#### **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.





## **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**

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### **Child Care Assistance Program (CCAP)**

Reminders & Updates



## **General CCAP Reminders & Updates**



#### Redeterminations, January 2026

- Redetermination application deadlines for CCAP families will resume January 2026 for families whose redetermination was extended from June.
- Redetermination notices for these families and providers will start to go out in the month of December.
- It is important that all CCAP families have the most up-to-date contact information on file with the LDOE.
- To update contact information, families should submit a change report to LDECCAP@la.gov or fax to 225-376-6060.



#### **NEW: CCAP Family Central Portal**

The Department will soon launch the new <u>Family Central</u> application portal for families in 2026. The new application portal will allow families to apply for child care assistance more efficiently.

#### Families can use Family Central to:

- Apply for child care assistance
- Renew existing child care assistance (i.e., Redetermination)
- Update household information and upload requested verifications
- Update provider information
- Communicate with their case worker through Family Messages

<u>EdLinkInfo.com</u> includes a <u>Family Central Overview Video</u> and step-by-step guides and information on using Family Central.





#### **KinderConnect Message Center**

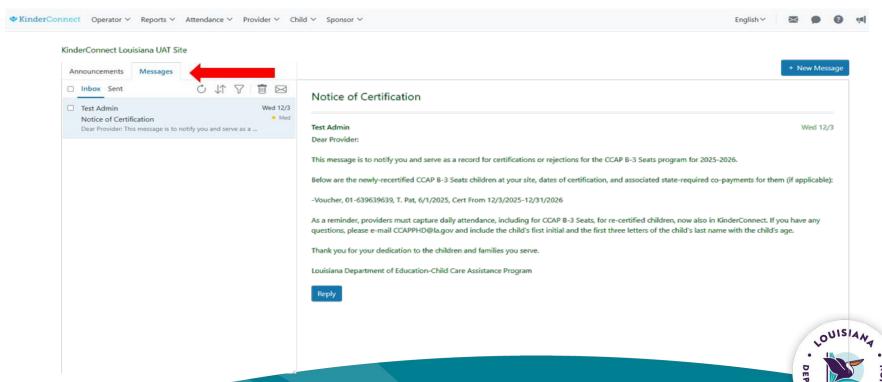
The Child Care Assistance Program (CCAP) will use the KinderConnect Message Center to communicate program updates with providers. The updates may include mass alerts and notices or individual provider messages.

To enter the KinderConnect Message Center, providers should:

- Access the Home page of KinderConnect that defaults to the News.
- Next, press the *Messages* icon to review messages.
- A New Message tab is available for response to individual messages only, not mass alerts sent to all providers.
- Providers should begin checking the Message Center regularly for CCAP communications.

Providers may access the KinderConnect Quick Reference Card for <u>Messages</u> for additional assistance. For additional help, contact KinderSystems at 1-888-829-9258 or e-mail <u>supportLA@kindersystems.com</u>.

#### KinderConnect Message Center



#### **Provider Ticket System**

- The New Provider Help Desk Ticket System is available for certified child care providers to input concerns and issues relative to CCAP and other areas, to receive assistance.
- When submitting a ticket, the following details must be included:
  - Selection of a "Help Topic"
  - A clear description of the issue or concern
  - Parent and child(ren) names
  - Case ID number
  - Relevant date(s) or timeline of the issue
- Note: Please do not submit duplicate tickets of the same issue.
- Providers receive a confirmation e-mail after submitting a ticket and once a ticket is resolved.
- Providers should not upload any documents into the new Provider Ticket System-no Change Requests, SAIs, attendance logs, eligibility verifications, Provider Certification documents, training certificates, etc.
  - All documents should be faxed to 225-376-6060 or e-mailed to LDECCAP@la.gov for processing.
- Tickets are addressed in the order received.

For additional assistance, contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

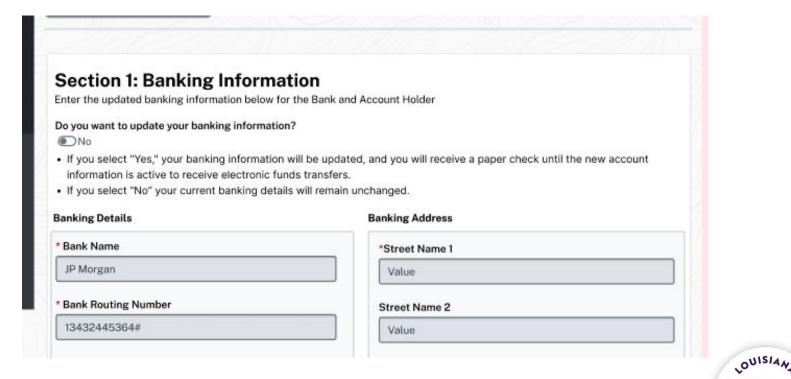


#### **Provider Recertification: Banking Information**

As providers renew CCAP certification, it is imperative that the correct banking response is selected in EdLink:

- If the provider's banking information is the same-specifically, if the provider is using the same bank, has the same account, and has the same routing number as before-the provider must select "No" to the question of "Do you want to update" your banking information?"
  - With this response, the provider's banking information will remain the same.
- If the provider selects "Yes" to the question "Do you want to update your banking" **information?**" the provider will begin receiving paper checks until the bank change is processed in EdLink.

