

MARCH 2026

ROUNDTABLES



FOR EARLY CHILDHOOD PROVIDERS

KEY TIMELINES

- | | |
|------------------------|--|
| Feb 25-March 15 | Providers can add or remove seats |
| March 16 | Second matching round |
| March 18-23 | Providers review and decline matches where there is a reason |
| March 24-31 | Families notified of second round by 5:00 PM and accept or decline by 11:59 on March 31 |
| April 1 | Direct enrollment starts for 2026-27 school year |

WHAT CAN PROVIDERS DO ON THEIR OWN?

- Update your profile in BridgeCare (pages 19 and 20 in the provider handbook)
- Directly enroll children into your program during the Direct Enrollment period (pages 43 to 51 in Provider Handbook)
- Enroll children when they are in accepted status (pages 34-35 in Provider Handbook)
- Unenroll a child when they have dropped or have stopped attending (pages 36-40 in the Provider Handbook)
- Decline children if you have an appropriate reason (pages 27-33 in the Provider Handbook)
- Add seats to your programs (pages 52-53 in Provider Handbook)

WHAT CAN PROVIDERS DO ON THEIR OWN?

- View your enrollment report to determine if a child is eligible for supplemental hours (pages 55 and 56 in the Provider Handbook)
- Set your own tuition for any additional hours not awarded thru UPK (page 61 in the Provider Handbook) **Remember that you must publish your tuition and fees in your profile to allow you to charge those fees and tuition to UPK families!**
- Submit a ticket for clarification or assistance with payment issues (page 60 in the Provider Handbook)
- Submit a help desk ticket for any non-payment issues (upk@jointinitiatives.org or help.upk.Colorado.gov)
- Contact Noreen or Heather if any of the above processes are not working or you need training on these processes (nslt@mac.com, hmayheu@jointinitiatives.org)

COLORADO UNIVERSAL PRESCHOOL QUALITY STANDARDS

OVERVIEW OF OUR UPK QUALITY STANDARDS

In line with the legislative vision set out in [HB 22-1295](#), CDEC has published Universal Preschool Program Quality Standards. These standards will support high-quality preschool in a unique mixed delivery system through five key areas of early childhood:

1. **Basic Eligibility:** These standards must ensure all families have an equal opportunity to enroll their child at a high-quality participating provider of their choice. [CCR 1404-1-4.109](#)
2. **Teacher Quality and Workforce:** The Universal Preschool Quality Standards help educators advance high-quality instruction by supporting them to acquire skills, competencies, and advance their careers so that all children are receiving the best education possible. [CCR 1404-1- 4.114](#)
3. **Instructional Practice:** Universal preschool providers will be given access to a [Resource Bank](#) filled with tools, templates, trainings, and other information to support the identification and use of high-quality curricular materials. These standards also require the measure of a preschool provider's environmental quality at least every 3 years through on-site observations. [CCR 1404-1- 4.111](#)
4. **Healthy Development:** Through participating providers, families will have access to free, voluntary developmental screenings, referrals for children and families in need of specialised services, and translation services. [CCR 1404-1- 4.112](#)
5. **Family and Community Engagement:** As part of universal preschool, families will all be able to offer input to their providers on priorities, interests, and home routines, and the socio-cultural practices they value. [CCR 1404-1 4.113](#)

Requirements in Rules for Providers

5

Within each of the five key areas of early childhood identified in the Universal Preschool Quality Standards there are a set of requirements participating providers will have to meet. Providers will be supported by CDEC to gradually come into compliance with the approved Universal Preschool Quality Standards. Resources created by CDEC will be made available to providers through [the Resource Bank](#). The Resource Bank will be created and updated by CDEC and will include, but not to be limited, approved curriculum, educational approaches, toolkits, self-assessments, and trainings.

- [Basic Eligibility](#)
- [Teacher Quality and Workforce](#)
- [Instructional Practice](#)
- [Healthy Development](#)
- [Family Engagement](#)
- [Professional Development Requirements](#)

COLORADO UNIVERSAL PRESCHOOL QUALITY STANDARDS

IMPLEMENTATION SUPPORT

It is likely providers are already meeting some of the requirements listed above and simply need to ensure they are able to align their current practices with the vision and expectations of UPK. To align practices and ensure standards are met CDEC will offer the following support

UPK Resource Bank	<p>The UPK Resource Bank is intended to act as a repository to include a collection of supports such as</p> <ul style="list-style-type: none">• Toolkits• Self-assessments• Templates• Training, and other resources for use by participating preschool providers• Preschool curricula and other approved educational approaches <p>The resources created as part of the Resource Bank will be useful to providers as they work to meet UPK quality standards</p>
CO Shines	<p>CO Shines offers Provider Hub where you can access resources on the state's QRIS, licensing, and professional development (PDIS), and you can update your operational status. Within CO Shines there are often grant opportunities posted to support quality improvement work that providers can utilize to work towards compliance with UPK quality standards</p>
LCOs	<p>LCOs are required to have a community plan for early childhood as part of that plan, they will include details about how they will work with providers and local entities to support the quality improvement work of all early childhood providers in their catchment area. As a result of this planning, LCOs will be knowledgeable about the local resources available for providers to meet UPK quality standards and are a great place for providers to get support and connect to resources.</p>



Questions?



