Questions During the Webinar

- Utilize the "Chat" feature during the webinar to share with the Department questions you may have.
- Include your e-mail address with your question, so that we may follow up with you directly for some individual questions.





Early Childhood Provider Updates



Welcome



Agenda

- Welcome
- Child Care Assistance Program (CCAP) Reminders & Updates
- **Licensing Reminders & Updates**
- Child Care Criminal Background Check (CCCBC) Reminders & Updates
- Teaching and Learning Reminders & Updates
- Announcements & Upcoming Events



Questions During the Webinar

- Utilize the "Chat" feature during the webinar to share with the Department questions you may have.
- Please direct questions in the chat to "ASK QUESTIONS"
- Include your e-mail address with your question, so that we may follow up with you directly for some individual questions.





Child Care Assistance Program (CCAP)

Reminders & Updates



General CCAP Reminders & Updates



Homeless Eligibility Overview

The McKinney-Vento Act defines homeless children as individuals who lack a fixed, regular, and adequate nighttime residence, including the following situations for families who:

- Live in a shelter for the homeless (including runaway shelters and domestic violence shelters)
- Share the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Live in motels, hotels, or camping grounds due to lack of alternative adequate accommodations
- Live in an emergency or transitional living facility
- Live in abandoned hospitals
- Are awaiting foster care placement, adoption, institutionalization, or other placement
- Occupy a primary nighttime residence that is a public or private place not designed for, or not ordinarily used as, a regular sleeping accommodation for human beings, to include living in cars, parks, public places, abandoned buildings, substandard housing, bus or train stations, or similar settings

Homeless Eligibility Overview

- Homeless applications for CCAP are initially certified, without verifications, for 90 calendar days. Multiple attempts are made by the Local Education Agency (LEA) to interview, receive verifications as soon as possible, and determine homeless eligibility when considering the client's homeless status.
 - The CCAP Homeless Liaison works to connect families to needed resources by collaborating with the Local Education Agency (LEA).
- If all requested verifications are received timely, the family receives certification for 1 year.
- If the LEA Homeless Liaison determines the client to be "Not Homeless," the client is not eligible for CCAP services as a homeless household.
 - If determined as eligible for CCAP based on income, the client will be placed on the waitlist.

Redeterminations

- In preparation for the transition to the new client application portal, the LDOE will be extending the certification period for Louisiana families.
- The new anticipated recertification periods will be as follows:
 - June July 2025 redeterminations extended to February 2026
 - August September 2025 redeterminations extended to March 2026
- Note: A new "Notice of Certification and Payment" will be mailed to the June-September 2025 redetermination families and providers in the new month listed above.
- It is critical throughout this transition that families continue to keep their family case information updated, by submitting changes via Change Reports.

Submission of Attendance Records

As noted in *Bulletin 137* and the CCAP Provider Agreement, provider "Daily Attendance Records" must include all of the following information:

- Child(ren) first and last name
- EXACT arrival and departure time
 Note: Include if child leaves and returns during the same day
- First and last name of person with whom the child arrived and to whom the child is released
- First and last name of staff maintaining record(s)

In addition to using the KinderConnect system, the Provider shall keep a required Daily Attendance Log for children with the information listed above.

Reminder: A copy of the original attendance record(s) must be submitted to the agency upon request for any of the following:

SAIs, Attendance Verification, Compliance Monitoring, etc.

Sample Attendance Record Template

EDUCATION						ic. #	Emai	Chrach
louisiana Believes	Provider N							
Date	2*		Daily Attendance Lo	g for Childre	en	37	§1:	507.A
Child's Name	Time of		Full Name of	Time of		Full Name of	o. #fo:	
	Arrival	Departure	Person To Whom Child Was Released	Arrival	Departure	Person To Whom Child Was Released	Staff Signature	
		s :		×				
				es.				

Rev 2017-10



Improper Payments New Process

The Fraud Management Unit (FMU) has the responsibility of auditing Child Care and Development Funds (CCDF) and other payments to ensure integrity in the issuance of the funds:

- The Louisiana Legislative Auditor (LLA), the Administration for Children and Families (ACF), and internal auditors can view and sanction errors on cases as far back as 7 years.
 - Providers are encouraged to keep records for this time span.
- When discrepancies are identified by the Department or another auditor, the errors must be corrected. This may result in the issuance of additional funds or the recoupment of funds.
 - In such circumstances, providers receive a notice that explains the discrepancy.

