

APRIL 2025

ROUNDTABLES



FOR EARLY CHILDHOOD PROVIDERS

Topics

- Reminders
- 2025/2026 Direct Enrollment
- Editing Your Provider Profile
- 2024/2025 Expenditure Reporting
- Awarded Supplemental Hours eligibility for 2025/2026
- Edit Seat Count During Direct Enrollment
- 2025-2026 Provider Agreement
- Provider Resources
- Marketing Resources



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CDEC Office Hours

- Community (including FCCH) Provider office hours with simultaneous Spanish interpretation have been scheduled as follows:
 - 1st Tuesday of each month at 6pm:
<https://us02web.zoom.us/j/83557451399>
 - 4th Monday of each month at 1pm:
<https://us02web.zoom.us/j/88949693259>
- School District office hours have been scheduled as follows:
 - 3rd Thursday of each month at 4pm-
<meet.google.com/jpw-svxi-qsv>
- AU office hours have been scheduled as follows:
 - 2nd Tuesday of each month at 2pm-
<meet.google.com/vxn-siwg-zed>



2025/2026 Direct Enrollment



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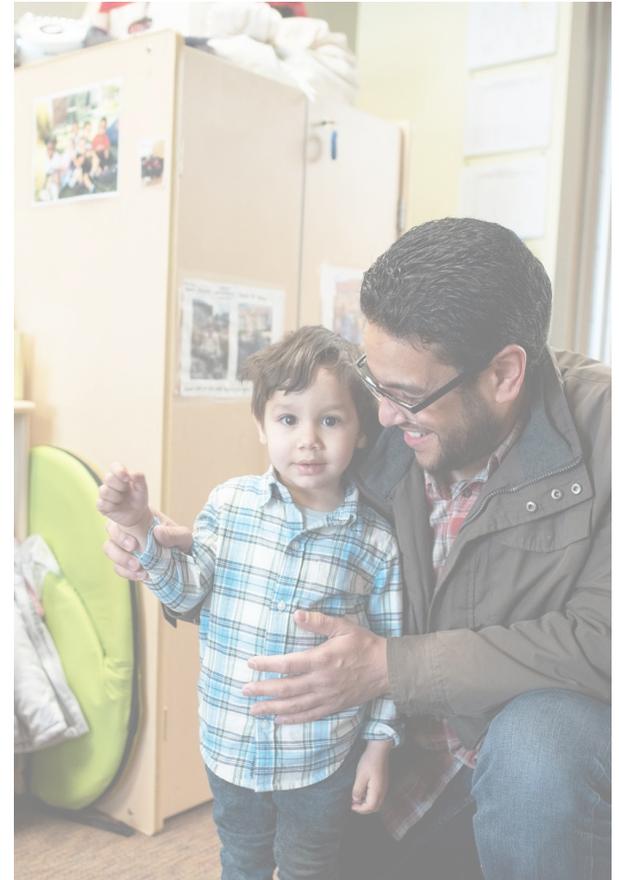
Direct Enrollment 25/26

Direct Enrollment for non-IEP families started April 1st and will go through the rest of the program year.

This means the matching rounds are complete, and you will now see selected students in your matched tab. This tab will include all applications submitted since March 6th, families looking for a change in placement since the matching rounds ended, and any new applications submitted through the end of the 25/26 school year.

The process for direct enrollment can be found in the [provider handbook](#) under the section titled *Direct Enrollment: Provider Process Steps*.

As a reminder, providers do not get notifications for selected students and must check the provider portal.



2025/2026 School Year



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IEP Registration:

December 2024 through the end of the 2025-26 school year: As families whose children have IEPs submit their applications starting in December, they are assigned to an AU. Starting in January 2025, the AU can place the student into a program using the Program ID through the AU Portal.

March 2025 through the end of the 2025-26 school year: Special Education Administrative Units (AUs) and school districts will request placement of students in accordance with their IEPs and CDEC will support direct upload of those identified placements. Providers will accept matches within 2 weeks of receiving a match; families will have until the start of the school year to accept matches.

Enrollment Forms

The enrollment forms for the 2025-2026 Program Year are now ready to be completed! You can begin enrolling children once families have accepted their match and are in “accepted” status. You will be asked to verify age eligibility based on your program’s cutoff date before enrolling children.

