

2026-2027 School Year

Universal Preschool Reconciliation Requests

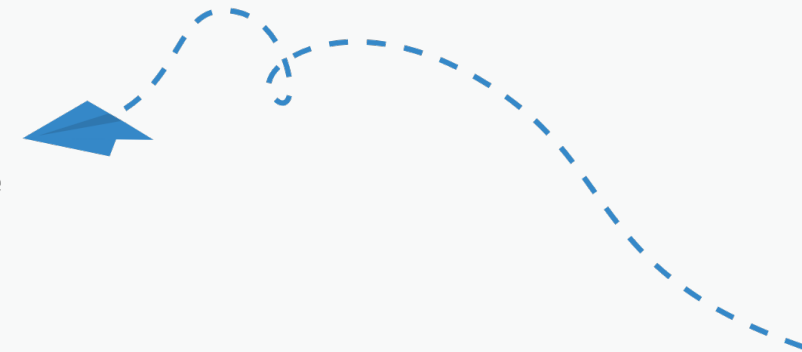


- **Additionally, the Provider must submit enrollment documentation as proof that the eligible child received preschool services during the specified period.**
- **This is necessary even if the child was not properly enrolled with a designated start date or a fully completed and submitted enrollment form in the UPK's application system.**
- **Depending on when the Provider enters data into the UPK's application system, the Colorado Department of Early Childhood (CDEC) may process payments through reconciliation or include them in monthly payments, whichever is timelier.**
- **All revisions to payment requests MUST be handled by the payment vendor and approved by UPK.**
- **Providers must accurately and promptly enter student start dates to ensure timely and predictable funding for preschool services. This will enable the program to reduce payment reconciliations and prevent the disruptions faced in previous years due to late payments.**

Background



The Colorado Universal Preschool (UPK) Provider Agreement (Exhibit A, “Payment Schedule, section 3, subsection vi) states that, “Providers may request payment for eligible children who were not timely entered into the Colorado Preschool Program’s Application System only up to forty-five (45) calendar days preceding the date on which Provider enters the eligible child into the Colorado Preschool Program’s Application System....”



Key Requirement: 45-Day Limit for Late Enrollment Payment Requests

Providers may request payment for eligible children who were not timely entered into the UPK's application system. **Such requests are limited to a period of forty-five (45) calendar days preceding the date on which the Provider enters the eligible child into the UPK's application system.**

Proof of Services Required for Payment Eligibility

For any payment request related to a child entered late into the system, the Provider **shall submit a ticket via the UPK Payments Request form AND provide proof of enrollment documentation via MetrixEnroll** that during those 45 days, the eligible child did receive preschool services, despite not being properly enrolled with a ‘start date’ and a fully completed and submitted ‘enrollment form’ in the UPK’s application system.



Payment Issues

- Any question from a provider related to payments should be directed to MetrixIQ - Colorado Universal Preschool's payment vendor.
- Please contact coupkpayments@metrixiq.com or [submit a ticket to their help desk](#)
- Families with questions about payments/awarded hours should contact [Colorado Universal Preschool Help Desk](#)

**Please check
your monthly
payment report
to confirm
receipt of CO
Universal
Preschool funds.**



Submit a ticket via the UPK Payments Request form



Please ensure you provide the below information when submitting reconciliation request:



- **Student UPK application ID**
- **Student start date**
- **License number**
- **Month/months missing payment**
- **Payment issues**
- **UPLOAD attendance for missing month in Metrix**
Enroll via the Documents tab

- Please find below the template showing the required spreadsheet headings (highlighted in blue) **for multisite providers** to use when reporting any missing payments or overpayments identified during your monthly payment report review.
- After reviewing your monthly payment report, if you identify any missing student payments or instances where payments have been overpaid, please record the details in a spreadsheet using the headings provided in the template.
- The spreadsheet may be created in either Microsoft Excel or Google Sheets. Once completed, submit the spreadsheet to coupkpayments@metrixiq.com.
- The spreadsheet can be attached to your payment inquiry email to assist with the review and resolution process.
- Please see below example:



Date of request	UPK ID (requested)	Student name (if applicable)	Start date	License number	Months of missing payment	Payment issue	Attendance
						A missing payment, overpayment, or other payment issue	Please provide attendance records for the timeframe included in the reconciliation request in Metrix Enroll(best practice) and/or add link here.
9/24/2026	11122233		8/21/2026	4445566	August	Family completed UPK application late and student was enrolled in September though child started attending in August.	uploaded in Metrix Enroll

Reconciliation Payment Schedule 2026-2027

Payments Received In	<u>Deadline to Report Payment Issues</u>	Payment Date
August - November	December 4, 2026	December 31, 2026
December - February	March 5, 2027	March 31, 2026
March - May	June 1, 2027	June 22, 2026

Thank you for your time and attention.



Once again, please reach out to coupkpayments@metrixiq.com with any additional questions.

"Dual Accountability, Shared Success: Detail-oriented preschool payment management supports Colorado's 4-year-old preschoolers."

~CO Universal
Preschool Payments
Team