

OCTOBER 2025

ROUNDTABLES



FOR EARLY CHILDHOOD PROVIDERS

CDEC Accessibility Statement 1

Accessibility Statement

The Colorado Department of Early Childhood (CDEC) is committed to providing all Coloradans 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 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.

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
 - Payments
 - Calendar submission
 - Supplemental Hours Information
- 26/27 Timeline and Provider Setup Form
- Children in Selected/Accepted Status
- Provider Payments
- Payment Issues
- Payment Reconciliation Memo
- 3 Year Old Funding & Payments
- Withdrawn Status Visibility
- FAQs

2025 - 2026 Calendar Submission

All UPK providers are required to submit a UPK calendar to CDEC for the 2025-26 UPK year.

The calendars will be used to confirm that the provider is offering the required minimum number of UPK hours over the time period; assist with CCCAP stacking with UPK; and provide needed information to ensure correct payments.

Any provider who has not submitted a calendar must do so at the following link:

https://docs.google.com/forms/d/e/1FAIpQLScP1SgxRMyNDSU-OVSra0MJWvUD1kPb_nEGCPod81y2wCA5Nw/viewform

We strongly suggest that you NOT choose a state-provided template as there have been technical glitches. Instead, choose that you want to design your own calendar and then answer the questions about start dates, end dates, closures, etc.

Be sure to read the instructions prior to submitting so that you know whether you have to submit more than one calendar for your program. Calendar FAQs can be found at www.jointinitiatives.org/upk.

Reminders- Supplemental Hours Information 1 of 4

The most recent award date in the supplemental hours report is 8/21/2025. Please download an updated report to view students who have been awarded supplemental hours.

Moving forward award decisions will be based on actual, confirmed funds instead of financial projections, which will require review of actual funded students. This shift ensures the accuracy and stability of our award decisions, preventing potential overcommitments.

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.

Reminders- Supplemental Hours Information 2 of 4

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. Only applications that have been submitted will be reviewed for supplemental hours.

The supplemental hours information is not a real-time document. Uploads are done approximately every two weeks.

Reminder: Please review the provider handbook under the “Eligibility” section to understand how a family may potentially be eligible for supplemental hours:

- Income is 100% of poverty or below AND the family has uploaded proof of income
- Income is between 100% and 270% of poverty AND the family has uploaded proof of income AND the family has an additional eligibility factor: experiencing homelessness, is a foster child, has an IEP or child’s home language is a language other than English and that language is the primary language spoken in the home.

Reminders-Supplemental Hours Information 3 of 4

Report columns meaning:

Name of Column	Provider Download report name: Your download will be titled something similar to “Matched-MM-DD-YYYY” with a timestamp indicating the date and time you pulled this report.
Child Application Submitted at (Column A):	Date when the application was initially submitted
Child Application Last Updated:	Date when the application was last updated
Child Soft Eligibility: Hours Per Week (HPW)	This indicates what hours a family will likely qualify for based on what they submitted in their UPK application. *any 30-hour eligibility must be verified and awarded before those funds are available.* Values in this column: 15 HPW = only eligible for 15 HPW (no additional review will take place, not eligible for supplemental hours) 15 HPW or 30 HPW (Supplemental Hours) = Definitely eligible for 15 HPW, pending review of additional 30 HPW.

Reminders-Supplemental Hours Information 4 of 4

Name of Column	Provider Download report name: Your download will be titled something similar to “Matched-MM-DD-YYYY” with a timestamp indicating the date and time you pulled this report.
Family Supplemental Hours Awarded	This column contains the manual review, determination and upload of HPW from data in column P. *Note* These reports are different from 24-25. This column 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 their standard hours per week “To be Determined,” which means this application has not yet been reviewed for supplemental hours.
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.

2026-2027 Timeline and Provider Setup Form

- The Program Set Up Form for 2026-2027 will go **LIVE on Friday, October 10!** We will share the 26-27 Timeline with all necessary guides and documents through email to all providers as soon as it is available.
- Link to [DRAFT PSUF Guide](#)
 - Please review this draft to begin understanding what the process and information needed will look like.
 - Start thinking about which programs and seats you will want for the 2026-27 school year.
 - As a reminder, you will need to have a 2026-27 UPK calendar ready as soon as possible to submit as well.
 - JI staff will be reviewing all set up forms before they are approved, and will also confirm whether you have a CCCAP contract, the date that your 2026-27 calendar is submitted, and the date that you submitted all required documents.

