



UNIVERSAL PRESCHOOL UPDATE 12.16.24

PURPOSE

This document offers Universal Preschool updates to local providers.

UPDATE

First, there is an **updated Provider Handbook** (always available at jointinitiatives.org/upk). IT IS IMPORTANT THAT YOU DOWNLOAD THAT HANDBOOK AND REVIEW IT AS IT INCLUDES INSTRUCTIONS FOR SOME VERY IMPORTANT TASKS, DISCUSSED BELOW.

The Family Application Opens at Noon on Tuesday, December 17.

- 2025-26 Programs are now visible to providers along with the program-specific links to assist families in registering with the program, especially those who have priority status. If you send these links out to your families in advance of Noon on December 17, be sure that they are aware that they cannot submit an application before Noon on December 17.
- Instructions on how to access program links are on pages 19–22 of the Provider Handbook.
- If you cannot see your 2025-26 programs, please be sure that you are looking at the 2025-26 programs (rather than 2024-25) (there is a drop-down to change years) and if you still can't see them, please contact me so I can submit a task to the state.
- There is also an individualizable letter available that you can use should you wish. This will be sent out to you next week from the state. Here is a link to the [individualizable letter for providers](#).

Providers now have the ability to increase general enrollment and IEP seats starting today through the end of the school year.

- Please see Pages 41 and 42 in the [Provider Handbook](#) for instructions on how to do that.
- If you need to **decrease seats**, you need to contact JI to do that.
- We are here to support you in this process as requested and needed.

Viewing children's eligibility for supplemental hours

- Page 44 of the Provider Handbook shows providers how to download their enrollment report that shows the hours that each child is eligible for. Remember that if the column includes 30HPW (even if it has 10 HPW or 15 HPW in there also), that child is eligible for the 30 HPW. If the column does not include 30 HPW, the child is eligible for 15 HPW only.

Updating Profiles

- Your profiles are unlocked and ready for you to update.
- If you are making changes to the 2025-26 program year in any text boxes, please be sure to differentiate between this school year and the 2025-26 school year.
- The program section of the profile is “fed” by the set up form so this cannot be edited.
- Please remember that families may still be looking for a provider for the 2024-25 program year so please do not remove that information from your profile until May of 2025.
- Please add in your fees and tuition information for the 2025-26 year as soon as that has been established. As noted previously, providers may not charge any fees to a UPK family unless it is published in your profile. See page 47 of the provider handbook for more information.

Recordings from Office Hours are available:

- [November 26th Provider Office Hours](#)
- [December 4th Provider Office Hours](#)
- [December 5th School District Office Hours](#)
- [December 9th Provider Office Hours](#)
- December 10th FCCH Office Hours will be available from CAFCC and will be shared soon.

Please let us know if there is anything we can do to support you or your families. Direct family questions to upk@jointinitiatives.org and providers may direct your questions to me at nslt@mac.com. I have attached the recruitment flyer that we are using for UPK should any of you like to use the information on it or print and hand out those flyers.

All UPK staff except for me will be off from December 23 through January 3rd, returning on January 6. During that time, please direct all questions or support requests to me at nslt@mac.com. I will be unavailable on December 25 and January 1.