COLORADO
Department of Early Childhood



PROVIDER HANDBOOK



PROVIDER HANDBOOK TABLE OF CONTENTS

03	UNIVERSAL PRESCHOOL PROGRAM OVERVIEW
04	ELIGIBILITY
07	KEY TERMS & PARTNERS
11	POLICIES AND EXPECTATIONS
12	PROVIDER SUPPORT
13	ENROLLMENT PROCESS
15	PROVIDER SETUP & ONBOARDING
19	PROVIDER PROFILE SETUP
22	ENROLLMENT PHASES
23	PROVIDER PROGRAM LINK FOR FAMILIES
27	MATCHING
34	ENROLLMENT
41	IMPORTANT POLICY AND SUPPORT INFORMATION
43	DIRECT ENROLLMENT
52	PROGRAM SEATS
55	SUPPLEMENTAL HOURS
58	LOGIN ISSUES
59	FUNDING & FINANCE
64	PROVIDER CONTRACT
65	CULTURAL DIVERSITY
66	MARKETING RESOURCES
74	QUALITY STANDARDS



ELIGIBILITY

Children in Colorado can register for up to 15 hours per week of state-funded, high-quality preschool in the year prior to eligibility for kindergarten, as defined by the local school district, through Colorado's Universal Preschool Program, also known as Universal Pre-K (UPK).

- Families may qualify for more tuition-free hours based on a number of qualifying factors, per available funding.
- Depending on the provider, families have the option of paying for supplemental hours if desired.
- School districts will implement primary registration for 3-year-olds through their targeted 3-year-old program. If a child is more than one year away from being eligible for kindergarten, please have the family reach out to their school district for potential preschool services.
- Special Education Administrative Units (AUs) and school districts will place preschool aged children eligible for special education according to their Individualized Education Program (IEP) throughout the school year. For more resources on referring families to information on these services, see links below:
 - a. English: [Referral for Special Education Evaluation in Colorado For 3 through 5-year olds with a Suspected Disability or Delay \(PDF\)](#)
 - b. Español: [Recomendación para Evaluación de Educación Especial en Colorado Para Niños de 3 a 5 años con Sospecha de Discapacidad o Retraso](#)



ALL COLORADO CHILDREN

in the year before they are eligible for kindergarten
are eligible for up to 15 hours per week!

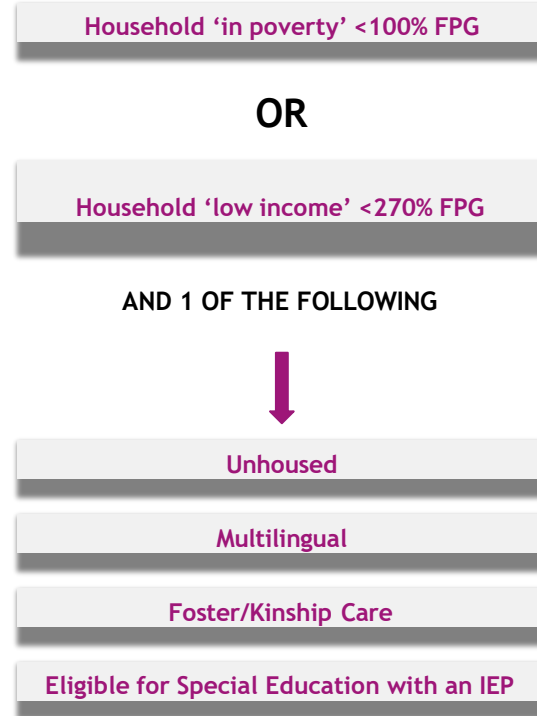
ELIGIBILITY: SUPPLEMENTAL HOURS



Dependent upon available funding, additional hours may be available for children who are “in poverty” (defined as household income at or below 100% of the federal poverty guidelines), or for children who are “low income” (defined as at or below 270% of the federal poverty guidelines) and have a “qualifying factor” listed below. Providers should feel empowered to inform families about eligibility but should NOT guide families to change their applications in order to gain eligibility. Redeterminations of eligibility are with the family reaching out to the helpdesk. should begin

These qualifying factors include:

- Child is identified as homeless and/or unhoused.
- Child is a dual-language learner and the native language spoken in the child’s home is a language other than English, or the child’s native language is not English.
- Child is eligible for special education with an Individualized Education Program (IEP).
- Child is currently in the custody of a state supervised and county administered foster care home or in non-certified kinship care.



ELIGIBILITY: SUPPLEMENTAL HOURS INCOME ELIGIBILITY

Dependent upon available funding, age eligible children may qualify for supplemental hours if they are low income and have at least one qualifying factor. Low income is defined as the annual household income at or below 270% federal poverty. The low income eligibility qualifications described below.

- Annual household income is defined as:
 - the total combined pre-tax income received by all members of a household within a 12 month period.
 - this includes pre-tax wages, salaries, self-employment earnings, Social Security benefits, pensions, retirement income welfare payments, and income from other sources.
- Household size is defined as:
 - the number of people who occupy a housing unit as their usual place of residence.
 - For example, if you are a household with 2 adults and 1 child, your household size is "3."
If your household consists of 3 adults and 3 children, please enter "6".

Low-Income Vs. In Poverty

- To be considered 'low-income' for a qualifying factor, a child's parent or guardian's gross monthly income must not exceed 270% of the Federal Poverty Guideline (FPG), and based on the household size as illustrated in the table below.
- To be considered 'in poverty' for a qualifying factor, a child's parent or guardian's gross monthly income must not exceed 100% of the Federal Poverty Guideline (FPG), and based on the household size as illustrated in the table below.

