



UNIVERSAL PRESCHOOL UPDATE

4.24.25

PURPOSE

This document offers Universal Preschool updates to local providers.

WHAT TO EXPECT: 2024-25 UPK FINAL PAYMENTS

As we approach the end of the second year of UPK, we're reaching out to share what to expect over the coming weeks as we close out the 2024-25 school year.

Here is an overview of key payment dates and deadlines, and please continue below for additional important information.

May 15: Payment for April enrollments

May 30: Payment for May enrollments *if applicable, see below

June 6: Deadline to report payment issues for reconciliation

June 30: Payment for approved reconciliation requests

Final Payment Scenarios

*Reminder: Children are eligible for up to 10 payments for each month enrolled August-May.

- If you received an August prepayment for a child and they have continuously been enrolled for the school year, including in April, your 10th and final payment for that child will be on May 15. You will not receive a May 30 payment for that child.
- If you did not receive an August prepayment for a child and they have continuously been enrolled for the school year, including in May, your 10th and final payment for that child will be on May 30. You will additionally receive a payment on May 15 for that child's April enrollment.
- If you have a child that enrolls between May 1-15, you will receive one payment for that child on May 30. Children who enroll after May 15 are not eligible for 2024-25 payment.
- You may have children that fall into different scenarios depending on enrollment dates and when you received your first payment for that child. If your children do not fall into one of the above scenarios, you will have the opportunity to have your scenario reviewed and payment reconciled per the procedure below.

Payment Issues

We recommend reviewing your payment reports in [MetrixEnroll](#) this month so that you can let us know if there are any issues in the amount or number of payments received for each child.

- Payment issues must be reported to the help desk by June 6 to be considered for reconciliation. Please report any payment concerns using the [ticket form here](#), this will help us ensure your issue is reviewed before the end of the school year.
- Please include the following information when reporting payment issues:
 - License number
 - Child ID number
 - Service month/months of payment issue
 - Phone contact
 - Brief description of payment issue

Expenditure Reporting Reminder

- Expenditures must be reported quarterly in December, March, and June
- Please continue to submit your expenditures via Metrix Enroll - [here are step-by-step instructions](#)
- FAQ - [Expenditure Reporting FAQV](#)

If you have any other questions, please do not hesitate to reach out to coupkpayments@metrixiq.com

We appreciate your participation in Universal Preschool and continued partnership to support families across the state!