

# UPK Roundtable | Nov/Dec 2023



**Joint Initiatives**  
FOR YOUTH + FAMILIES

# JI/UPK TEAM

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# Today's Agenda

- **Welcome + Introductions**
- **Update from CDEC and Questions**
- **Planning for Year 2: Feedback**
- **Additional questions**

# Universal Preschool Colorado

Provider Updates November & December 2023



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# Enrollment Guidance and Walk-In Enrollment



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# Enrollment

- There will be no more matching rounds/DAA for the rest of this school year
- Families still needing a seat have 2 paths to receive help:
  1. Families can reach out directly to the provider they are interested in.
    - a. If you have a seat available, you can tell the family they can join.
    - b. Reach out to JI to have the student “accepted” in the portal.
  1. Families can reach out to JI.
    - a. If you have an open seat in the portal, JI may place and “accept” the student and then reach out to you to confirm.
    - b. Providers will need to reach out to the family to complete internal registration.





# How to View Enrollment Dates



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## Choosing a Start Date

Please keep the [payment schedule](#) in mind and communicate with the family up front any out-of-pocket tuition they will have to pay until the Universal Preschool funding begins if needed.





# Enrollment Forms Start Date

- Providers are able to see the start date they entered on an enrollment form by selecting the child's name under "Enrolled" in the provider portal.
- This will pull up the child information that shows the student's name, ID # and program information. Next to the calendar icon it says "Enrolled on \_\_\_\_\_" This is the date that was selected as the start date. Below that it also says "status last changed on \_\_\_\_\_" This is the date the status last changed. Likely that is the date the enrollment form was completed and the status changed from accepted to enrolled.
- **REMINDER:** All enrollments are to be completed by the provider. LCOs should not be placing children in enrolled status.



# Enrollment Forms Start Date

Child Name, ID #  
and DOB

Provider Name

Program Child is  
Enrolled in

Date of birth: September 1, 2020

Enrolled on August 21, 2023

[View application](#)

Program: 3 Year Old

Status last changed on August 15, 2023

Family

Notes

Forms

Notes

Save

Start date that was selected  
on enrollment form

Date of last status change (likely from accepted to  
enrolled).

# When should providers enroll and unenroll?

- Providers should enroll children as close to the actual start date as possible.
  - This will help to ensure accurate payments and support smooth transitions when families are changing providers.
- If you have a family who is leaving your program, CDEC will honor the policy in your handbook (E.g., if your policy states that families must give a two week notice).
- Providers must change a student's status in the portal to unenrolled within one week after their last day. Notify your LCO when you have unenrolled a student.
  - Per the provider agreement
- **LCOs should never delete a child's former enrollment form.**



# Qualifying Factors & Additional Hours Awards



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# Qualifying Factors

- Based on available funding for the 2023-24 school year and the Colorado law creating Universal Preschool, families of four-year-olds / children in the year before kindergarten eligibility, who are low income AND have one other qualifying factor are eligible for additional hours or full day (30 hours/week) funding.
- Some school districts offer programs for three-year-olds/children two years before kindergarten eligibility. These children are eligible to receive 10 hours per week of Universal Preschool funding if they have at least one of the qualifying factors listed below.

## Qualifying factors include:

Individualized Education Program (IEP)

Homelessness

Dual language learner

Foster/Kinship care

Income



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## Additional Hours Awards

Additional hours are continuing to be awarded at this time. Additional hours are awarded monthly based on availability of funding.

Providers can tell if a student has been awarded additional hours in two ways:

1. Downloaded enrollment report. In the column titled “Awarded Additional Hours” a “Yes” indicates a student has been awarded additional hours.
2. Each months payfile shows students who were awarded additional hours.

\*If families need to add qualifying factors to their application after it has been submitted, they can contact Joint Initiatives to unlock their application and make the necessary changes.