2025-26 School Year

Family Size	A1 (0 to 100)	A2 (100 to 270)	A3 (270+)
2	\$0.00 to \$20,439.96	\$20,439.96 to \$55,187.89	\$55,187.89 or more
3	\$0.00 to \$25,820.04	\$25,820.04 to \$69,714.11	\$69,714.11 or more
4	\$0.00 to \$31,200.00	\$31,200.00 to \$84,240.00	\$84,240.00 or more
5	\$0.00 to \$36,579.96	\$36,579.96 to \$98,765.89	\$98,765.89 or more
6	\$0.00 to \$41,960.04	\$41,960.04 to \$113,292.11	\$113,292.11 or more
7	\$0.00 to \$47,340.00	\$47,340.00 to \$127,818.00	\$127,818.00 or more
8	\$0.00 to \$52,719.96	\$52,719.96 to \$142,343.89	\$142,343.89 or more
9	\$0.00 to \$58,099.92	\$58,099.92 to \$156,869.78	\$156,869.78 or more
10	\$0.00 to \$68,859.84	\$68,859.84 to \$185,921.57	\$185,921.57 or more
11	\$0.00 to \$84,999.72	\$84,999.72 to \$229,499.24	\$229,499.24 or more
12	\$0.00 to \$106,519.56	\$106,519.56 to \$287,602.81	\$287,602.81 or more

2026-27 School Year

Household/ Family Size	100%	265%
1	15,650.00	41,472.50
2	21,150.00	56,047.50
3	26,650.00	70,622.50
4	32,150.00	85,197.50
5	37,650.00	99,772.50
6	43,150.00	114,347.50
7	48,650.00	128,922.50
8	54,150.00	143,497.50
9	59,650.00	158,072.50
10	65,150.00	172,647.50
11	70,650.00	187,222.50
12	76,150.00	201,797.50
13	81,650.00	216,372.50
14	87,150.00	230,947.50

KEY TERMS

PROVIDER PROGRAM & DURATION

A provider can offer many program options for families to choose from. “Duration” is the number of hours per week a program offers. Program types include:

- **PART-TIME** 10-15 hrs/wk, AM or PM
- **HALF-DAY** 15-30 hrs/wk, AM or PM
- **FULL-DAY** 30-40 hrs/wk
- **EXTENDED DAY** 41+ hrs/wk
- **OTHER** - If a location offers weekly hours that do not fit into these categories, a program duration may begin with “Other.”

Because child care licensing requirements require meals when children attend for more than four (4) hours, meal time can be included in the instructional hours to determine the half-day (15 hours) and full-day (30 hours) rate, depending on the schedule and program design.

Example: 12 hour program adds their lunch time and therefore accesses the 15 hour rate. A 25 hour program includes lunch as part of instructional time, thus extending the total time to 30 hours. Meal time can not be included in the instructional hours for part-time preschool programs. Thus, meal time can not be included in the instructional hours to determine the 10 hours associated with part-time preschool programs and the 10 hour funding rate.

KEY TERMS



PRESCHOOL SERVICE

is defined as follows:

- a minimum of 10 hours per week is considered "part-time" requiring at least 360 hours of direct services per program year
- a minimum of 15 hours per week is "half-day" requiring at least 450 hours of direct services per program year
- a minimum of 30 hours per week is "full-day" requiring at least 900 hours of direct services per program year

You will [define your calendar](#) for the entire school year confirming how you meet these minimum hours of direct services each year. This calendar will clearly outline the hours of service you may not charge families any tuition for.

If your entire program shuts down unexpectedly on any scheduled UPK service days defined in your submitted UPK calendar, you will be required to contact your LCO for the next steps in verifying your required service hours.

If a family who is brand new to UPK has submitted an application that shows they are eligible for supplemental hours but they have not received an award, you may charge tuition for any hours above their award until the date of their award. Depending on when the supplemental award occurs, you may be paid for the full 30 hour rate from the student's enrollment date automatically. In this case, you will be expected to credit the family for any tuition they paid before their award. If you do not automatically receive the supplemental awarded hours due to the timing of the award and the following payment, you must submit a payment reconciliation for each student to receive those funds backdating to the award date. If you receive a reconciliation for those hours, you will be expected to credit the family for any tuition they paid for the hours reconciled. If a family is waiting for an award after requesting an eligibility redetermination, the backdating payment is not an option.

It remains the case that all participating providers must comply with all program requirements as outlined in Colorado Revised Statutes sections 26.5-4-201 et seq, and CDEC's accompanying regulations in the Code of Colorado Regulations at 8 CCR 1401-1 rule sections 4.100 et seq. These include the requirement that all participating providers ensure eligible children with an equal opportunity to enroll and receive preschool services regardless of race, ethnicity, religious affiliation, sexual orientation, gender identity, lack of housing, income level, or disability, as such characteristics and circumstances apply to the child or the child's family and may not decline a family based on any of these protected characteristics.

Otherwise and outside of quality standards monitoring, CDEC does not regulate the content of participating providers' curricula. Providers are encouraged to explain the content of their programming and curricula to interested families to enable those families to make informed choices about which UPK preschools best meet their needs based on curricula and other attributes (like location, hours, size, etc.).

PROVIDER PROFILE SETUP

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

DESCRIPTION

Detail your mission, education philosophy, and other important information about you. You must include information about the programmatic preferences you selected in the Program Setup Form here (listed on page 20).

HOURS

Update closure status in case your location should no longer appear in family searches.