Please note that there is a new process for recoupment of overpayments: Recovery of funds from active providers will be deducted from regular CCAP weekly payments.

Prospective Payments & Provider Renewals

Due to paying providers in advance with Prospective Payments, it is imperative that Type III license renewal and CCAP certification renewal are completed timely:

- An application for renewal of a license and certification shall be submitted using the Department's online electronic system.
 - Each center is solely responsible for timely completing the online license and certification renewal application.
- "Timely" means that a license renewal must be submitted <u>no later than</u> the last day of the month prior to the month in which the current license expires.
 - For example, if your license and certification expire July 31, you must submit your license and certification renewal by June 30.
 - Notice is given 60 days prior to the expiration date via EdLink e-mail alert.
- If you do not **submit** your complete license and certification renewal at least 30 days *prior to the* expiration date and if you have not received notice of renewal from Licensing by the 15th of the renewal month, note you may experience a delay in payments.

Please adhere to the guidance above to avoid payment delays.

Preventing Delay of Provider Approvals for Renewal

Annual current approvals from the Louisiana Department of Health (LDH), Office of State Fire Marshal (OSFM), and/or City Fire (if applicable) are required before the expiration of the license:

- In the event there is a delay in receiving these approvals, the provider must submit, with the renewal application, documentation (e.g., a payment receipt, a typed statement from the site owner or director) attesting that the site is awaiting current approval from the Department of Health, Office of State Fire Marshal, and/or City Fire (if applicable).
- When the self-attestation documentation is submitted along with a timely license renewal application, LDH, OSFM, and/or City Fire approvals will be accepted up to 90 calendar days after the date of the license renewal.

NEW: Provider Ticket System

The Child Care Assistance Program (CCAP) Provider Help Desk (PHD) will soon be transitioning to a new ticket system. The new system will streamline access while including features that enhance timely resolution of provider queries.

- Providers will continue to use the current Provider Ticket System until August 22.
 - After August 22, the current Provider Ticket System will not be accessible for providers.
- Beginning August 23, providers should use the CCAP Provider Help Desk e-mail (<u>CCAPPHD@la.gov</u>) to input their queries and issues. During this time, Provider Help Desk staff will continue to research and share resolutions to aid providers via that e-mail account.
- More information on the new ticket system will be shared on the September 4, 2025,
 Monthly Provider Webinar.

CCAP Monthly Call for Providers

Providers can access the next CCAP Monthly Call using the information below:

Webinar Date/Time: Thursday, August 21, 2025 at 1 p.m.

Webinar Link: CCAP Monthly Call for Providers

Phone Number: 1 470 381 2552

939 7378 5023 **Meeting ID:**

082226 Passcode:



CCAP New Provider Training

Providers can access the next CCAP New Provider Training using the information below:

Webinar Date/Time: Thursday, August 28, 2025 at 1 p.m.

Webinar Link: **CCAP New Provider Training**

Phone Number: 1 470 250 9358

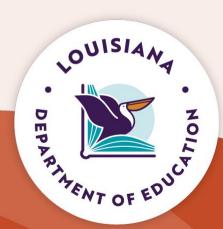
985 5982 6164 **Meeting ID:**



Underutilization Monitoring

- If a family receives a letter from the LDOE that indicates they are on the LDOE CCAP Underutilization Report and if child care services are still needed, the family should immediately begin scanning in and out at the early learning site (and, if the child has been underutilizing care, return the child to care).
- If the case is closed due to the family appearing on the LDOE CCAP Underutilization Report for more than two months, the parent will have to reapply and, if still deemed eligible, will be placed on the CCAP Wait List until additional funds are available for Child Care Assistance.

CCAP B-3 Seats Reminders & Updates



CCAP B-3 Seats Reapplication

All current B-3 Seats families have been, or are being, notified in the month assigned to them by the LDOE, to submit a new application to continue to receive funding for the CCAP B-3 Seats program through 2025-2026.

- Children will remain in the B-3 Seats program until their eligibility redetermination for 2025-2026 is completed by the Department.
- Children who will age out of B-3 Seats are still eligible to apply if ongoing care is still needed.
- Due to prioritizing the transition of all current families, transfer requests are not being accepted at this time. This option will be available later this fall.

