



UNIVERSAL PRESCHOOL UPDATE 7.18.25

PURPOSE

This document offers Universal Preschool updates to local providers.

UPDATES

The state is beginning to send out some information that I want to be sure that you have seen. **Please be sure to read this update all the way through so that you don't miss important information and make sure that you open the attachments!**

August Pre-Payment Request

Attached is the Pre-Payment Message that was sent out to providers, giving you information on how to apply for an August payment, rather than opting for the payment in arrears (September 15 for August, October 15 for September, etc.). There are very specific criteria to apply for an August pre-payment so make sure that you read the memo carefully. **The deadline to apply for a prepayment is July 25.** If you have questions, please submit them on this submission form and the state will keep the FAQs up to date. app.smartsheet.com/b/form/ace5d0f1acf84a8f997e947457d9bb37

Move your children to Enrolled Status!

If you have not moved your children to enrolled status, **you must do that by August 1 for you to receive payment for the child for August.** The accepted status email that is being sent out is attached for your information. Please review the provider handbook which can be found at jointinitiatives.org/upk for information on how to enroll your children.

Eligibility Determination

All providers should be able to download a spreadsheet from your portal that tells you whether a child is eligible for 15 hours or 30 hours. Instructions on how to do that are in the provider handbook. Notification to parents has been delayed so it is important that you check the spreadsheet or reach out to us if you need help with eligibility. There will be a memo coming out from CDEC shortly providing you with more information about how to use the spreadsheet for eligibility. In the meantime, you may contact us at either nslt@mac.com or hmayheu@jointinitiatives.org and we will assist you with eligibility for your children. Redeterminations are taking four to six weeks for review.

Calendars

There will be a memo coming out shortly asking for your UPK calendars to be sent to CDEC. The priority for sending and receiving calendars is for CCCAP providers in preparation for the stacking of UPK and CCCAP. If you are a CCCAP provider and have a full or extended day program, you will be asked to submit your calendars first. Please be sure that you have decided on your calendar so that when the request comes, you are prepared. Remember that full or extended day providers need to be prepared to offer a minimum of 900 hours of UPK between your start date and May 15,

2026. Non-CCCAP providers should have your calendar developed so it can be submitted at a later time — remember to publish calendars for families!

Housekeeping Reminders

- **If a family wants to change providers**, whether coming to you or withdrawing from you, they must be unenrolled by the outgoing provider before the new provider can accept or enroll. Please cooperate with these requests so families are not held up in starting preschool. If you need help, reach out.
- You have the ability to **increase your seats** but any request to decrease seats will need to come to Noreen at nslt@mac.com. I will need this in writing.
- If you have not already done so, please be sure that your **Metrix Enroll account** is up to date. If you need to set up an account (new providers) or need to update your information, please open a ticket with Metrix IQ at coupkpayments@metrixiq.com. Without an up to date Metrix Enroll account, you cannot be paid.

Next Roundtable

We will be holding a roundtable on Wednesday, July 30 at 11:00 AM and 6:00 PM for anyone who has questions. We will also provide updates from the state as we have them. The zoom link is on the UPK page at jointinitiatives.org/upk.

Finally, as notices come to us from the state, we will be resending them to you to be sure that you have received them. If we have not sent it, it hasn't been sent out yet by the state. We will also be trying to keep these notices up to date on the JI site at jointinitiatives.org/upk so please check that first.

I hope you have a great school year! Let us know how we can help.