STAFF

Add information and photos of your staff.

PHOTOS

Upload high-quality photos or a virtual tour of your classroom and facilities.

VIDEO TOUR

Upload a virtual tour of your classroom and facilities. The video limit is 400 mb.

TOUR REQUESTS

Share availability for families to come visit your location.

CONTACTS

Enter key details like location name, email, websites, etc.

15

HOW TO ENROLL

Outline key nuances in enrolling and partnering with you.

FINANCIAL INFORMATION

Indicate payment methods or additional financial assistance offered. Enter tuition and fees into the “Additional Payment options” section of the Financial Programs section of your profile.

HIGHLIGHTS

Showcase amenities, curriculum, language and support options at your location.

ENROLLMENT PHASES



Provider Guide: Pre-Registration

An option for families to directly enroll with their known provider to continue care for a child currently enrolled, with siblings currently enrolled, or with a family member currently employed by a participating provider.

Step 1: Instruct families to complete the Family Registration at upk.colorado.gov OR send families program specific link.

- To find a program specific link, navigate to the provider portal “matched” tab, and view the “invite” button. This button will generate a “program link”.
- The pre-registration window will match families to their current provider **as the first choice in their application** if they meet the pre-registration eligibility criteria **AND** they must answer **at least one of the continuity of care questions with this provider**.
- Families do not have to register through the link to be eligible for pre-registration, but do need to qualify and register within the pre-registration time, as defined in the calendar.

Step 2: **Manage CoC verification of each application throughout the pre-registration window following the steps in [this guide](#).**

Provider Guide: Family Matching

For families new to the program, or looking for a new preschool provider, the Family Matching process connects families with a preferred provider during the scheduled matching rounds. Families begin the process when registration opens to browse providers, select their top ten preferred providers, review eligibility for the program and supplemental hours, and submit their registration via upk.colorado.gov.

Step 1: Respond to families who research and contact providers

Step 2: Manage match declines after the matching rounds run, using the appropriate decline reasons

Step 3: Update seat counts as needed during the appropriate seat adjustment window

Provider Guide: Direct Enrollment

After the family matching deadline, families can work directly with a provider to submit their registration and enroll with a program of choice, through the end of the school year, as space allows.

Step 1: Respond to families who have submitted an application and closed your program since the matching round application window closed and who, moving forward, research and contact providers; provide information for seat availability

Step 2: Create direct enrollment registration for families who are interested during the direct enrollment window

Step 3: Manage remaining matches and enrollments

ENROLLMENT PROCESS: STATUS DEFINITIONS



As the family registration and enrollment process begins, you will see the following statuses within the UPK Portal:

STATUS	DESCRIPTION
Placed	Placement is shared with provider for the provider review period. Family is not yet notified.
Matched	Family notified of the match. Provider can contact family to share program information and answer questions.
Accepted	Family accepts the match. Provider should contact family with instructions for enrolling.
Enrolled	All enrollment documents are completed, including Colorado Universal Preschool's enrollment form.
Withdrawn	A family previously 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.
Selected	During direct enrollment only- A family has selected your program. Provider needs to take action to accept the selection and offer a match or decline.

Note: If a family declines their match at your location, the child's record will be removed from your UPK Portal.

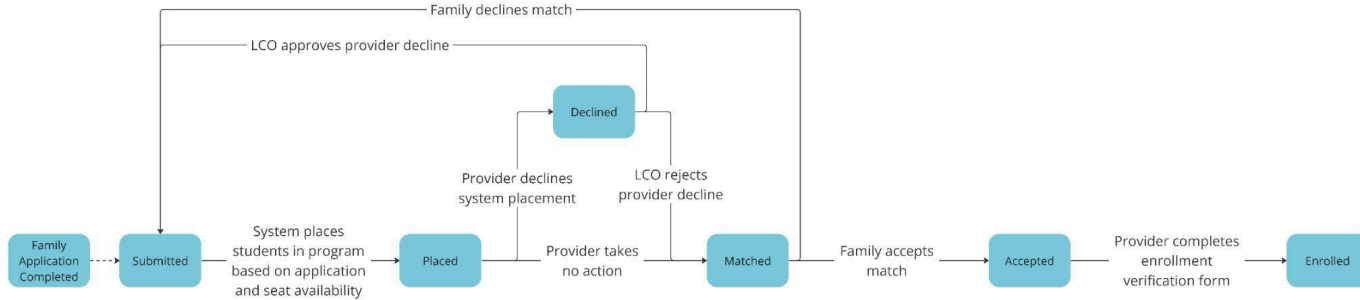
A FAMILY MATCHED WITH MY PROGRAM: WHAT NEXT?

- The family must now complete the registration and enrollment process – including paperwork – with you, the provider.
- Families have been given your information, and have been told to contact you for next steps.
- We encourage you to reach out to the family and help them with your enrollment process.
- Families must be enrolled in the UPK Portal, with eligibility verified, for accurate payments. You must complete the enrollment form.

