

2025-26 Provider Agreement Office Hours FAQs

Resources:

- **2025-26 Contracts**
 - [Private Providers](#)
 - [Governmental Providers](#)
 - [2025-26 Universal Preschool Program Provider Agreement Details](#)
 - [Colorado Universal Preschool Program - Provider Interest Form](#)
 - [Universal Preschool Provider Interest Form 2025-26 Guidance Slides](#)
- [Provider questions submission form](#)
- [Expenditure Reporting Operation Memo](#)
- [Expenditure Reporting FAQ](#)
- [3-Year-Old Payments Operation Memo](#)
- [CCCAP/UPK Stacking Information Memo](#)
- [Waitlist Scenario's](#)
- [Memo](#)
 - Expenditure Reporting
- [Video: Expenditure Reporting Guidance](#)
 - FYI - The video will reference links to Qualtrics; we are no longer using Qualtrics or links. To streamline your Universal Preschool Reporting and Processes, the Provider Expenditure Reporting Process is now available in [Metrix Enroll](#))
- [Slide Deck: Expenditure Reporting Guidance](#)
- [Template and tools 2024-25](#)
- **Provider Office Hour Recordings**
 - The first two office hour recordings (4/3 & 10) included information on the previous version of the agreement and are no longer applicable.
 - [4/17/25](#)

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Payments & Universal Preschool Funding

Q: What is the pay schedule, and why?

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A: Exhibit A of the 2025-26 Universal Preschool Program agreement outlines the payment timing. Providers will receive monthly payments, in arrears, for services provided in the previous month, commencing on September 15th.

Exhibit A of the agreement outlines the requirements. With public dollars, services must be rendered before payment can be made, which is why payments are made in arrears. Additionally, state law mandates that payments made for the Preschool Program are to be based on actual enrollment.

Q: Is there a rate increase in 2025-26?

A: The Colorado General Assembly appropriated additional funds for the 2025-26 school year. The Department is in the process of finalizing the rate increases for 2025-26 and will be sharing them in the coming weeks

Q: When will we know the rates for 2025-26?

A: The Department has completed an Information Memo and will be sharing it once it receives final approval.

Q: Is there a pre-payment? When will guidance be issued?

A: In 2025-26, a provider will only receive an initial pre-payment on August 15th if they have a demonstrated need, which is defined as a financial statement that identifies a financial balance less than the amount of Colorado Preschool Program payments estimated by CDEC for the Provider to serve enrolled children in the month of August. This information must be provided to CDEC no later than July 25th to be considered for approval. If a Provider is a recipient of funding designated for the limited 3-year-olds without an IEP, there will be no pre-payments allowable for the Historical Allocation.

More information will be shared with providers in the coming weeks to facilitate this process.

Q: What are the requirements to get the pre-payment?

In 2025-26, a provider will only receive an initial pre-payment on August 15th if they have a demonstrated need, which is defined as a financial statement that identifies a financial balance less than the amount of Colorado Preschool Program payments estimated by CDEC for the Provider to serve enrolled children in the month of August.

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The justification is defined as a financial statement that identifies a financial balance less than the amount of Colorado Preschool Program payments estimated by CDEC for the Provider to serve enrolled children in the month of August. This could include items like bank statements, P&L, enrollment reports, etc.

This information must be provided to CDEC no later than July 25th to be considered for approval. More information will be shared with providers in the coming weeks to facilitate this process.

Q: What is the allowable amount of rollforward, fund balance each year?

A: 15% of funds received from the Colorado Universal Preschool Program can remain in the fund balance and can be carried over from year to year. Please refer to the [CDEC Operation Memo on Expenditure Reporting for 2024-25](#)

Q: Can you share about the way funds are going to be stacked with UPK?

A: Please refer to the [CCCAP/UPK informational memo](#) for specifics.

Q: Please clarify the May and June payments, what is covered in those when will the June reconciliation payment occur?