Detailed steps for completing the enrollment form can be found in the [provider handbook](#) under the section titled *Enrollment: How to complete the enrollment form.*



Enrollment Forms

The 2025-2026 enrollment form has changed in the following ways:

Removed: Confirmation of participation in CCCAP and Head Start.

Added: Provider verification of eligibility. The text states: I have confirmed that this child meets eligibility requirements to enroll in my program based on their date of birth and my program's established cutoff date. I understand that providing false or inaccurate information may affect payments to include reconciliation of overpayments. For children with IEPs- Please check the box that eligibility has been confirmed as confirmation occurred through the AU placement process. The check box states: Yes, I have verified this child meets eligibility requirements.



Editing Your Provider Profile



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Editing Your Provider Profile

You will notice a change in accessing the edit feature of your Provider Profile. You will now click on the pencil icon next to the location name you wish to edit. A screenshot is below for reference.



Click the pencil icon to edit the profile for your location

2024/2025 Expenditure Reporting



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2024/2025 Expenditure Reporting



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Be sure you have access to the Metrix enroll portal and funding reports from August 2024-February 2025. For questions, please email coupkpayments@metrixiq.com and guidance documents are linked below.

- [Expenditure Memo](#)
- [Expenditure Reporting FAQs](#)
- [2024-25 Quarterly Expenditure Template & Tools](#) (Q1/Q2 due March 30)

The Provider Expenditure Reporting Process is available in [Metrix Enroll](#) on your dashboard.

Expenditure Reporting will occur quarterly on the schedule below:

- Quarter 1 (Q1) - August - November (Due March for 2024/25)
- Quarter 2 (Q2) - December - February (Due March)
- **Quarter 3 (Q3) - March - May (Due June)**

Expenditure Reporting

PROCEDURE

- **Provider Expenditure Reporting Process is now available in Metrix Enroll on your dashboard. Expenditure Reporting will occur quarterly on the schedule below:**
 - a. **Quarter 1 (Q1) - August - November (Due March for 2024/25)**
 - b. **Quarter 2 (Q2) - December - February (Due March)**
 - c. **Quarter 3 (Q3) - March - May (Due June)**
- **Login to your Metrix Enroll account (same account you access your UPK monthly payment reports)**
 - a. **Click Expenditure Reports >> Choose the School Year and Quarter**
 - b. **You will be submitting each Q1 and Q2 in two separate submissions**
- **The templates provided by CDEC are for your records and will not be uploaded in this submission**

Expenditure Reporting

PROCEDURE



Documents Reporting Payment Setup Support

JD

Dashboard

Documents

View the list of documents and download individual documents.

Documents >

Expenditure Reports

View the list of expenditure reports and download individual reports.

Expenditure Reports >

Payment Setup

Provide your banking information for the account you wish to receive Universal Preschool payments.

Payment Setup >

My Profile

Update your name, password, phone number or 2FA settings.

My Profile >

Payment Reports

View



Documents Reporting Payment Setup Support

JD

Report Expenditures

School Year *

2024-2025

Quarter *

Q3: Mar-May

Expenditures - Universal Preschool Program Revenues-Only

Expenditure Category	Description / Notes	Expenditure Amount
Instruction		\$ 0.00
Classroom Planning		\$ 0.00
Child Assessment/Evaluation		\$ 0.00
Staff Training Costs		\$ 0.00
Curriculum		\$ 0.00
Supplies		\$ 0.00
Support Services for Instructional Staff		\$ 0.00
Administrative Costs		\$ 0.00
Food Services Operations		\$ 0.00
Operations & Maintenance of Location		\$ 0.00

Total \$0.00

Start Report

2024-2025 Expenditure Reporting Continued...



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Please follow the steps below to submit your Universal Preschool expenditures report. [Click here](#) for visuals on the detailed step-by-step process.

Please note ~

- You can click “Save” *bottom right hand* and return later to edit your report
- You will receive an alert if multiple users are editing the same report at the same time. We suggest only one person work on the report at a time to ensure data is not overridden.
- You can click, “Mark As Complete” *bottom left hand* to show the report is complete and no further edits are needed
- You can Download a copy of your report by clicking “Download” *bottom left hand*

Should you have any questions around your Universal Preschool expenditures report or logging into Metrix Enroll, please [submit a request here](#).