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# Payments



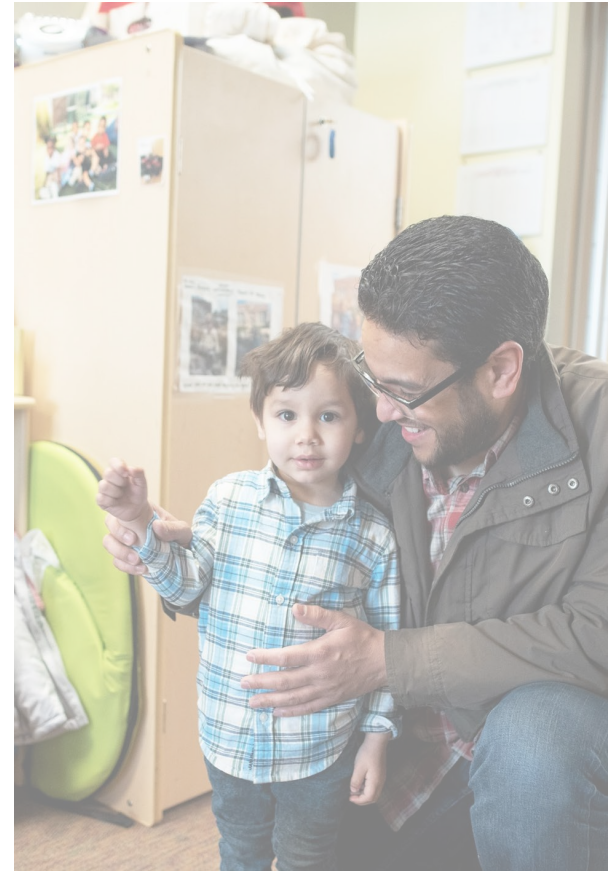
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# Payments

- [Participating Provider Resources](#)
- Universal Preschool payments will be made monthly based on a child's Universal Preschool status on a specified date the month leading up to the payment, as defined in the payment schedule.

Payment Schedule	
Payment Date	Includes enrollments as of...
August 1, 2023	July 9
September 8, 2023	August 15 <u>and</u> late enrollments from July 10- Aug 15 (full-month rate)*
October 6, 2023	September 15 <u>and</u> late enrollments from August 16-25 (half-month rate)
November 8, 2023	October 15 <u>and</u> late enrollments from September 16-25 (half-month rate)
December 8, 2023	November 15 <u>and</u> late enrollments from October 16-25 (half-month rate)
January 8, 2024	December 15
February 8, 2024	January 15
March 8, 2024	February 15
April 8, 2024	March 15
May 8, 2023	April 15

- Payments are based on enrollment the prior month but are meant to be applied to the month they are received on.



# Provider Payments

## Provider Payments

- As a reminder, for the December payment and beyond, providers will only be paid for children where the enrollment form is completed and the enrollment start date aligns with the payment period.
- It is the provider's responsibility to verify a child's date of birth and Colorado residency at the time of enrollment. If the child is **NOT** eligible based on the child's date of birth and the provider's kindergarten eligibility date, the provider must **UNENROLL** that child.
- Payment concerns: Ensure that providers elevate payment concerns directly to MetrixIQ. This will create a ticket so we can track progress and resolution times.
  - Contact: [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com) or [submit a ticket to the help desk](#)



# Staggered Payments

- Standard Monthly Payments - This includes payments for children who were in Enrolled status as of the 15th of the previous month.
  - December -The provider can identify these payments in the report that includes "December\_12-08-23" in the file name and "December" listed as the payment month at the top of the report.
- Delayed payments for late enrollments at the half-month rate - This includes half payments for children who had an enrollment start date between the 16th and the 25th two months prior
  - October - The file name will have the identifier "October\_12-08-23", and providers can identify these payments by noting if they are a full-month or half-month payment. This batch will include only payments at the half-month rate.
- Payments do come staggered, please allow time for all of your payments to be made to you before contacting your LCO or Metrix.