A: As defined in the 24/25 payment schedule, in May, a reconciliation of the prepayment issued in August will be completed, and the May 30th payment will include the reconciliation of the prepayment and the children newly enrolled from May 1 to May 15th. June 15th will be the final reconciliation for any payment issues. Please refer to the [CDEC Operation Memo on Universal Preschool Provider Payments for 2024-25](#).

Quality Standards

Q: Please let us know how you choose what curricula are to be used? How do we get our current curricula approved so we don't have to change up our boards in the classrooms, the spots where the paperwork goes? Keeping the same for those children who have been on this curriculum for 2-3 years. Not allowing this one puts more on me to have to spend more money to change up the place in the room where their posters go. Plus, the time to research how to use it.

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A: After learning goals are established, the resource bank will vet educational approaches and curriculum resources that are expected for use; there will not be one comprehensive curriculum. In that vetting, CDEC will be considering each unique mixed delivery setting to develop a menu of options.

Q: When will we be getting information about screeners?

A: Information on developmental screenings as required by the Quality Standards will be published in the Resource Bank. The Resource Bank is being finalized and will be available for providers soon.

Q: How are they making it a requirement for all UPK teachers to be a level 3? That is the director's qualifications. We can barely find leads at a level 2, let alone level 3 teachers

A: This requirement, as stated in the press release from 4/2/2024 (a year ago), is no longer relevant as the Universal Preschool Program Rules and Regulations CCR 1404-1, 4.109 D states, "Qualifications for lead teachers. 1. Eligible preschool providers must ensure that all teachers, educators, or other employees are qualified in accordance with their applicable requirements identified in the "Rules Regulating Child Care Centers" located in 8 CCR 1402-1, rule section 2.216; or in accordance with the primary provider's license type for a Family Child Care Home, and the "Rules Regulating Family Child Care Homes" located in 8 CCR 1402-1, rule sections 2.311 through 2.315. 2. This rule section shall not prevent an eligible preschool provider from enacting additional requirements for their employees, provided the employee(s) meet all other qualifications as required by these rules."

Press Release for reference: <https://cdec.colorado.gov/press-release/universal-preschool-quality-standards>

Q: Will there be a set curriculum that home providers have to use?

A: After learning goals are established, the resource bank will vet educational approaches and curriculum resources that are expected for use; there will not be one comprehensive curriculum. In that vetting, CDEC will be considering each unique mixed delivery setting to develop a menu of options.

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Q: What requirements under quality standards do FCCH providers have to have for the 25/26 school year? For example, do we need an ECPC Level 3.0? Or a certain Colorado Shines Level? Do we need a teaching credential? An associate's degree in ECE or a CDA? Thank you! Please be specific as to when the quality standards requirements will be implemented and if there will be a grace period, and when the deadline of any grace period is. We have very little time to accomplish any new quality standards now, if they are different from the 24/25 school year.

A: The Universal Preschool Program Rules and Regulations CCR 1404-1, 4.109 D states, "Qualifications for lead teachers. 1. Eligible preschool providers must ensure that all teachers, educators, or other employees are qualified in accordance with their applicable requirements identified in the "Rules Regulating Child Care Centers" located in 8 CCR 1402-1, rule section 2.216; or in accordance with the primary provider's license type for a Family Child Care Home, and the "Rules Regulating Family Child Care Homes" located in 8 CCR 1402-1, rule sections 2.311 through 2.315. 2. This rule section shall not prevent an eligible preschool provider from enacting additional requirements for their employees, provided the employee(s) meet all other qualifications as required by these rules." The quality standards implementation timeline will be updated and published with details soon.

Q: Will LCOs help find resources for the required screenings?

A: LCOs will be provided with guiding resources to share with providers through the finalized Resource Bank when it becomes available.

3-Year-Olds

Q: How will we "enroll" 3-year-olds? Will they fill out a UPK application?

A: They do not fill out a UPK Application unless they have an IEP. You will need to check with your local school district for enrollment procedures for 3-year-olds.

Q: Are 3-year-olds eligible for a pre-payment in August?

