



**COLORADO**

**Department of Early Childhood**

# Provider Updates June 2025

# CDEC Accessibility Statement 1

## Accessibility Statement

The Colorado Department of Early Childhood (CDEC) is committed to providing all Coloradoans with equitable access to our services. CDEC is committed to providing timely responses to reports of inaccessible information or technology, or requests for a reasonable accommodation or modification. Such a report or request can be made to [CDEC\\_ADA@state.co.us](mailto:CDEC_ADA@state.co.us) or by calling (720) 947-5020.

For questions regarding the Colorado Universal Preschool Program ("UPK"), please contact the Program directly at [cdec\\_upk-program@state.co.us](mailto:cdec_upk-program@state.co.us).

# CDEC Accessibility Statement 2

CDEC shall make reasonable modifications to policies, practices, and procedures in an effort to ensure CDEC programs are accessible to individuals with disabilities and to ensure nondiscrimination against persons with disabilities.

Furthermore, in addition to and beyond CDEC's efforts regarding reasonable modifications to ensure accessibility for individuals with disabilities, CDEC is committed to ensuring access and preventing discrimination against all persons, and is committed to providing access and services for individuals whose first language is not English.

# Agenda

- Reminders
  - Office Hours
  - Direct Enrollment
- Editing your provider profile to reflect your rates and fees
- Provider Agreement
  - FAQ
  - Tuition and Fees Clarification
  - Provider Interest Form
- Supplemental Hours Report
- Provider Resources
  - CDEC Website Calendar

# Reminders- Office Hours

- **Community (including FCCH) Provider office hours with simultaneous Spanish interpretation (through June only) have been scheduled as follows:**
  - 1st Tuesday of each month at 6pm: [Meeting Link](#)
  - 4th Monday of each month meetings have been cancelled
- **School District office hours have been scheduled as follows:**
  - 3rd Thursday of each month at 4pm: [Meeting Link](#)
- **AU office hours have been scheduled as follows:**
  - 2nd Tuesday of each month at 2pm: [Meeting Link](#)
- **Provider Agreement Office Hours have been scheduled as follows:**
  - Every two weeks at 2pm: [Meeting Link](#)
  - Meetings for June are scheduled for Thursday, June 5th and Thursday, June 19th at 2pm.

# Reminders- Direct Enrollment

- Direct Enrollment for non-IEP families began April 1st and will go through the rest of the program year.
- You can see selected students in your matched tab. This tab will include all applications submitted since matching ended, families looking for a change in placement, and any new applications for the remainder 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.

# Editing Your Provider Profile To Reflect Rates and Fees (1 of 2)

- To update your profile details, go to your profile in the Program Portal and click the pencil icon next to the location name. Along the left hand side, you will have a list of all key program details to review and update.
  - Click the pencil icon to edit the profile for that location, the next slide contains images of this functionally.
- Financial Information
  - Indicate payment methods or additional financial assistance offered.
  - Enter tuition and fees within the Financial Information section.

# Editing Your Provider Profile To Reflect Rates and Fees (2 of 2)

Locations

ABC Preschool



UNIVERSAL PRESCHOOL

Locations Requests Matched Students

Complete your profile 61%

[View public profile](#)

- ☒ Photos
- ☐ Video tour
- ☐ Description
- ☒ Contact
- ☒ Programs
- ☐ Tour requests
- ☒ How to enroll
- ☒ Hours
- ☒ Financial programs

Financial programs

Payment methods accepted

Check Visa Mastercard

Additional Financial Assistance

Colorado Child Care Assistance Program Head Start Local Assistance Program

Additional payment options

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# Provider Agreement FAQs

Questions that have been asked during office hours and in the [Provider Submission Form](#) can be found in the [2025-26 Provider Office Hours FAQ](#). Links to all recordings will be added to this document as well.

We will continue to update this document as new questions and submissions come in. You will be notified when new questions have been added and answered.

# Tuition and Fees Clarification

## Provider Agreement Terms (Neither of these are new):

“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 the Provider will or may charge for the 2025-26 school year. Provider is prohibited from charging a fee that is not posted on the Provider’s profile in the Colorado Preschool Program’s Application System.”

“Provider must agree to guarantee families at least the minimum number of hours defined in the [ ] Rules for the rate that is provided.”

**Charging extra tuition to families for UPK awarded hours is not allowed.**

All other fees and any tuition for hours beyond what has been awarded must be posted on your profile to be allowable.

# Tuition and Fees Clarification Continued

Charging tuition for any hours covered by a UPK rate is forbidden by state law, regulation, and contract. Section 26.5-4-204(3)(a) instructs that providers provide "the number of hours of preschool services established by department rule." UPK Regulation also provides that "Participating providers must agree to guarantee families at least the minimum number of hours defined in rule for the per-child rate that is provided." This requirement is also restated in the Contract, in Exhibit A, Terms and Conditions, the Program Requirements section, paragraph 3.

In accordance with law and the Terms of the Contract, if a Provider is charging tuition for hours beyond 10/week, then they will be reconciled to only receive the 10 hour rate since 10 hours is the only amount they guaranteed to families.

# Provider Interest Form

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.

If you are struggling with submission of this form due to document uploads please email Elizabeth Wallace at [elizabeth.d.wallace@state.co.us](mailto:elizabeth.d.wallace@state.co.us)

# Supplemental Hours Information

A bug in the UPK portal is affecting the Hours Per Week (HPW) column in the provider enrollment report. We are working with our vendor to get this resolved.

If the value in the Family Supplemental Hours Awarded 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 verified as eligible for 30 hours.

Supplemental Hours Award Date = this is the date of the verification of eligibility. Please note that verification for supplemental hours may take 4-6 weeks to complete.

# Provider Resources

## Handbooks

- [Provider Handbook](#)- Updated 03/20/2025
- [UPK Family Handbook](#)-Updated 03/20/2025

## Helpdesk

- [Colorado Universal Preschool Helpdesk](#)

## CDEC Resources

- [CDEC Website](#)
  - Scroll down on the website for the CDEC Website Calendar. Includes links for provider meetings.
- [Colorado Universal Preschool Newsletter](#)
- [Sign up for updates or to access your subscriber preferences](#)

## Provider Payments

- [Submit a UPK Payments Request](#)