The form will include a

pre-populated roster of three-year-old applications with IEP designation. Districts must attest to a student's enrollment, including start date, location, and hours allocated to receive payment.

The enrollment verification process for IEP students is anticipated to begin November 1st and continue on a monthly basis. Retroactive payment for prior months will be made according to confirmed enrollment start dates.

2. January & May Enrollment Reporting: Universal Preschool Program Slots

Through year one, enrollment reporting will be submitted by school districts on a biannual schedule - tentatively, January and May. MetrixIQ will share an enrollment report template which will be prepopulated with ECE 3 student information. Districts will submit the reports directly to MetrixIQ outside of the state's Universal Preschool application portal in alignment with the three year old expectations in statute. (Details coming on September 18.)

Districts should expect to provide point-in-time enrollment information for all ECE slots, including pass-through to community partners, such as enrollment start date, status, location, and slots allocated per student.

Please note the payment processes, schedules, and reporting requirements are subject to change as Universal Preschool Colorado matures beyond the pilot year. We will continue to share more information as it is available. We welcome your questions and feedback as we navigate these new processes and begin to plan forward!

For more information regarding provider payments, please see this guidance.

Questions? Submit a ticket to our help desk.

Thank you!
MetrixIQ Universal Preschool Payments Team