A: The pre-payment only applies to the 4-year-olds or 3-year-olds with IEPs. If a Provider is a recipient of funding designated for the limited 3-year-olds without an IEP, this funding will be distributed monthly in accordance with monthly enrollment,

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commencing with a payment on September 15th, for children enrolled in August. There will be no pre-payments allowable for the Historical Allocation.

Q: Before enrolling, since our 4-year-olds are all UPK students, can our 3-year-olds enroll in UPK the year before?

A: 3-year-olds cannot enroll the year before, but can take priority in the CoC phase of enrollment for the following school year. This decision would likely need to be made by the School District since non-IEP 3-year-olds do not enroll directly through the Universal Preschool Program System.

Reporting Requirements

Q: Will the reporting requirement be the same for district programs as it will be for other providers?

A: Please see Exhibit C of the 2025-26 Universal Preschool Program agreement (reporting template). Please refer to the [CDEC Operation Memo on Expenditure Reporting for 2024-25](#). Updated guidance will be issued for the 2025-26 school year soon.

**Q: Expenditure category: Do I need to total the dollar amount spent on groceries?
2. What do I put for 15% indirect costs?**

A: Please see Exhibit C (reporting template). You will report the amount spent on each category using UPK funding only. If you used UPK funding to purchase all groceries, then you will report the total amount spent on groceries. Please refer to the [CDEC Operation Memo on Expenditure Reporting for 2024-25](#). Updated guidance will be issued for the 2025-26 school year soon.

Q: Why are providers required to report expenditures?

A: The Universal Preschool Program is required by law (section 26.5-4-210, C.R.S.) to receive expenditure information to report to the legislature, and accordingly, providers are required to report expenditures per the provider agreement.

Q: Where is this detailed in the provider agreement?

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A: The provision in the agreement is in the following sections of the contract:

“Provider agrees to adhere to all deadlines and submit documents as required or requested by CDEC in order for CDEC to effectuate the Colorado Preschool Program in compliance with state and federal law. Documents, which may include, but are not limited to, attendance records, enrollment records, suspension and expulsion records, annual calendars, bell schedules, hours of operation, tuition schedules, and detailed expense reports, must be retained for verification and payment authorization, and must be provided to CDEC upon request within 5 Business Days. Provider is responsible for ensuring that all contact information related to the program, including but not limited to the Program Director, Finance Director or CFO, CEO, President, Authorized Representative, Quality Director or other leadership positions pertinent to the operations of the program, is kept up-to-date, as necessary upon changes, with CDEC in the Colorado Preschool Program Application System and via CDEC through a google form as necessary upon changes, and provide any updated contact information monthly. No updates are required in situations where no changes have occurred. CDEC, at its sole discretion, may request other documentation if required to implement the Colorado Preschool Program, which must be provided in five business days.

1. Provider agrees to submit:

- i. any additional and case-by-case specific documentation required to effectuate the Payment Schedule as laid out herein;*
- ii. Monthly and or quarterly reports utilizing the templates attached to this Contract as Exhibit C regarding registration, enrollment, verification of a child’s eligibility status, staff compensation, the delivery of services and expenditures*
- iii. The quarterly reports will be submitted by the Provider by December 31st, March 31st, June 30th. The quarterly reports shall be submitted through a system designated by CDEC.”*

Q: What specifically will this data be used for and by whom?

A: First, to maintain compliance with our reporting requirements in 4-210. Second, to ensure the utilization of Preschool Program Cash Fund/UPK dollars is proper and

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authorized, as is our fiduciary duty. Third, for program improvement. CDEC will follow strict adherence to FERPA, IDEA, and any other applicable data privacy state laws. for data protection

Q: What is expected of providers to fill out?

A: Please see Exhibit C of the Contract (reporting template).

Q: What is the process for reporting attendance? Are they monthly reports or quarterly?

A: Please see Exhibit C (reporting template).

Enrollment

Q: Please provide more information on this statement: “Provider shall refrain from utilizing their own application system instead of or in addition to the Colorado Preschool Program’s Application System when enrolling children in the Colorado Preschool Program.”