MATCHING: STATUS

MATCH-TO-PROGRAM STATUS

As the family registration and enrollment process begins, you will see the following statuses within the UPK Portal:



- **Submitted:** After the student submits their registration, the system will place students in programs based on their application and the available seats
- **Placed:** Placed status children are sent to the provider. The provider can take action to decline, or do nothing (do nothing is the equivalent of accept)
- **Declined:** If a provider declines a placement, they must fill out a form and attest to the reason for decline through the decline form. The decline form is sent to the LCO for review.
 - If the LCO approves the decline, the student can no longer be matched with this program in the future. The student will then go through the next round of matching based on any additional providers they selected.
 - If the LCO rejects the decline, the LCO will adjust the status of the child in the program to placed
 - If a provider takes no action, the system will move placed students to matched status at a specified date
- **Matched:** Families have a certain period of time to respond to a match. If the family accepts the match, they will move to accepted status. If the family declines the match, they will be placed in the next matching cycle
- **Accepted:** The family has accepted the match, they will show as “Accepted” status. From here, the provider can enroll
- **Enrolled:** After the family accepts the match, the provider has the option to enroll. The provider should complete the enrollment form to confirm the final step of the application process.

MATCHING: DECLINES



The Colorado Universal Preschool Program Setup Form provides an approved list of reasons a provider may decline a match with a family made within the online application system. Your program selected these approved reasons while filling out the Program Set-up form based on the boxes you checked from the list below in your program's description.

The following types of programmatic preferences were included in the Program Setup Form if they apply to your program and don't require further action if chosen for a decline reason:

- I have confirmed that this family will not be able to meet my participation requirements as a co-op
- I have confirmed that this child does not meet the language requirement to participate in my program
- I have confirmed this child does not live in the district and is ineligible for my program
- I have confirmed that this child requires specially designed instruction that my location cannot support
- I have confirmed that we do not have an open general education seat in my location
- I have confirmed that this child does not meet additional factors to qualify for Head Start

We also recognize that certain providers may have specific requirements of families in order to participate in their program that are not outlined in the Provider Program Setup Form.

If you need to request to decline a placement based on a requirement that is not listed above and not in the Program Setup Form you must reach out to your LCO for next steps in processing your request to decline. In order for CDEC to approve a decline based on a reason not listed in the Program Setup form, and this requirement is outlined in your program's handbook as approved by licensing that is published in your provider profile, your handbook must be submitted to your LCO as part of the CDEC review process.

After receiving written approval from your LCO, you may decline and choose the following reason:

- I have confirmed that this child does not qualify for my program under my CDEC approved exception

The following decline reasons are only available during pre-registration:

- I am a provider that prioritizes placement for the children of my employees
- This child does not qualify for pre registration because they are not a current student
- This child does not qualify for pre registration because they do not have a sibling that currently attends my program
- This child does not qualify for pre registration because they do not have a family member on my program staff
- You selected the correct Location (District) but the Provider selected does not match our understanding of your continuity of care preference
- You selected the correct Provider but your Program does not match our understanding of your continuity of care preference

CDEC may deny requests for declines.

ENROLLMENT: HOW TO COMPLETE THE ENROLLMENT FORM

WHAT IS THE ENROLLMENT FORM?

The Enrollment Form is a form within the provider portal that enables providers to convert a student with “Accepted” placement status into “Enrolled” placement status. Providers should review the provider portal information as soon as in Mid May, through the end of the school year, to ensure any students with “Accepted” matches are successfully Enrolled in the program.

The Enrollment form can be found within the “Matched” tab by opening a student record (with accepted status) and selecting “Start” next to the appropriate enrollment form text.

Only students with a completed enrollment form will be included in your payment each month. To ensure timely and accurate payment after the school year has begun, please complete the form for accepted students as soon as possible. Please note that the payfile is pulled on the 1st of every month.

The screenshot displays the provider portal interface. At the top, there is a navigation bar with 'Locations', 'Requests', 'Matched', and 'Students' tabs. The 'Students' tab is active, showing a list of students. A modal window is open for a student named 'Little Child #5857138'. The modal displays the following information:

- Date of birth: October 1, 2020
- Location: A Busy Child Preschool
- Enrolled on: August 2, 2024
- Program: Full-Time: 30-40 Hours per week
- Status last changed on: May 2, 2024

Below this information, there is a table with columns for 'Family', 'Notes', 'Forms', and 'Documents'. Under the 'Forms' column, there is a row for '24/25 Enrollment Form' with a 'Start' button next to it. A red box highlights the 'Little Child' entry in the student list on the left, and a red arrow points to the 'Start' button in the modal. A red text label 'Enrollment form flag' is positioned near the 'Start' button.

ENROLLMENT: ENROLLING AND UNENROLLING

UPDATE

When should I enroll and unenroll and what dates should I enter?

Enrolling

To ensure timely and accurate payment, please complete the enrollment form for accepted students ensuring you select an accurate start date. When enrolling students before the start of the school year, the start date you choose must match the start date defined in your submitted UPK calendar. If you are enrolling students before your calendar is defined, you will be expected to update the start date before August 1st each school year.

When selecting a start date, providers are not able to select a date in the future. However, you are able to backdate up to two weeks. If you need to select a date that is more than two weeks prior to the date you are completing the enrollment form or any other adjustments to the date entered reach out to your LCO.

Prior to enrolling with the family, ensure that you discuss your provider policies with the family.

For non IEP families who are in an accepted status and are no longer interested in attending your program reach out to your LCO. If a family is unresponsive take the following actions: Attempt contact three times, with 48 hours between each attempt, using multiple methods (email, phone calls). If there is no response within a week please contact your LCO who will also reach out to the family. The LCO can then update the selection status to withdrawn after they have also attempted to contact the family.

Unenrolling

To ensure timely and accurate payment, please unenroll students as soon as they are no longer attending your location. If you received a pre-payment for this student, you will need to return those funds since the pre-payment covers May enrollment.

