

Subject: Action Required: Enroll all children by October 15, 2023

Dear Universal Preschool Providers,

You have received payment for all children in **accepted** and **enrolled** status for the months of August, September and October. Beginning with the November payment, providers will be paid only for children in an **enrolled** status. Therefore, enrollment forms must be completed for all children enrolled in your program(s) by **October 15, 2023.**

There are two processes that you may need to follow based on the children and their current status in the provider portal.

1. For children in an **accepted** status, you must enroll the child, which will prompt you to complete the Enrollment Form. Please access the complete guide on [How to Enroll a Child](#).
2. There may be a child that is currently in an **enrolled** status but the Enrollment Form was not completed. You will know this is the case when you see a blue dot next to the child's name in the provider portal. Please review this [quick and easy process guide](#) to learn how to complete the enrollment form for these children.

Providers must complete an enrollment form once per child. It is the provider's responsibility to verify date of birth and Colorado residency during this time.

Children that do not meet the age requirement for the program selected should be unenrolled from the program.

If you have any questions about the enrollment process, please contact your [Local Coordinating Organization \(LCO\)](#). If you have questions about provider payments, please contact coupkpayments@metrixiq.com