CCAP B-3 Seats Payments

Payments for seats for currently-enrolled children are being made by the LDOE directly to providers, via the same banking accounts on file for CCAP voucher seats, on Thursdays each week.

- At this time, the Department is paying providers the state max rate for each child, based on their age on September 30, 2025, that was enrolled through the CNLA prior to April 15.
- Providers should not charge families in the B-3 Seats program a co-payment beyond the co-payment that may be required by the LDOE.
- Providers may not charge a registration fee to CCAP B-3 families at this time.

LOUISIAN

CCAP B-3 Seats Attendance

In the coming months, CCAP B-3 Seats children will be added to site KinderConnect rosters, and families of CCAP B-3 Seats children will need to sign-in and out of KinderConnect daily (as CCAP voucher seat recipients do), to ensure that seats are utilized.

- Until children are in KinderConnect, providers must capture daily attendance on a <u>Daily Attendance Log for Children</u>, or electronic attendance system, and keep those logs on file, until the Department provides submission instructions.
- CCAP B-3 provides for full-time care only, and children are not allowed to drop for the summer months.

Families contacted May 19:

Families contacted June 16-17:

Calcasieu
Caldwell
East Carroll
Evangeline
Iberville
Jackson
Jefferson Davis

Lincoln
Morehouse
Ouachita
Pointe Coupee
Richland
Sabine
St. Bernard

St. Mary
Washington and City of Bogalusa
Webster
West Baton Rouge
West Feliciana
Winn

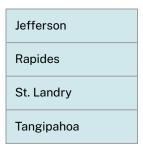
Application for 2025-2026 for current families in these parishes were due by June 30, 2025.

Bossier-			
Northwestern State University	St. I	St. Martin	
Delta Community	St.	Tammany	
Action Agency	Unio	Union	
Lafayette		unteers of erica-Greater	
Lafourche		Baton Rouge*	
Natchitoches	Zac	hary	
Plaquemines			

Application for 2025-2026 for current families in these parishes were due by July 31, 2025.

CCAP B-3 Seat Reapplication Notices for Families

Families contacted July 14-15:



Application for 2025-2026 for current families in these parishes are due by August 31, 2025.

Families scheduled for contact August 18-19:

Orleans - Agenda for Children
Ascension
Caddo
East Baton Rouge
St. Charles
Vermilion

Providers in these parishes are e-mailed by the Department to confirm when notices have been sent to families.

CCAP B-3 Seat Reapplication Notices for Families

Licensing

Reminders & Updates



Securing Your Early Learning Center

- Safety and security are top priorities in early learning centers, where young children rely on adults for protection, guidance, and care.
- One of the most effective ways to maintain a secure environment is to remain immediately aware of each person who is coming in and out of the center and when.
- While the majority of visitors to the centers are parents, caregivers, or other authorized personnel, it is essential that all staff members treat access control as a non-negotiable part of daily operations.
- Some key safety practices may include using access systems to control who comes in or ensuring the entrance is visible from and monitored by the front desk or surveillance system at all times.

Observing & Reporting Changes in Child Behaviors

Early childhood care staff play a crucial role in observing behavioral changes, often being the first caregiver to notice them. For example, a significant change in a child's appetite, sleep, or mood after an accident, such as a fall, could be considered a change in behavior:

Unusual behavior by children may indicate a physical ailment or need for mental health support, and early recognition of behavioral changes can lead to timely needed support for children.

Bulletin 137 requires documenting and reporting unusual behaviors to parents no later than the child's release on the day of occurrence.

Maintaining detailed records of changes in or unusual child behaviors ensures transparency and supports staff if concerns escalate.

Immediately report any significant behavioral change indicating a potential safety concern to parents.



Required Inspections for Changes to a License

Prior to making changes that may affect the license, such as adding or removing a wall, the following must occur:

- Notification to the Department through an "Edit Entity" in EdLink, prior to making any changes
- Current inspection from the Office of State Fire Marshal, Department of Health, and the LDOE
- Approval from the LDOE to use the space as licensed spaced

Note: The change request may take up to 30 calendar days to process.



