

FEBRUARY 2025

ROUNDTABLES



FOR EARLY CHILDHOOD PROVIDERS

Awarded Hours Eligibility for family applications



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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 Student tab first (if you have a location then select the specific location), then click on the three dots to download the enrollment report.

Once in the report, you can find the information in Column M 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



Awarded Hours Eligibility for 25-26 family applications

For 2025-26 school year, families and providers will receive verification of the child's awarded hours before each placement phase. The first verification letters were sent beginning on **January 27, 2025**, followed by February 3rd (apps submitted between 1/22 and 10:00 AM on 1/31), and March 3rd (apps submitted between 1/31 and 10:00 AM on 2/28). Notices will be sent bi-weekly after the March 3rd notice.

Providers will also receive confirmation that awarded hours listed on the enrollment report are final on the respective dates above.



2025/2026 School Year



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Family Matching:

- **March 3rd by 5pm:** Families who submitted their application between 1/31/25 and 10:00 AM on 2/28/25 receive eligibility notification.
- **March 4 - March 9:** Providers can adjust seats by adding seats on their own, or by connecting with their LCO to remove seats.
 - The last date for program uploads or archives for the second round of Matching is February 28th.
- **March 10:** Second matching round runs at noon.
- **March 12 - March 21:** Providers review and accept or decline matches after receiving notification of matches at noon on March 12th.
- **March 24:** Families notified of second round matches at noon. Families must accept or decline by March 31.
- **April 1 until the end of the 2025-26 school year:** Direct enrollment for non-IEP families directly through providers. Providers can adjust seats by adding seats on their own, or by connecting with their LCO to remove seats during this time.

ENROLLMENT: HOW TO COMPLETE THE ENROLLMENT FORM

WHAT IS THE ENROLLMENT FORM?

The Enrollment form is a form within the provider portal to enable 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 “24/25 Enrollment Form” text.
- To ensure timely and accurate payment, please complete the form for accepted students as soon as possible.
- *For students with a “dot” next to their name click on the students name and select “Forms” to open the enrollment form.

The screenshot shows a web browser window with the URL <https://provider.co.test.getbridgecare.com/students>. The page displays a list of students under the 'Matched' tab. A student record for 'Little Child #5857138' is highlighted. The record shows the child's name, date of birth (October 1, 2020), location (A Busy Child Preschool), enrollment date (August 2, 2024), and program details (Full-Time: 30-40 Hours per week). A red box highlights the child's name 'Little Child' in the list, with a red arrow pointing to a red text label 'Enrollment form flag' below it. A blue 'Start' button is visible next to the '24/25 Enrollment Form' text. A grey callout box on the right side of the screen contains the following text: 'IMPORTANT: If you see a “dot” by a child’s name, this “Enrollment Form Flag” indicates you have not yet completed an enrollment form (this could be because the enrollment was completed before the form was available).'

ENROLLMENT: HOW TO COMPLETE THE ENROLLMENT FORM

WHAT ARE THE PROCESS STEPS TO COMPLETE THE ENROLLMENT FORM?

You will only be able to confirm enrollment for children whose placement offers have been accepted. The status must be “Accepted”.

1. Navigate to the Matched Tab, identify a student still needing an Enrollment Form, and click on their name in the list.
2. A pop-up will display the child’s name and birthdate, along with the date they were placed.
3. To change their status to Enrolled, click on the dropdown below the date and click the “Enrolled” button.
4. Once a family has accepted placement, the only option you will have is to Enroll the child using the “Enrolled” button
5. Once you click on the enrollment form, you will need to answer the 3 questions below:

Please confirm the student is attending the number of hours per week as outlined in the Program Description. We need you to both confirm the program in which the child is enrolled, and if this is not the correct program, please stop and reach out to your LCO for support in placing the child in the correct program. *

What location will they enroll in?