Awarded Supplemental Hours Eligibility for 2025/2026



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**Awarded Hours Eligibility for
25-26 family applications**

For the 2025-26 school year, verification letters were last sent out on March 3rd and will now be sent out bi-weekly. Provider Enrollment Reports will now show if a family’s eligibility has been verified in the column titled “Supplemental Hours Award.” The following slides include detailed information regarding family notification and reading your enrollment report. Ensure you check this report to reference who has been awarded supplemental hours.

Please attend any of the Provider Office Hours (mentioned in slides above) for any questions regarding these eligibility awards.



Awarded Hours Eligibility for 25-26 family applications



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What you need to know:

Biweekly throughout direct enrollment, we will send the communication below to the following groups:

Families eligible for supplemental hours: These are families who submitted their application within the validation window and meet 270% FPL (Federal Poverty Line) income, plus one additional qualifying factor.
270% FPL (Federal Poverty Line) Income plus one additional qualifying factor.

Families ineligible for supplemental hours: These are families who do not meet the 270% FPL (Federal Poverty Line) and/or do not have any other qualifying factors but have selected at least one full or extended day option.

Awarded Hours Eligibility for 25-26 family applications



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How do I see which of my students qualify for supplemental hours?

Matched/Enrollment Status reports will now have a new column titled “Supplemental Hours Award.”

Column names & meaning

- **Child Eligibility: Hours Per Week (HPW)** - this was already included = # of hours per week the student is **ELIGIBLE** for
- **Supplemental Hours Award - new** = student has been verified for supplemental hours
 - If the value in that column is “TRUE,” the child’s eligibility for 30 hours has been verified and the family has/will soon be notified. Any other value or lack of value means they are not yet eligible for 30 hours.
- **Supplemental Hours Award Date - new** = this is the date of the determination

No matter the order of the numbers of the HPW, the child is eligible for all hours including the highest number listed in the report. These values indicate the number of hours per week the child is eligible for, such as:

- 10 HPW = Eligible for up to 10 hours of free preschool per week
- 10 HPW, 15 HPW = Eligible for up to 15 hours of free preschool per week
- 10 HPW, 15 HPW, 30 HPW = Eligible for up to 30 hours of free preschool per week

Awarded Hours Eligibility for 25-26 family applications



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How do I see which of my students qualify for supplemental hours?

Choose the program year from the drop down menu

Click the menu icon to download your report into a CSV file.

A screenshot of a web application interface. At the top, there is a purple header bar with a white dropdown menu showing "2024-2025 Colorado Universal Preschool" and a downward arrow. Below the header, the word "Matched" is displayed. A search bar contains the text "Search interested families and children by name or child ID". At the bottom, there is a navigation bar with a "Select all" button, a page indicator showing "1" of "2" items, and a menu icon (three vertical dots) next to an "Invite" button. An arrow from the text box on the right points to the menu icon.

Edit Seat Count During Direct Enrollment



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Program Seats: Edit seat counts by type

How to edit seat counts by type

The ability to adjust seats is only to be available during the direct enrollment phase of each school year. Providers have the ability to add to the number of seats by type directly through the provider portal to ensure accurate information is presented to families.

To edit seats by type:

1. From the locations tab, Select the three dots next to the program name for the program you'd like to adjust, and then select "edit seats"
2. In the resulting pop up, select the plus (+) sign to add seats
3. Click Save to save the seat change

If you do not see the "Edit Seats" functionality, it is not currently enabled - please contact your LCO. If you are interested in **removing seats**, please work with your LCO as defined in the provider handbook.

**NOTE- For the 25/26 school year during Direct Enrollment Providers can adjust seats by adding seats on their own, or by connecting with their LCO to remove seats. If you need support with other seat adjustments please reach out to JI at nslt@mac.com.*

The screenshot displays the provider portal interface for 'Stout Street Children's Center'. At the top, navigation tabs include 'Locations', 'Requests', 'Matched', and 'Students'. The center of the page shows a table with columns for 'Selected', 'Matched', 'Placed', 'Waitlisted', and 'Enrolled'. A program entry for 'Extended Day: 41+ Hours per week' is highlighted, with a three-dot menu icon next to it. A callout box labeled '1. Select three dots' points to this icon. A modal window is open over the program, showing seat counts for 'IEP' (1 reserved, 5 available, 6 total) and 'Standard' (2 reserved, 18 available, 20 total). A callout box labeled '2. Add Seats' points to the plus sign next to the '6 seats' for IEP. Below the modal, a 'Save' button is highlighted with a callout box labeled '3. Save'. The top right of the page shows 'English' and 'Alex Winston'.