Motor Vehicle Checks

As temperatures rise outside, it is imperative that vehicles are adequately inspected for children before staff exit the vehicle. A staff person must physically walk through the vehicle and inspect the following:

- all seat surfaces
- under all seats
- all enclosed spaces and recesses of the vehicle interior

For field trips, each vehicle must have a face-to-name count conducted in addition to the visual passenger check at the following times:

- prior to leaving the center for the destination
- upon arrival at and prior to departure from each destination
- upon return to the center

A staff member must record the time of the visual passenger check and sign the log indicating that no child was left in the vehicle.

Charlie's Law: Minimum Standards Info for Families

<u>Act 409</u> of the 2025 Louisiana Regular Legislative Session, also known as "Charlie's Law," requires the following:

- That the Louisiana Department of Education develop an informational document that contains the child safety and welfare minimum standards provided for in this law and a phone number to file complaints with the LDOE regarding violations of the standards
- That each early learning site distribute the LDOE-provided document to the parents and legal guardians of all children enrolled in the early learning site at the beginning of each academic year

Please give all parents of enrolled children a copy of the "Child Safety and Welfare Minimum Standards" e-mailed by the LDOE on July 28, 2025.

Child Care Criminal Background Check (CCCBC)

Reminders & Updates



Ensuring Accurate Position Selection

Eligibility determinations are based on the position type specified in the CCCBC application:

- An owner must not have been convicted of, or entered a guilty or nolo contendere plea to, any fraud-related felony within the past ten years.
- If an individual is promoted or moves into an "owner" role after an initial CCCBC application, a new CCCBC application must be submitted as an owner of a child care center.

Fingerprinting Site Closure-Jefferson Parish

The fingerprinting location at 3830 Williams Blvd. in Kenner is permanently closed as of July 25:

- All scheduled fingerprinting appointments have been cancelled.
- IDEMIA is working to identify a new site in the area.



Teaching and Learning

Reminders & Updates



School Readiness Tax Credits (SRTCs)

Early childhood educators must have a valid Early Childhood Ancillary Certificate (ECAC) by December 31, 2025, to qualify for certain levels of SRTCs.

- Directors and teachers with an expiring Early Childhood Ancillary Certificate must submit a renewal application at least four to six weeks before expiration, via the Louisiana Educator Portal (LEP).
- Incomplete applications or applications submitted after November 1 may not be processed by the Certification Team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTCs for tax year 2025.

School Readiness Tax Credits (SRTCs)

For re-leveling on the Louisiana Pathways Career Ladder, new credentials and certifications should be submitted via e-mail to cowanj@nsula.edu or via mail to Louisiana Pathways before December 31, 2025, at the address below:

Louisiana Pathways
Attention: Career Development
1800 Warrington Place
Shreveport, LA 71101-4425



Data Certification

Data Certification is a critical process that allows Community Network Lead Agencies (CNLAs) to ensure informational metrics are accurately captured and reflected in the final Performance Profiles.

Data Certification allows CNLAs to work with programs/sites to verify the following information for each classroom at each site as of October 1, 2024:

- Age(s) served by the site
- Number of children assessed at each site using TS GOLD® (based on the May 2025 Checkpoint)
- Infant/Toddler and/or Pre-K curriculum used in each classroom
- Highest degree earned for one lead teacher per each classroom
- Louisiana certification number for one lead teacher per each classroom (including the Early Childhood Ancillary Certificate)



Data Certification

- CNLAs will reach out to sites to verify informational metrics.
- If a classroom was open October 1, 2024, informational metrics should be reported even if the information changed after October 1, 2024, or even if the classroom closed before the end of the academic year.
- All site and classroom data must be certified by CNLAs in the Louisiana Data Review System and will be reported in the 2024-2025 Performance Profiles.
- All informational metrics should reflect what was true based on October 1, 2024.

Fall 2025 CLASS® Observation Period

- <u>Community Network Lead Agencies</u> will begin working with sites to schedule local Fall 2025 CLASS® observations for the 2025-2026 academic year.
 - Representatives from local <u>Community Network Lead Agencies</u> will be reaching out to schedule observations for each site.
- Third-party observations will begin in September and will be scheduled and conducted by the ULL Picard Center.
 - Third-party observations are designed to provide an additional level of review to ensure reliability.
 - At least two weeks before the scheduled observations, the Picard Center will send an e-mail providing the site with the timeframe in which the observations will occur.

