



UNIVERSAL PRESCHOOL UPDATE

3.5.26

PURPOSE

This document offers Universal Preschool updates to local providers.

UPDATES

Below are some reminders and updates. Please take the time to read this and respond if you have questions.

JI UPK Page

The JI UPK page at jointinitiatives.org/upk has been reorganized and updated to (hopefully) make it easier for you to find what you are looking for. Please provide feedback if something is missing! There is also a family page at jointinitiatives.org/upkfamilies. This includes the family handbook and information for families to assist them in enrolling, etc.

Next Roundtable

We will hold our next roundtables on March 11 at 1:00 and 6:00 PM. These roundtables will be geared toward providers who are in their first year of offering UPK (either 2025-26 or 2026-27) although anyone is welcome. The majority of the time will be spent reviewing basic processes and questions to allow these new providers to be more self-sufficient. Any provider is welcome and we will answer any questions you may have at the beginning before we jump into the basics of UPK. The link to the roundtable is on the JI UPK page.

Matches from the first round must be accepted by 11:59PM Tomorrow (Friday) evening

Please remind any families who are in matched status that they must either accept or decline their match in order to keep their seat with you. Otherwise, their match goes back to selected and they will run through the second algorithm on March 16.

Accept to Enroll

Unlike in previous years, you are free to enroll any children who are in accepted status. The **MUST** be in accepted status to enroll.

Payment Reconciliation

Remember that reconciliation tickets for missing payments or errors for payments received in December, January and February must be submitted to MetrixIQ by tomorrow, March 6. The reconciliation memo can be found on the JI UPK page, You can use this request form to submit your reconciliation <https://upkpayments.zendesk.com/hc/en-us/requests/new> or you can email coupkpayments@metrixiq.com.

Requests for assistance

When you are submitting a request for assistance (or a parent is doing that) via email or to upk@jointinitiatives.org, please be sure to **include the child's name** (spelled correctly) or the application number if it is available. Do NOT include the date of birth. We spend a lot of time chasing down children in BridgeCare because we don't have the child's name. This saves us time and you receive your assistance quicker!

Seat changes

Remember that you are able to increase your seats on your own but any request to decrease seats must be directed to Noreen at nslt@mac.com.

Adding or Archiving Programs

If you need to add a program or archive a program that is currently published, please reach out to me at nslt@mac.com with clear instructions as to what you would like to have happen. I will then reach out if there are questions. This process could take up to two weeks.

Timeline for next matching round

The next and final matching round will take place on March 16, with proposed matches being published to providers no later than March 18. Providers will review and decline matches from March 18 to March 23. Families will receive their matches on March 24 and will have until midnight on March 31 to either accept or decline. Direct enrollment begins on April 1.

Declinations

Please remember that the only declinations that are acceptable are for the reasons that you marked in your program set up form. Any other declinations will be reversed upon review and the child will be placed back in matched status. If you need to have a child withdrawn for any reason, contact either Heather or me and we will assist with that. Do NOT decline a child if you do not have a recognized reason to do so.

Heather and I are here to assist so don't hesitate to reach out. My contact information is below and Heather's is 719-630-0927. You can also submit a help desk ticket to upk@jointinitiatives.org.

Have a great day and great weekend.

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