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# Allowable Uses of Funds

Pursuant to section 26.5-4-208(5), a preschool provider that receives any amount of Universal Preschool funding distributed by CDEC shall use the money only to pay the costs of providing preschool services directly to eligible children enrolled by the preschool provider or by a subcontracted preschool provider.

Universal Preschool dollars can be used to cover the following general education and special education costs:

- Teacher and paraprofessional salaries and benefits;
- The cost of providing to teachers and paraprofessionals any professional development activities associated with the preschool services;
- The costs incurred in purchasing supplies and materials used in providing the preschool services;
- Any additional costs that a preschool provider would not have incurred but for the services provided in conjunction with the preschool services; and
- A reasonable allocation of overhead costs.

Universal Preschool dollars cannot be used for K-12 expenses. Any underspend must be held in reserve for the Universal Preschool program / preschool services and coded as such.



# Provider Resources



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## Universal Preschool Provider Information



We're excited to have providers participate in Universal Preschool Colorado. Providers will participate once they have registered and created a profile within the Universal Preschool Colorado application system.

We hope this helps providers always be at their desired capacity, more easily communicate with families, and represent their businesses to a wider audience.

Providers must be [licensed](#) to provide services for preschoolers and must sign a [provider service agreement](#). Speak with your LCO to begin your registration process.

### Provider Login

Log In using your email address associated with the licensing system.

If you have issues, please contact your Local Coordinating Organization (LCO).

### [Participating Provider Guidance](#)

Includes information on:

- Provider Payments
- Qualifying Factors
- Multi-age Settings & Seat Flexibility
- Special Education/IEPs
- Funding
- Application & Matching Process

**Additional Resources:**  
[Provider Guide](#)

[Provider Training Video](#)



# Capacity Building Grants & Provider Bonuses

- CDEC is now reviewing applications for Provider Capacity Building Grants. Funds will be distributed by the end of December.
- Provider Bonus Grants (one-time) will also be distributed in December for all Universal Preschool providers who have registered by August 31, 2023 and have not previously participated in a state-run preschool program will receive a base bonus, estimated at \$700-\$1,000.
- [Provider Bonus Fact Sheet](#)



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# Year 2



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# Quality Standards

- [Developmental Concepts for UPK Quality Standards](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Webinar Recording | Webinar Slides](#) (from Sept. 2023)
- [Quality Standards Crosswalks](#)
- [Preliminary Stakeholder Input Report](#)
- [Operational Memo on Quality Standards in 2023-24 Program Year](#)
- **Early Milestones hosted their QS Stakeholder Meeting Monday, November 13th. [Please view the recording here if you are interested.](#)**

As a reminder, all of the above documents, and any future relevant material including the draft rule package once it is available, are posted in the [UPK Quality Standards Public Folder](#). You can also review the [CDEC Rule Tracker](#), located on the [Rulemaking and Rules Advisory Council's \(RAC\) webpage](#), for more detailed information regarding the rulemaking timeline for the proposed UPK Quality Standards rules.







## New Qualifying Factor

- New proposed emergency rule establishing “living in poverty” as a new qualifying factor towards eligibility for additional preschool hours.
- Rule defines “living in poverty” as children whose families make less than 100% of the Federal Poverty Guideline (FPG).
  - Current qualifying factor defining families that make less than 270% of the federal poverty guideline as “low-income.”
- What this new rule means is that all children whose families are “low-income” and make less than 100% of the FPG will meet the “is low income and has one qualifying factor” provision in statute, ensuring eligibility for full-day preschool funding.



A woman with long brown hair, wearing a purple shirt and a necklace, is sitting at a table and reading a colorful book to a group of young children. The children are sitting around the table, looking at the book. The background shows a classroom setting with shelves of books and a clock on the wall. The entire image has a blue tint.

THANK YOU.  
Questions?



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