Is this child a confirmed participant in any of the following programs? *

Colorado Child Care Assistance Program (CCCAP) * Head Start *

Prorated Payments



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Prorated payments are being made quarterly for children who attended with you for a part of a month but for whom you were not paid because they were not enrolled with you when your enrollment was pulled.

The next reconciliation process will be at the end of March.

To request partial payment, submit a ticket to Metrix IQ at <https://upkpayments.Zendesk.com/hc/en-us/requests/new>.

Be prepared to submit your attendance for the child for the days that you are claiming payment.

CCCAP Memo



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INFORMATION MEMO IM-CCCAP- 2025-002

Purpose

The purpose of this informational memo is to notify LCOs, County Human Services Directors, and child care providers serving children in CCCAP and Universal Preschool that starting in the 2025-2026 school year, CCCAP and Universal Preschool payments for dually enrolled children will be stacked. When these funds are stacked, the two funding sources will work together to pay for services, but they cannot be utilized during overlapping time periods.

Action

Child care providers serving children in CCCAP and Universal Preschool should start planning for a stacked rate structure for payment on children dually enrolled. Please review the below background section for more details and an example. County Human Services Directors and LCOs should review this memo and share the information with relevant staff. The Department will re-engage the work group comprised of counties, child care providers, LCOs, and community advocates to develop the implementation plan to stack CCCAP and Universal Preschool funds. The implementation work will include Operational Memos for all affected groups and include general communications that can be used for families.



Increasing Seats



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PROGRAM SEATS: EDIT SEAT COUNTS BY TYPE

HOW TO EDIT SEATS BY TYPE

The ability to adjust seats is only to be available during the direct enrollment phase of each school year. Providers 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 currently enabled - please contact your LCO. If you are interested in removing seats, please work with your LCO as defined in the provider handbook.

**NOTE-At this time providers are only able to adjust seats for 24/25 school year. There will be a window before the DAA that providers can increase 25/26 seats. If you need support with other seat adjustments please reach out to your LCO*

The screenshot displays the provider portal interface for 'Stout Street Children's Center'. At the top, navigation tabs include 'Locations', 'Requests', 'Matched', and 'Students'. The center features a summary table with columns for 'Selected' (3), 'Matched' (0), 'Placed' (0), 'Waitlisted' (0), and 'Enrolled' (5). Below this, a 'Programs' section lists 'Extended Day: 41+ Hours per week' with 1 student and 6 IEP seats, and 2 students and 20 standard seats. A 'Register for the 2025 Universal Preschool Program' button is visible. A 'Test Location 1' section is also present. A modal window is open for editing the 'Extended Day' program, showing 'IEP' seats (1 reserved, 5 available, 6 total) and 'Standard' seats (2 reserved, 18 available, 20 total). The modal includes a 'Cancel' button, a 'Save' button, and a plus sign to add seats. Three orange callout boxes with arrows point to the three-dot menu icon, the plus sign, and the 'Save' button, labeled '1. Select three dots', '2. Add Seats', and '3. Save' respectively.

Help Desk Updates



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Metrix Help Desk Updates

The new Help Desk is now live! Parents, providers, and LCOs can now reach the MetrixIQ Help Desk team by:

- Submitting a ticket request form at help.upk.colorado.gov
- Emailing universalpreschool@state.co.us
- Calling 303-866-5223