When selecting the last date of attendance you must select the last date the child was physically at your location.

You must complete the unenrollment action in the portal within 10 business days. Providers are not able to future date an unenrollment.

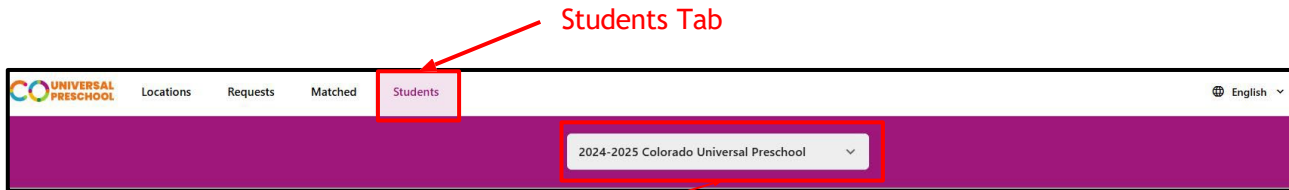


ENROLLMENT: How to Unenroll

How do I unenroll a student when they are no longer attending?

To Unenroll a student complete the following steps:

1. Login to the provider portal at provider.upk.colorado.gov
2. Navigate to your “Students” Tab
3. Select the correct program year from the dropdown
4. Search for and then select the student by clicking on their name. Clicking on the box next to their name does not open the correct window, you must click on the students name.



Program Year Dropdown

Steps Continue on Next Page



SUPPLEMENTAL HOURS: HOW TO ACCESS YOUR REPORT



HOW DO I SEE WHICH OF MY STUDENTS QUALIFY FOR SUPPLEMENTAL HOURS?

To pull the report, go to the “Matched” tab (if you have a location then select the specific location), click on the menu icon (three dots) to download the enrollment report into a CSV file.

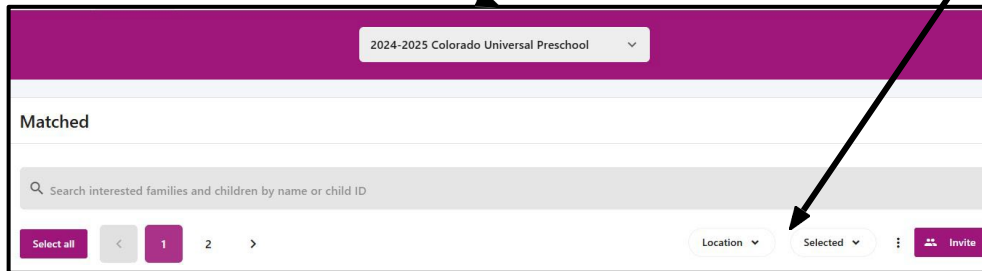
Once in the report, you can find the information in the column titled “Child Eligibility: Hours Per Week (HPW).” No matter the order of the numbers of the HPW, the child is eligible for all hours including the highest number listed in the report. These values indicate the number of hours per week the child is eligible for, such as:

- 10 HPW = Eligible for up to 10 hours of free preschool per week
- 10 HPW, 15 HPW = Eligible for up to 15 hours of free preschool per week
- 10 HPW, 15 HPW, 30 HPW = Eligible for up to 30 hours of free preschool per week

The new column “Supplemental Hours Award” shows whether a student has been verified for supplemental hours. If the value in that column is “TRUE,” the child’s eligibility for 30 hours has been verified. Any other value or lack of value means they are not yet eligible for 30 hours. The “Supplemental Hours Award Date” column is the date of the determination. [More details on accessing and reading your provider download can be found in this guide.](#)

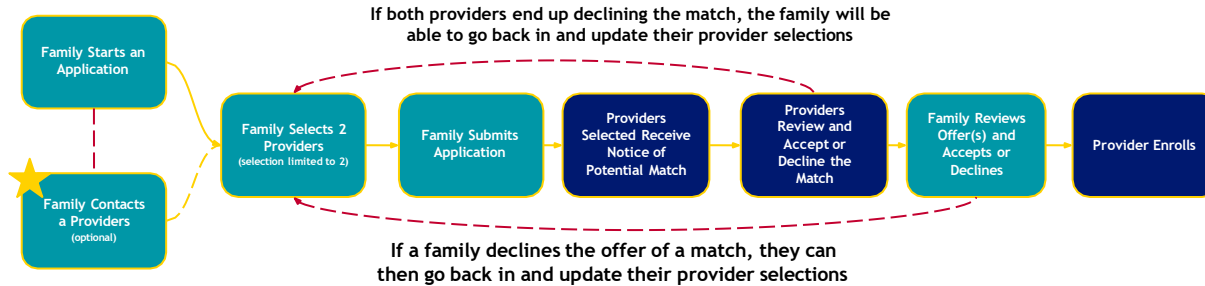
Choose the program year from the drop down menu

Click the menu icon to download your report into a CSV file.

