



**COLORADO**

**Department of Early Childhood**

# August 2025 Provider Updates

# 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
  - Direct Enrollment
- Three Year Old Memo
  - Payment Office Hours
- Supplemental Hours Information
- Provider Agreement
- Provider Payments
  - Banking Information
  - Provider Payments Office Hours (recording and slides)
  - Payment Schedule 2025-26
  - Reconciliation
- Provider Resources
  - CDEC Website Calendar

# 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.

# 3-Year-Old Memo

- Please see the newly approved Operation Memo: [Three-Year-Old Preschool Services Funding and Payments](#).
- If you are a School District ensure you read and understand this memo
- Moving forward, funding for 3-Year-Olds will be based on monthly enrollment reporting.
- Questions can be submitted through this [Provider Questions Submission Form](#).
- Metrix will be hosting office hours on August 13th for District 3 year old Payment & Reporting.

# Reminders- Provider Agreement

- If you haven't already please submit your [2025-26 Colorado Universal Preschool Program - Provider Interest Form](#). This 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)
- Please reach out to your LCO if you have any questions.

# Supplemental Hours Information

An email with these details and visuals for reference will be sent out to all providers.

The Provider download report includes information about children's eligibility for supplemental hours. Please see the details and instructions below on how to access and read your report. Ensure you are in the correct program year > 2025-2026

- Navigate to the Matched tab
- Select any filters of location or status that you would like.
  - Selecting no filters will show students in all statuses, but when downloaded, it will show only students in 3 statuses (Selected, Accepted, Matched).
- To download only the Accepted students
  - Matched menu > filter status to Accepted > click the three dots next to status and select the “export to CSV for Excel” to download your report.
- If you want to pull only Enrolled students, there are 2 methods:
  - Matched > filter status to Enrolled > Download
  - Navigate to the “Students” menu and download.

**Note:** Your download will be titled something similar to “Matched-MM-DD-YYYY” with a timestamp indicating the date and time you pulled this report. You may need to expand the column and wrap the text to see all of the information in each cell.

Please note that verification for supplemental hours is a manual process and may take 4-6 weeks to complete.



# Supplemental Hours Information cont.

## Report columns meaning:

### Column P - Child Soft Eligibility: Hours Per Week (HPW)

- This indicates what a family will likely qualify for based on what they submitted in their UPK application. These hours have not been verified or awarded. This column will say either 15 HPW or 30 HPW (supplemental Hours)

### Column Q - Family Supplemental Hours Awarded

- This states either:
  - “Yes, 30 HPW awarded,” which means supplemental hours have been awarded, and this family qualifies for supplemental hours.
  - “No, Standard HPW Award,” which means this family qualifies for 15 hours per week
  - “To be Determined,” which means this application has not yet been reviewed for supplemental hours.

### Column R - Family Supplemental Hours Award Determination Date

- The date in this column indicates the date this application was reviewed and verified for eligibility for the standard HPW or was awarded supplemental hours.
  - If there is no date, it means that this application has not yet been reviewed for supplemental hours.

# Provider Payments 1

## IMPORTANT Banking Information

Providers are required to submit banking and tax information via [Metrix Enroll](#) to begin receiving payments for the 2025-2026 school year. You should have received an email from Metrix IQ indicating the actions needed in order to set up your payments.

Once logged in to Metrix Enroll, Navigate to “Payment Setup” and submit your banking information for the account you will receive ACH payments from Metrix IQ and tax information (even if you are tax exempt).

As a reminder, payments will be made according to payment eligibility and schedule as communicated in the CDEC operations memos: [CDEC Memo Series](#)

The Metrix team is available to support Providers with any payment related questions. [Submit a request - UPK Payments here](#) if you have any questions related to payments, or if you need support accessing your Metrix Enroll account.

# Provider Payments 2

## IMPORTANT Banking Information

Universal Preschool payments are sent to providers as an electronic deposit (ACH). To allow Metrix to make payments, you will submit your banking information securely through Metrix Enroll. You can find [step-by-step instructions here](#). By submitting the ACH form, you are authorizing MetrixIQ to make credit (deposit) transactions and correcting debit (withdrawal) transactions for UPK to the designated account.

All providers must submit a valid Form W-9 with your program/organization's tax information as on record with the IRS, even if you are tax-exempt. Universal Preschool funding is taxable and it is the provider's responsibility to report the income to the IRS. Taxable entities will receive a Form 1099-MISC from MetrixIQ by January 31 annually. Instructions for completing the form in Metrix Enroll will be sent soon in additional communication.

**NOTE:** Make sure to have all of your information available to submit when beginning the Payment Set Up Process. If you navigate away from the ACH form before submitting, any information entered will be erased. This is a security measure to protect your banking information.

# Provider Payments 3

Universal Preschool payments for the 2025-26 school year will be processed in arrears for children with an enrollment form and an enrolled status during the previous month. A child must have been enrolled by the last day of the service month to be eligible for payment. Providers will receive payments for four-year-olds monthly on the 15th (or closest business day).

Providers can receive one advanced pre-payment for eligible children enrolled by July 31st by submitting an attestation of financial need via the payment vendor. The deadline to request the need-based advanced payment was July 25th, and payment will be issued on August 15th. If approved, the advanced pre-payment will be applied for each enrolled child's May enrollment. If any child is not enrolled by May, providers will be required to repay the funds for that child during the year-end reconciliation.

[Universal Preschool Program FY25-26 Rates](#)

# Provider Payments 4

MetrixIQ hosted Provider Payment Office Hours on July 28th, 2025. Below are the links to the slides and recording.

- Payment Office Hours [Slides](#)
- Payment Office Hours [Recording](#)

# Provider Payments-Payment Schedule 2025-26

Four-Year-Old Payment Schedule 2025-2026	
Payment Date	Includes enrollments as of...
September 15, 2025	Aug 1 - Aug 30
October 15, 2025	Sept 1 - Sept 30
November 14, 2025	Oct 1- Oct 31
December 15, 2025	Nov 1 - Nov 29
January 15, 2026	Dec 1 - Dec 31
February 13, 2026	Jan 1 - Jan 31
March 16, 2026	Feb 1 - Feb 28
April 15, 2026	Mar 1 - Mar 31
May 15, 2026	Apr 1 - April 30
May 29, 2026	May 1 - May 15. Enrollment deadline 5/15 <i>*Reconciliation for providers who received advance payment in August</i>

# Provider Payments-Reconciliation

## Payment Issues

Providers are advised to submit inquiries regarding payment issues through the designated payment vendor's ticketing system. A thorough review of monthly payment reports is recommended to facilitate the timely identification of any discrepancies. Approved payment issues will undergo quarterly review and reconciliation.

Reconciliation Payment Schedule 2025-2026		
Payment Date	For enrollment months	Deadline to Report Payment Issues
December 31, 2025	August - November	December 5, 2025
March 31, 2026	December - February	March 6, 2026
June 22, 2026*	March - May	June 5, 2026

\*includes final reconciliation if needed.

# Provider Resources

## Handbooks

- [Provider Handbook](#)- Updated 07/30/2025
- [UPK Family Handbook](#)-Updated 03/20/2025

## Helpdesk

- [Colorado Universal Preschool Helpdesk](#)

## Provider Questions for Office Hours

- [Provider Questions Submission Form](#)

## 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](#)