Teaching Strategies® SmartTeach™ Update

SmartTeach™ has launched a refreshed version of the "Manage" tab in the admin panel. This update is designed to provide administrators a clearer, more intuitive way to oversee programs.

- Administrators are encouraged to review the <u>Introducing the New Manage Experience Webinar</u>, focusing on how program leaders can work more efficiently with the new Manage interface. The webinar provides a walkthrough of the redesigned interface and improved navigation.
- Currently, to import children or to modify your checkpoint dates, use the Classic Experience.
- The Classic Experience will be replaced with the New Experience after a second release launches in September.
- Administrators will be able to emulate teacher accounts in the new experience after the September release. Continue using the Classic Experience until September.
- Current data entered in either the New Experience or the Classic Experience will be exchanged and work together.

Teaching Strategies® SmartTeach™ Update

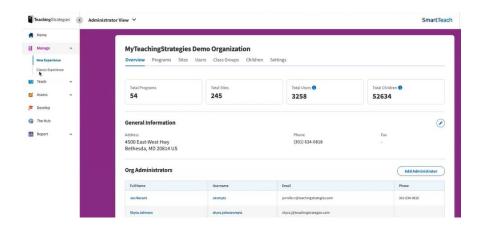
The features on the left of the chart are currently available; the features on the right of the chart will be available in late September during the second release.

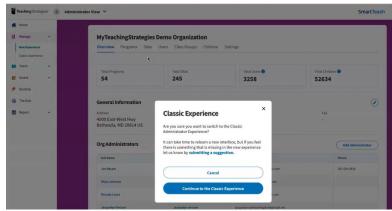
Features Now Available	September Cutover
Manage Landing Page Creating/Editing/Exporting Program Sites Users Class Groups (Classroom only) Children Bulk Child Edit Coming Soon Product Allocations by Class, User and Child (for example, Cloud, Coach, Gold)	 Bulk Import of children Optional Items Management Manage Goals Manage Custom Funding Sources Emulation in the New Experience Manage Checkpoint Dates/Titles Class groups - Create/edit Caseloads OSEP Exit/Re-entry Old Manage Screens are turned OFF



Teaching Strategies® SmartTeach™ Update

When toggling from the "New Experience" to the "Classic Experience," a suggestion box will appear. Users may click on the "submitting a suggestion" link to submit feedback.







EC Learn

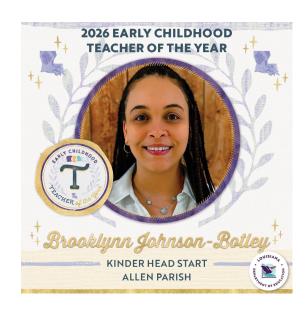
In May the LDOE launched a new Early Childhood Professional Development Training Suite in **EC Learn**.

- Current listings for the new suite include:
 - **NEW -** The New Early Learning and Development Standards - 1 credit hour
 - **Building Positive Relationships and** Collaborative Partnerships with Families in Early Childhood -1 credit hour
 - The Importance of Developmental Screening in Early Childhood - 1 credit hour
 - Supporting Children through the Developmental Screening and Referral Process - 1 credit hour
- The Department is in the process of developing updated "New Teacher Orientation" Modules. These trainings will be accessible in EC Learn starting mid-September 2025.





Congratulations to the 2026 Early Childhood Teacher and Leader of the Year Overall Honorees!







Louisiana Educator Certification Portal: Early Childhood Ancillary Certificate (ECAC) Applications

Lana Hutchinson, LDOE Teacher Certification

Louisiana Educator Certification Portal

Implementation Plan

- Launch date July 28
- Integrated into the <u>Louisiana Educator Portal</u>

Partnership Planning

- The window to submit any remaining PDF applications will be two weeks.
 - Plan to submit any PDF applications quickly and share with your teachers
 - Final day to submit through TeachLALive! = August 11, 2025
 - Add EML-SVC-DOE-Servers@LA.GOV to any email/SPAM filters to ensure messages are received



Access Requirements

LEC will be integrated into the Louisiana Educator Portal (LEP)

- Teachers will only need a <u>MyLA</u> account.
- Early Childhood Directors and CCR&R personnel will need:
 - An eScholar Staff ID
 - A MyLA account
 - Request permissions for the application portions
- Permissions will be required to sign ECAC renewal applications as the center Director or if hosting resident teachers
- Consider requesting permissions for two people for each center
- Attend one of the scheduled training sessions or submit a request through the <u>Teacher Certification Help Center</u> for instructions to request EC Director permissions

Requesting a Staff ID

Early Childhood Director permissions will require an eScholar Staff ID.