2025/2026 Provider Agreement



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2025/2026 Provider Agreement



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Thank you for engaging with the Colorado Universal Preschool Program. On a yearly basis, the Colorado Department of Early Childhood (CDEC) must enter into new agreements with providers that clarify the responsibilities of CDEC and those of providers as they work together to enroll children into the Colorado Universal Preschool Program.

An email with information about the 2025-26 Provider Agreement has been sent to your organization's designated Authorized Representative. This individual may be a CFO, Superintendent, business official, or another leader authorized to sign the contract.

If you are not the Authorized Representative, please submit that information to JI at nslt@mac.com with the name, title, email and telephone number of the authorized representative. We will update that information with the state procurement office.

2025/2026 Provider Agreement



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An additional change this year is in how providers will submit their required documentation for contracting to CDEC.

This [2025-26 Colorado Universal Preschool Program - Provider Interest Form](#) will guide providers through questions that will determine their Colorado Secretary of State registration requirements, insurance requirements, and will act as the system of record for affirmation of acceptance of the terms of the agreement. The submission of this Google form is required for all providers and will capture all of the items required for contract execution.

For Private Providers(Sole Proprietors and all privately owned businesses):

Click the links to review the [agreement](#) and the [informational slide deck](#).

For Governmental Entities (school districts, counties, and some public higher education programs):

Click the links to review the [agreement](#) and the [informational slide deck](#).

2025/2026 Provider Agreement



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PROCEDURE

- ALL Providers must have this [Google Form](#) submitted with their information and all documents (required to submit)
- Once the Google Form has been submitted a Docusign will be sent for your signature sometime after May 1
- Once all parties have signed, you will receive your completed agreement
- No payments will be made until the agreement has been signed and completed
- Office Hours to be scheduled with the procurement team to answer any questions that arise

2025/2026 Provider Agreement



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2. Provider agrees to post preschool tuition, enrollment, and ancillary costs on the Provider's profile in the Colorado Preschool Program's Application System prior to enrollment. These costs shall include the overall out-of-pocket cost to the family inclusive of all charges and fees (if allowable pursuant to this contract) the Provider will or may charge for the 2025-26 school year. ~~Provider is prohibited from charging a participating family any fee whatsoever if the child is only receiving part-time (10 hours/week), half-day (15 hours/week), or full-day (30 hours/week) services which are funded by CDEC via the Preschool Program's per-child rate.~~ Provider is prohibited from charging a fee that is not posted on the Provider's profile in the Colorado Preschool Program's Application System ~~for children who are receiving services that are entirely beyond and in addition to the services that the child is funded for by CDEC via the Preschool Program's per-child rate.~~

3. Provider shall not charge a family participating in the Colorado Preschool Program tuition or fees for services that exceed the amount that is charged to families of preschool-aged children that do not participate in the Colorado Preschool Program for the same or similar services. ~~Provider shall not charge a family any fees whatsoever if they are only receiving part-time (10 hours/week), half-day (15 hours/week), or full-day (30 hours/week) services which are funded by CDEC via the Preschool Program's per-child rate.~~

4. Provider is prohibited from placing a family on a waitlist for services ~~regardless of whether the child is receiving services that are entirely beyond and in addition to the services that the child is funded for by CDEC via the Preschool Program's per-child rate.~~

Help Desk Updates



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Colorado Universal Preschool Help Desk

Parents and providers can now reach the help desk team by:

- Submitting a ticket request form at <https://coupkjointinitiatives.Zendesk.com/hc/en-us/requests/new>
- Emailing upk@jointinitiatives.org
- Calling 303-866-5223
- Calling 719-630-0927