Children in Selected/Accepted Status

- Children in Selected Status:
 - For the Direct Enrollment phase, children in Selected Status need to be either Accepted or Declined for the appropriate reason by the provider in their BridgeCare Provider Portal.
- Children in Accepted Status:
 - Enroll your “Accepted” students in the Provider Portal
 - All of your UPK students need to be in “Enrolled” status in the provider portal for the 25-26 school year in order to ensure payment.
 - If a student will not be attending your program, you must enroll to “unenroll” using the same date as start date and end date.

Provider Payments

- Please review the [Four-Year-old Preschool Services Funding and Payments \(25-26\) Operation Memo](#) for information on funding and payments.
- Providers must be licensed by CDEC to deliver program services to eligible children and must have a **signed Universal Preschool provider contract** with CDEC.
- Program services are defined as:
 - Per Rule and Regulations- Instructional and educational services provided to an eligible child by an eligible preschool provider pursuant to the CO Universal Preschool Program.
 - **Minimum hours of service** required in rule are defined by your submitted UPK calendar.
 - **Services therefore begin on the first day defined within your UPK Calendar and end on the last day defined in your UPK Calendar.**
- Per the Provider Agreement, **you can not be paid for services provided before the contract is executed.** Executed means that all necessary parties have signed including department representatives.
- Providers must **enroll** eligible children in their preschool program to qualify as participating providers.
- Providers must complete an **enrollment form** and have children enrolled via the Application Portal to be eligible for payment.

Payment Issues

Payments were processed by MetrixIQ on Monday 9/15 for August Enrollments. If providers did not receive payment it's possible that they did not set up their payment information with Metrix properly or that they fall in one of the scenarios below:

- Payment setup with MetrixIQ (ACH and W9) - not completed correctly - reach out to Metrix.
- Provider agreements not signed or not signed on time. CDEC is aware that some providers' August payment was prorated based on the date their agreement was signed. We are working on resolving this and will issue guidance as soon as it is available.
- Missing insurance- this will be back paid after submission of required documents.
- Dual enrollments not corrected- these providers will need to submit a reconciliation.
- Opt-out or unpublished- these providers will not be paid.
- Applications not in enrolled status- these providers will need to submit a reconciliation after adjusting enrollment with correct dates

For payment issues reach out to MetrixIQ at coupkpayments@metrixiq.com

Payment Reconciliation Memo

- Please see the newly published [Payment Reconciliation Memo here](#).
- Depending on the timing of the Provider's entry in the UPK application system, known as the UPK Portal or BridgeCare, CDEC may include payments through a reconciliation payment process or in a monthly payment, whichever is more timely. See below for Reconciliation Payment schedule for 2025-2026, (also included in Operation Memo: [OM-UPK-2025-0001](#))

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.

3-Year-Old Funding and Payments

- Please see the 3-Year-Old 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](#).
- 3 Year Old FAQ coming soon!

Withdrawn Status Visibility

Providers now have visibility into withdrawn statuses within the Bridgecare portal. This enhancement to provider enrollment reports allows you to see applications in withdrawn status, which is useful for understanding when a student has left your roster, even if you were previously unaware of the change.

The description of any student in this status is: A family has selected you as a provider in their application. If the family is placed in another program or changes their mind and moves their enrollment to another program, their status will show as withdrawn.

A student's status will show as "withdrawn" if a family initially selected you as a provider in their application but then moved their enrollment to another program or changed their mind.

This month's FAQs

Q. I have a child who is enrolled in another center and wants to move to my center. How do we accomplish that?

First, the parent must contact the center where the child is currently attending and notify them that they are moving to another center and ask them to unenroll their child on the last day that the child will attend.

Second, you or the family must reach out to JI UPK staff and ask that your program be added to the child's application in selected status.

Once the child has been unenrolled from the previous center, you are free to offer the family a match, which they can then accept, and you can enroll using the child's first day in class with you as their start date.

The end and start date may not overlap and may not be on the same day. This affects payment.

If the center where the child is enrolled does not unenroll the child in a timely manner, please reach out to a UPK JI staff person so that we can contact the center.

This month's FAQs

Q. My parents sign a contract that states that they must provide us with two weeks notice to unenroll. If a family doesn't give us the contracted notice, may I still keep them enrolled in UPK with my center until that time period is up?

The short answer is no. The contract is between you and the parent and hopefully, they will honor it. If they do not, you still must unenroll the child with their last day being the last day that the child attended. Even though you have 10 days to unenroll, when you do unenroll it must be as of the last day that the child physically attended.

Q. How can I submit feedback to the state about my Colorado Universal Preschool experience?

Send an email to universalpreschool@state.co.us.

Provider Resources

Handbooks

- [Provider Handbook](#)- Updated 07/30/2025 - New update coming soon!
- [UPK Family Handbook](#)-Updated 03/20/2025

Helpdesk

- [Colorado Universal Preschool Helpdesk](#)
- upk@jointinitiatives.org

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](#)