- Center and CCR&R personnel may need to request a Staff ID before access to LEC can be granted.
 - Sign In to the <u>EdLink Ops Portal</u>
 - Select your Account Type
 - Early Childhood: I am an Early Childhood Center provider or employee
 - Enter the requested name, contact, and personal information
 - Save and Submit



Early Childhood Director LEC Training

Live training sessions will be offered. A session will also be recorded and posted for those who cannot attend:

- Friday, August 8, 10:00 11:00AM
- Monday, August 11, 2:00 3:00PM
- Tuesday, August 12, 9:00 10:00AM

User guides are available on <u>TeachLouisiana.net</u> and the <u>Louisiana Educator</u> <u>Portal</u> homepage.

- Early Childhood Director Guide
- Applicant Guide



Announcements & Upcoming Events



Health Insurance Enrollment Assistance

Early childhood educators (and others) who need Health Insurance Enrollment Assistance or have questions about current plan coverage can contact the Southwest Louisiana AHEC, Navigators for a Healthy Louisiana Program.

For services:

- Go to <u>www.GetCoveredLA.org</u> and fill out the online form
- Call 1-800-435-2432 (Louisiana Navigator Main Office)
- Scan the QR code & fill out the short online form





Early Childhood Conference 2025



The 2025 Early Childhood Conferences will be held on Saturdays in two locations again this year. This year's conference theme is *Early Foundations, Endless Possibilities*.

Registration Information:

- Registration for the Baton Rouge conference has closed.
- Registration for Shreveport closes September 17th.

Register for the Shreveport Conference using this link.



KinderSystem June Webinar

Learn about CenterTrack, a Child Care Management System (CCMS) free to Louisiana child care providers! Interested participants can access the webinar using the information below:

Webinar Date/Time: Wednesday, August 20, 2025 at 12:00 p.m.

CenterTrack Webinar Webinar Link:

Webinar ID: 160 165 2409

Please note that attendees need to register for the webinar prior to attending.



Monthly Office Hours for New Directors

The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "An Introduction to the Tulane Mental Health Consultation Services Program." Participants will learn the purpose and methods of Early Childhood Mental Health Consultation; the three primary goals of Early Childhood Mental Health Consultation; the role of the Mental Health Consultants; and how they support children, families, and teachers.

Attendees can access the webinar using the information below:

• **Webinar Date/Time:** Friday, August 29, 2025 at 12:00 p.m.

• Webinar Link: https://ldoe.zoom.us/j/93015014527

• **Phone Number:** 1-346-248-7799

Meeting ID: 930 1501 4527

Passcode: 012444



Monthly Provider Webinar

Providers can access the next provider webinar using the information below:

Webinar Date/Time: Thursday, September 4, 2025 at 1 p.m.

Webinar Link: https://ldoe.zoom.us/j/93597745872

Phone Number: 1 470 250 9358

Meeting ID: 935 9774 5872

• **Passcode:** 641464



Provider Webinar Slides

This month's webinar slides will be available early next week in the <u>Quality Providers</u>
<u>Library</u> on the <u>LDOE website</u>.





Contact Information

Child Care Licensing

- Call 225-342-9905
- E-mail <u>ldelicensing@la.gov</u> or e-mail licensing consultants directly

Child Care Assistance Program (CCAP)

- Call 225-250-7635 or 225-614-5917
- E-mail <u>ldeccap@la.gov</u> or enter a <u>ticket</u> at the Provider Help Desk

Child Care Provider Certification

E-mail <u>providercertification@la.gov</u>

Child Care Criminal Background Checks (CCCBCs)

 Call 225-342-2716 or 225-342-5311 or e-mail ldeCCCBCBprocessing@la.gov

General Early Childhood Support

E-mail <u>earlychildhood@la.gov</u>