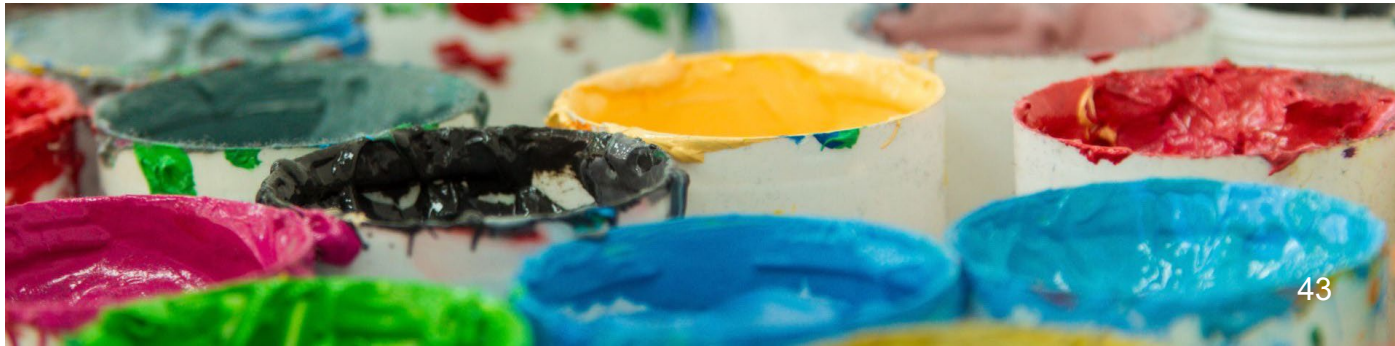


DIRECT ENROLLMENT: Overview

The direct enrollment process



- ★ Because this entire process could be completed while a family and a provider are on the phone together or in a room together, we recommend families are connecting with providers first before initiating the process.



DIRECT ENROLLMENT: Important Notes

WILL PROVIDERS RECEIVE A NOTIFICATION (EMAIL) WHEN FAMILIES SELECT THEIR PROGRAM?

No. Given the anticipated volume, we will not be sending providers individual notifications. We are strongly recommending to families that they work directly with a provider as they make their selections so that a provider is aware. In addition, we recommend that providers review their homepage at a regular cadence to ensure they are getting consistent visibility into potential matches.

IS THE PROCESS IN REAL-TIME OR DO WE HAVE TO WAIT OVERNIGHT FOR A SELECTION TO SHOW UP ON OUR HOMEPAGE?

The Direct Enrollment process works in real-time. This is one of the primary benefits, it allows a family and provider to connect in person or over the phone and potentially facilitate the entire match from start to finish.

WILL ALL PROVIDERS SEE THAT CHILD'S APPLICATION IN THEIR HOMEPAGE? CAN MORE THAN ONE PROVIDER RESPOND WITH AN ACCEPTANCE OR DECLINE?

Yes. Any provider identified in a selected status will potentially see that child in their homepage under the matched tab. Each provider can potentially accept or decline the match. **However**, the family is only able to accept **one match** at a time.

25

WHAT ABOUT STUDENTS WHO HAVE MORE THAN 2 SELECTIONS?

Students who initiated an application before July 5 may have more than two programs in a selected status, in those instances, all providers will be notified of a potential match. **Note**, families do not need to complete a new application to participate in Direct Enrollment, they simply need to make sure they have at least one program in a selected status.

DIRECT ENROLLMENT: Important Notes



WILL FAMILIES BE ABLE TO SELECT A PROGRAM THAT IS FULL?

Yes. A family can select any program, regardless of seat availability. A provider can then decide if they want to add additional seats and offer the family a placement/match. As a reminder, reach out to your LCO if you need to add seats.

WHAT WILL HAPPEN TO STUDENTS WHO ARE WAITLISTED?

As a reminder, the Universal Preschool Program is not managing waitlists. Any children that were placed in a “program full” (i.e., waitlist status) after the last DAA will be moved to “selected” status.

HOW LONG DO FAMILIES HAVE TO ACCEPT A MATCH?

Once you accept a student selection, the family will have 7 calendar days to accept the match and move forward with the enrollment process.

WHAT IF A MATCH IS PAST DUE?

Past Due Matches are released regularly by CDEC. If it has been more than 2 weeks since you offered a seat to a family and they have not accepted or returned your contact attempts please reach out to your LCO for assistance.

WHAT IF A FAMILY DECIDES THEY NO LONGER WANT TO MOVE FORWARD WITH THE SELECTION?

A family can withdraw from a program if they are in a selected, placed, matched, or accepted status. This new feature gives you and the family even greater ability to respond to any changes in the application process. A view of the family withdrawal step is provided on the following page.

SUPPLEMENTAL HOURS: 2026-2027 Award Notifications

- **What you need to know for 2026-2027:**
- Before each matching round and biweekly throughout direct enrollment, we will send the communication below to the following groups:
- **Families eligible for supplemental hours:** These are families who submitted their application within the validation window and meet 265% FPL (Federal Poverty Line) income, plus one additional qualifying factor.
- **Families ineligible for supplemental hours:** These are families who do not meet the 265% FPL (Federal Poverty Line) and/or do not have any other qualifying factors, but have selected at least one full or extended day option.



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PROGRAM SEATS: VIEW SEAT COUNTS BY TYPE

WHAT YOU WILL SEE ON YOUR HOMEPAGE

When you navigate to your homepage in the provider portal, you will notice that for each of your programs you now see:

1. the number of existing IEP seats
2. the number of existing Standard seats

Why is this information helpful? This information is critical as you work to decide if you need to add or remove UPK seats from the program.