Provider Resources



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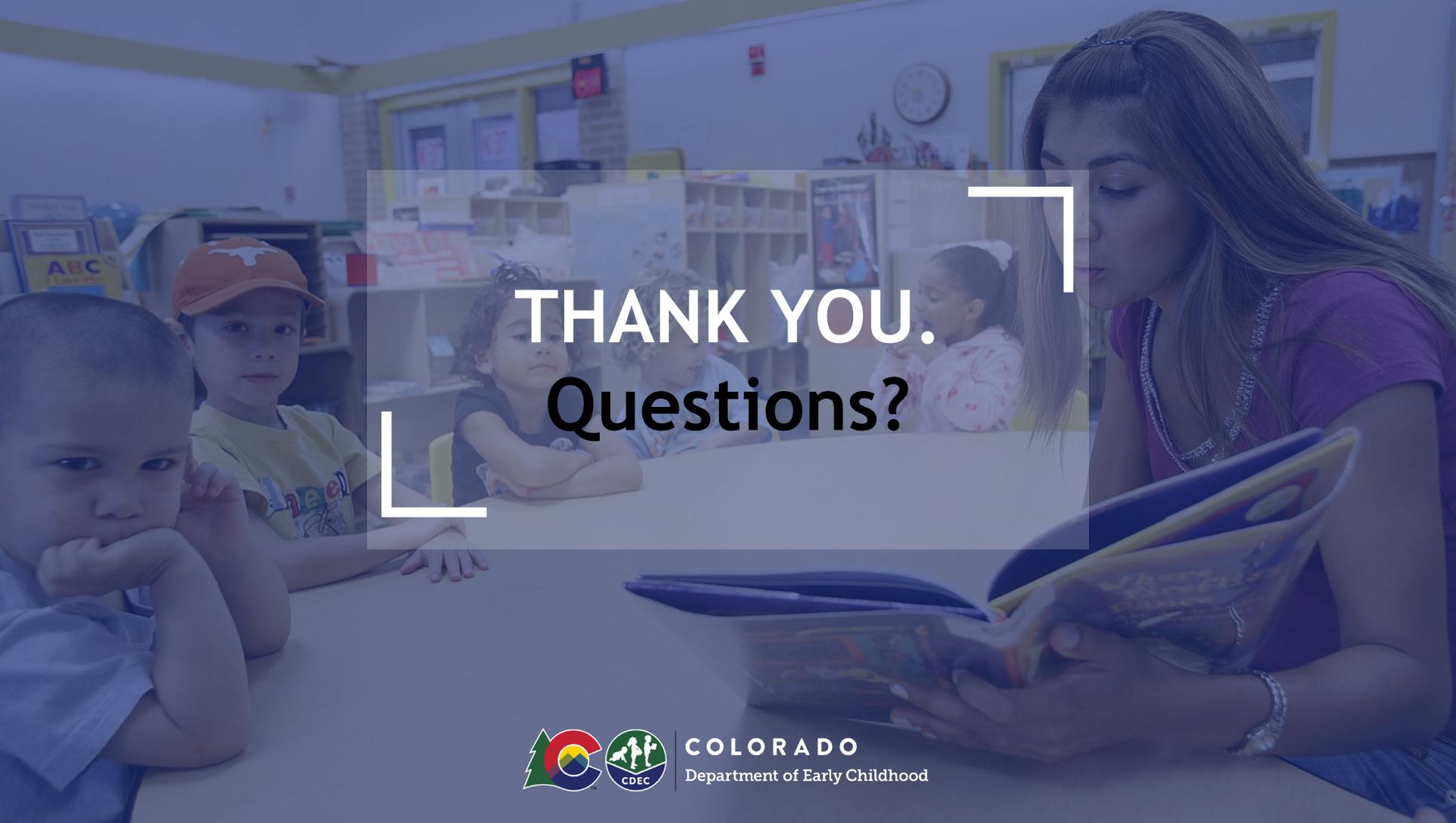
Provider Resources

- [2024-25 Provider Handbook](#)- Updated 03/20/2025
- [2024-25 Family Handbook](#)-Updated 03/20/2025
- [CDEC Website](#) and the [Colorado Universal Preschool Newsletter!](#)
- Joint Initiatives' UPK pages: jointinitiatives.org/upk (providers) and jointinitiatives.org/upkfamilies (families)



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A woman with long blonde hair, wearing a purple shirt and a necklace, is sitting at a table in a classroom, reading a large, colorful book. Several young children are sitting around the table, looking at the book. The classroom background shows shelves with books and educational materials. The image has a blue tint and a semi-transparent white box containing text.

THANK YOU.
Questions?



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