Provider Resources



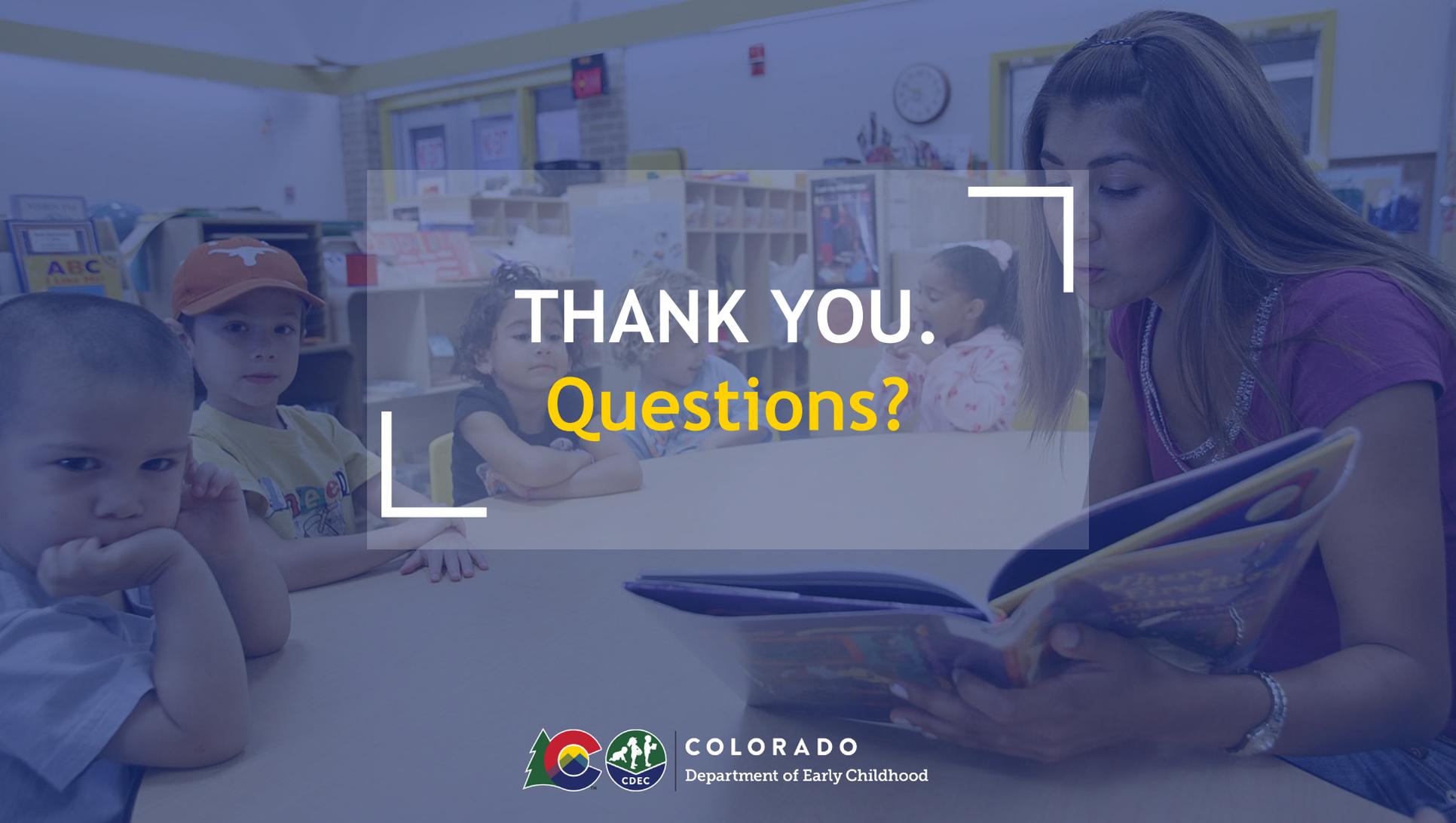
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Provider Resources

- [2024-25 Provider Handbook](#)- Updated 12/12/2024
- [2024-25 Family Handbook](#)-Updated 12/12/24
- [CDEC Website](#) and the [Colorado Universal Preschool Newsletter!](#)
- Joint Initiatives' UPK pages: jointinitiatives.org/upk (providers) and jointinitiatives.org/upkfamilies (families)



A woman with long blonde hair, wearing a purple shirt and a necklace, is sitting at a table in a classroom, reading a large, colorful book. Several young children are sitting around the table, looking at the book. The classroom background shows shelves with books and educational materials. The text "THANK YOU. Questions?" is overlaid on the image in a white and yellow font, framed by a white L-shaped graphic.

THANK YOU.
Questions?



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