The screenshot displays the provider portal interface for 'Abc At Union Colony'. At the top, there is a navigation bar with 'Locations', 'Requests', 'Matched', and 'Students' tabs. The user's name 'Annie Lyons' is visible in the top right corner. The main content area shows the following data:

Selected	Matched	Accepted	Placed	Waitlisted	Enrolled
1			0	0	29

Below the table, the 'Programs' section lists two programs:

- Half-Day AM: 15 Hours per week: 0 students / 11 IEP seats, 0 students / 40 Standard seats
- Half-Day PM: 15 Hours per week: 0 students / 7 IEP seats, 0 students / 40 Standard seats

Annotations in the image point to the 'Enrolled' count (29) and the 'IEP seats' count (11) for the Half-Day AM program, labeling them as 'Total number of enrolled students' and 'Total number of IEP seats' respectively. A 'Register for the University' button is located at the bottom left, and an 'Edit profile' button is at the top right.

PROGRAM SEATS: EDIT SEAT COUNTS BY TYPE

HOW TO EDIT SEATS BY TYPE

During select times through the school year, Providers will have the ability to add to the number of seats by type directly through the provider portal to ensure accurate information is presented to families.

To edit seats by type:

1. From the locations tab, Select the three dots next to the program name for the program you'd like to adjust, and then select "edit seats"
2. In the resulting pop up, select the plus (+) sign to add seats
3. Click Save to save the seat change

If you do not see the "Edit Seats" functionality, it is not available. If you are interested in removing seats, please contact your LCO based on the steps on the next page.

The screenshot displays the provider portal interface for 'Stout Street Children's Center'. The top navigation bar includes 'Locations', 'Requests', 'Matched', and 'Students'. The main content area shows a table of program statistics: Selected (3), Matched (0), Accepted (0), Placed (0), Waitlisted (0), and Enrolled (30). Below this, a 'Programs' section lists 'Extended Day: 41+ Hours per week' with 1 IEP seat and 2 Standard seats. A modal window is open for editing the 'Extended Day: 41+ Hours per week' program, showing seat counts for IEP (6) and Standard (20) seats. The modal includes a 'Cancel' button and a 'Save' button. Three orange callouts with arrows point to the three dots menu icon, the plus sign in the seat count input field, and the 'Save' button, labeled '1. Select three dots', '2. Add Seats', and '3. Save' respectively.

Universal Preschool

Locations Requests Matched Students

English AW Alex Winston

Stout Street Children's Center

721 19TH ST UNIT B65, DENVER

Edit profile

Selected	Matched	Accepted	Placed	Waitlisted	Enrolled
3	0	0	0	0	30

Programs

Extended Day: 41+ Hours per week

1 students / 6 IEP seats

2 students / 20 Standard seats

Register for the 2025 Universal Preschool Program ()

Complete this form to register as a participating provider with UPK C

Get started →

Test Location 1

Location unknown

Edit profile

1. Select three dots

2. Add Seats

3. Save

PAYMENT SCHEDULE

- Colorado Universal Preschool funding will be paid monthly per enrolled child, based on the published rates by LCO and the individual child’s eligibility. Click [here](#) to access the operational memos and rates that define payments each year. You must keep track of your UPK expenses each school year to report back to CDEC what your funding was spent on.
- The rate determined by LCO region is the total paid for providing the total required service hours for the school year. This rate is paid out in 10 equal payments in arrears the month following services provided to children with an enrollment status.
- Monthly payments will be prorated based on enrollment dates, not attendance, for children who are in enrolled status in the portal in more than one program in a month due to a transfer of care. This makes keeping your enrollment data in the portal accurate very important! The payfile is pulled on the 1st of every month.
- Final payment reconciliation deadlines will be shared each year in the payment schedule.
- You can review your monthly payment reports through our payment partner’s account, MetrixIQ. To activate your account and for instructions on logging in, click [here](#).
 - For any questions or issues related to your payment submit a ticket [here](#).
- “Eligible funding” is defined as how many program hours the state will fund for a child, depending on the child’s award.
 - This could be some, or all of the program’s hours that families have elected to participate in.
 - A child’s funding award will vary based on the hours they are scheduled to attend preschool each week (i.e., their Colorado Universal Preschool program) and if they qualify for supplemental funding hours beyond the standard rate.

HOW TO CALCULATE PRIVATE PAY TUITION

- Providers set the amount they will charge families for care outside of UPK funded hours. Per the provider agreement: *Provider shall not charge a family participating in the Colorado Preschool Program tuition or fees for services that exceed the amount that is charged to families of preschool-aged children that do not participate in the Colorado Preschool Program for the same or similar services.* The monthly arrears payments providers receive for preschool services shall not be utilized as a tuition reduction of the total charges for families attending hours outside of the awarded preschool service hours. Charges calculated for any hours of service provided over the awarded, tuition-free hours must be calculated by and applied to only those supplemental hours
- To ensure a sustainable business, your private pay rate must be enough to cover your operational costs. You should consider these costs and any profit you wish to make, to then work backward to set the price you charge per child.
- Provider budget projections will need to take into account how different children will generate varying amounts of revenue. For example, children who use private pay will generate a different amount of income than those children who qualify for subsidy programs, due to differences in what services are covered by the subsidy. This is why budget projections for both expenses and revenue are important for setting private pay rates.

When determining your tuition rates, consider the following:

32

- Tuition cannot be collected for Colorado Universal Preschool funded hours and the payments you receive are to cover all services for all UPK funded children for those hours only as defined in your submitted school calendar. This applies no matter how you charge families (weekly vs monthly) You may charge for services provided outside of those hours only.
- How many weeks do you collect tuition in a given year?
- What are your different sources of income? (different age groups, Child and Adult Care Food Program, grants, etc.)
- What are your expenses? (insurance, staff wages, rent, supplies, etc.)



Questions?