UNIVERSAL PRESCHOOL UPDATE
10.30.26

UPDATES

Hello UPK provider!

Important Dates outlined below:
November 5, 2026, 3:00 to 4:00 pm: Onboarding checklist office hours (see below for link)
November 19, 3:00 to 4:00 pm: Onboarding checklist office hours (see below for link)
November 20, 2026 at 5:00 pm: Onboarding checklist (formerly Program Set Up Forms) must be completed and submitted
December 4, 2026: Reconciliations for 2026-27 August through November Reconciliations must be submitted
December 8, 2026: Expected date to open enrollment for families for the 2027-27 Year (timeline to be confirmed the week of November 2)

It's just about time to start the process for the 2027-28 year but before we get to that, let's cover a few items for the 2026-27 year. **This will be a long email, so hang in there. If you read it to the end, you are more likely to get done what is needed for both this year and next!**

2026-27 Reconciliation and Reporting
Attached is a PDF slide show concerning Reconciliation. If you need to submit a ticket for any payment reconciliation, please be sure to look at this so you can do it correctly. Any payment issues that need to be resolved for August through November MUST be submitted by December 4, 2026. You can also find instructions by logging into your Metrix Enroll account, on the landing page. I do not have the date for your first quarter expenditure reports yet but will remind you all as soon as I have that schedule. School Districts have another process, which I am sure they know.

Payment issues
Any payment issues must go to Metrix IQ at coupkpayments@metrixiq.com. The help desk (or me) does not have access to fixing payment issues. Go to Metrix IQ!

Provider contracts for new providers already published but not being paid
If you are a provider who is published and has children enrolled but is not yet being paid for 2026-27, please reach out to me to let me know. I need to know if you have submitted your provider interest form (required documents) and when, and if you have received a DocuSign and signed it and returned it, and when. I can follow up if I know those pieces of information.

LET'S MOVE ON TO 2027-28

2027-28 Program Set Up Form (now called the Provider Onboarding Checklist)
Every provider should have received an email from CDEC giving you instructions on how to set up your programs for 2027-28. If you have not received it, check your spam or junk folder and check with anyone else on your team who might have received it.

There is a separate set of instructions for three different scenarios:

- Returning Providers with a contract that ends 2030

- Returning Providers with a contract that ends in 2027
- New Providers for 2027-28

IF YOU **DID NOT RECEIVE** ONE OF THESE THREE EMAILS WITH INSTRUCTIONS, please respond to this email and let me know so that I can send you the proper instructions.

IF YOU **DID RECEIVE** ONE OF THESE EMAILS, please complete the instructions by NOVEMBER 20 at 5:00 PM to ensure that you are published in time for enrollment to open up.

Please remember that your insurance needs to be submitted EVERY YEAR so even if you just did it to become a provider in 2026-27, you have to do it again!

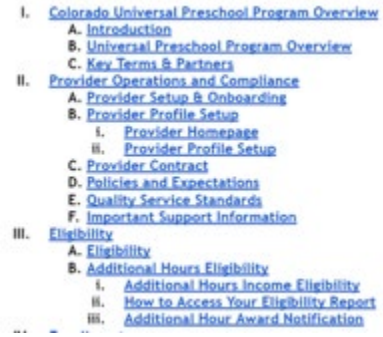
IF YOU HAVE ANY QUESTIONS ABOUT THESE INSTRUCTIONS, you have a couple of choices:

1. You can send me an email at nglt@mac.com and I will see if I can help you.
2. You can attend one of the two office hours that are available from the state and ask the question there:

2027-2028 New Provider Onboarding Checklist
Open Office Hours 1:
- Thursday, November 5 · 3:00 – 4:00pm
- Time zone: America/Denver
- Google Meet joining info
- Video call link: meet.google.com/kjs-ayur-cgx
- Or dial: (US) +1 662-441-3097 PIN: 191 269 781#
- More phone numbers: tel.meet/kjs-ayur-cgx?pin=4335925815775

Open Office Hours 2:
- Thursday, November 19 · 3:00 – 4:00pm
- Time zone: America/Denver
- Google Meet joining info
- Video call link: meet.google.com/rko-nrjf-hfk
- Or dial: (US) +1 314-474-3166 PIN: 624 240 102#
- More phone numbers: tel.meet/rko-nrjf-hfk?pin=2901163794913

2027-28 Timelines
The finalized timelines will be sent out to providers next week, but we do know that open enrollment (as well as continuity of care enrollment) will begin on December 8th. **Be ready to send out your program link to your continuity of care children on December 8th or shortly thereafter** so that they can use that link to enroll in your program for the 2027-28 year. If you are unsure as to how to use that link, please review the provider handbook, which can be found here:



UPK Provider Handbook Accessible

Look under the enrollment section IV, (A) (iii) Provider Program Link. Be sure that you are sending the correct program link to the family if you have more than one program (i.e. half day, full day, etc.).

Matching rounds will begin in February 2027 so there is plenty of time to get your continuity of care children in your seats.

Need help?
I still have my permissions to fix most things in BridgeCare if needed so please reach out to me first before submitting a help desk ticket. If you do submit a help desk ticket, them wait for that to be addressed as we don't want to take up their time and mine. I can't see all help desk tickets to "take them", so choose one route or the other. If I need you to submit a help desk ticket, I will tell you that in my reply.

What can't I do? Fix payment issues - go to Metrix IQ. Fix IEP issues - submit a help desk ticket. Tell you whether you have completed all steps that need to be done (i.e., interest forms, calendars, curriculum submission, etc.). I don't have access to that information. But I can tell you where to submit a ticket if you need to!

I also want to remind you that the JI UPK Team is taking on **navigation support for families** who need to find a UPK provider or open seats. Families should contact Heather at hmayheu@jointinitiatives.org for any navigation help that is needed. However, she cannot fix your BridgeCare issues - she must send those to me.

As the timelines for 2027-28 are released, I will be sending out another email to be sure that you received it. If you are not getting BridgeCare of CDEC emails, please submit a help desk ticket to help.upk.colorado.gov asking to be included on those lists.