A: You may utilize your enrollment system as needed for your operations, but may not utilize your enrollment procedures over the UPK enrollment system to place UPK-funded students.

Q: How can I get the children who are enrolled in my care a seat at my location before I enroll others? They are matched with me, but I have others who are already enrolled with my center that I need to get into the room.

A: Please refer to the [provider handbook](#) on prioritizing enrollment of current students for the next school year. This enrollment period is called “Preregistration.” Contact your LCO for further support.

Q: I read that when we unenroll a child from UPK, we are supposed to inform CDEC and give a reason. Where & how should this happen?

A: This happens when you unenroll the child from your provider dashboard. The child being unenrolled is the notification. Please refer to the [provider handbook](#) for details on unenrolling.

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Q: Is the final enrollment date of May 15th for the current school year?

A: Yes, for general education students, the enrollment deadline to be included in the May 30th payment is May 15th.

Required Documentation

Q: We contract with a community provider for all our 3-year-old special education and general education UPK seats. When completing the provider interest form, do I submit the preschool's insurance and workers' comp information? And use the community provider their License #? We do not have an active license number since we contract with them.

A: Please attach the insurance details along with the form you submit for the provider, and make sure the contract with the private provider includes a requirement for insurance at this level.

Q:(Insurance) Since my center is part of the school district, do I need to have proof of the general liability, workers' comp, and automobile insurance and the secretary of state registration?

A: Yes, please work with your school district, as their agreement outlines the requirements they must meet in showing subcontractors are meeting minimum insurance requirements.

Other Questions

Q: The agreement has both the Colorado preschool program and Universal Preschool. Are they interchangeable?

A: The agreement is referencing the Colorado Universal Preschool Program. It is referenced in the contract language as the Colorado Preschool Program because that is what is in statute, so it is required on any legally binding documents. Additionally, not all components of the Preschool Program are 'universal', and the Contract covers all components of the Preschool Program created in Title 26.5

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Q: Under Exhibit A of the Contract, under Attendance and Reimbursement, Item #9, please provide further explanation.

A: The limitation in increasing seat allocations ensures participation in all enrollment phases to increase equity for families. Accordingly, the Contract limits (with exceptions) the increase in the number of available seats in the Application System to a 20% increase. The ‘baseline’ to calculate this 20% from is what is entered into the Application System at the beginning of the program year. Mandatory exceptions that CDEC must accept include those which are reasonably related to (i) ensuring children with an IEP are served in conformity with special education law, or (ii) an increase in Provider’s licensed capacity. Any other exception to the 20% increase cap is at CDEC’s discretion.

Q: How do I get a copy of the recording?

A: Recordings will be provided in follow-ups and can also be provided by your LCO.

Q: I am a nine-month program that provides the required number of hours per UPK student during that time, yet I did not receive the same amount of reimbursement as 10-month programs do for the same number of hours. Can you explain the reasoning behind this? It seems that as long as each student gets the required number of hours, then each school should receive the full reimbursement amount, whether they do it in nine months or ten.

A: Metrix will be sending an email with details on the final payments to all providers. Also, please refer to the [CDEC Operation Memo on Universal Preschool Provider Payments for 2024-25](#). The Department is in the process of issuing a similar Operation Memo for 2025-26 and will provide it in the coming weeks.

Q: Can UPK students have a different start date than regular students? Our school offers a one-week summer camp in August that would make a nice transition to the school year and could help some new students ease in.

A: Yes - As long as the student receives the appropriate number of education hours. Please refer to the [Provider handbook](#) for more details.

Q: Please clarify the rules around using a waitlist

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A: Please refer to the Waitlist Scenario's document linked in resources.

Q: Please clarify the 20% limitations of increasing our seat allocations.

A: The limitation in increasing seat allocations ensures participation in all enrollment phases to increase equity for families.

Q: Is the Colorado Shines Quality Rating and Improvement System the only system providers can use to automatically renew their provider agreement, or are there other means to show a quality rating that is equal to a level 3-5?

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