#### **Provider Recertification: Banking Information**



#### **CCAP Monthly Call for Providers**

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

Webinar Date/Time: Thursday, January 15, 2026 at 1 p.m.

Webinar Link: **CCAP Monthly Call for Providers** 

**Phone Number:** 1 470 381 2552

939 7378 5023 **Meeting ID:** 

Passcode: 082226



#### **CCAP New Provider Training**

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

Webinar Date/Time: Thursday, January 22, 2026, at 1 p.m.

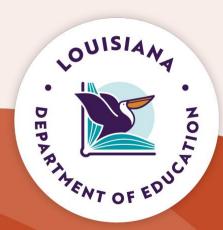
Webinar Link: **CCAP New Provider Training** 

**Phone Number:** 1 470 250 9358

920 6545 2011 **Meeting ID:** 



## **CCAP B-3 Seats Reminders & Updates**



#### **CCAP B-3 Seats Transition & Reapplication**

All current B-3 Seats families have been 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, and the reapplication window is now closed.

- Children will remain in the B-3 Seats program until their eligibility redetermination for 2025-2026 is completed by the LDOE or they drop from care.
- Children who will age out of B-3 Seats should have applied if ongoing care is still needed.
- Providers should NOT drop the child(ren) from care until notice is received from the Department once the case is certified.



#### **CCAP B-3 Seats Reapplication**

- Families were advised to add any sibling(s) in need of care to their reapplication. Providers will receive an authorization notice if the family is certified as eligible and when payments for new children will be added.
- If a child drops, please notify the Department by e-mailing
   <u>LDOEB3@la.gov</u> and include the child's first initial, first three letters of child's last name, your provider number, and date of drop.
- Providers should advise parents to e-mail <u>LDOEB3@la.gov</u> if their case status has not been updated.

#### **CCAP B-3 Seats Payments**

- Providers should not charge families in the CCAP 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 Seats families at this time.
  - Once all applications for 2025-2026 have been processed, the Department will share information about LDOE-issued registration payments for 2025-2026.
- For part-time children who have aged out of the CCAP B-3 Seats program, the Department is paying providers for 20 units of part-time care each week.

#### **CCAP B-3 Seats Payments Remittance**

Providers now weekly receive a remittance statement on Fridays, from <a href="mailto:noreply@la.gov">noreply@la.gov</a>, that contains the following:

- Child first initial and first three letters of child's last name
- Child age
- Payment rate
- Service week

As a reminder, providers must capture daily attendance on a <u>Daily Attendance Log</u> <u>for Children</u> and keep those logs on file. Providers must also capture daily attendance in KinderConnect once certified children appear in their rosters.

#### **CCAP B-3 Seats Payments for Siblings**

Payments for seats for currently-enrolled and newly-certified 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 working diligently to add recentlyapproved siblings to weekly payments.
  - All payments will be back-dated to the date of family certification.



#### **CCAP B-3 Seats Quarterly Bonus Payments**

Quarterly bonus payments for CCAP B-3 Seats child care payments received between July 1 and September 30, 2025, were issued on November 7, 2025:

The Department is working on sending a remittance notice for the quarterly bonus payment so providers may confirm quarterly bonus payments for CCAP B-3 Seats.



### Licensing

Reminders & Updates



#### **Basic Life Support CPR Cards**

During inspections, providers are submitting Basic Life Support (BLS) CPR cards to satisfy the requirement for documentation of certification in CPR and Pediatric First Aid (PFA). **Please note that these cards only document being certified in CPR.** 

Per <u>Bulletin 137</u>, there must be documentation of certification for each staff member on-site, at all times and available for inspection by the LDOE.



#### Delayed CPR and Pediatric First Aid (PFA) Cards

The LDOF has been informed that the American Heart Association allows for a 20-day processing period-from the date payment is received, not the date of the class-to process certification cards:

To avoid a deficiency for failing to have documentation of current CPR and PFA, providers must have a roster of attendees for the date of the class from the class Trainer and proof of payment.

#### **End-of-Day-Check**

Checking the entire early learning center at the end of each day is an essential safety and quality practice. Here are some reasons why it is important:

- 1. Ensures no child is left behind Confirm that all children have been safely picked up
- Maintains safety and security Ensure all doors and gates are locked and hazardous materials are secured
- 3. Identify health concerns Notice items that might attract pests as well as spills or messes that were not cleaned up
- Protect confidential information Properly store child records, incident reports, or medications
- 5. Prepare for the next day-Restock supplies, reset learning areas, arrange furniture safely

Bulletin 137 requires that the entire center and play yard be checked after the last child departs and that it shall be documented with the date, time of visual check, and signature of staff conducting the check.

#### Nighttime Care for Children

All minimum standards for early learning centers apply to centers that care for children after 9 p.m. and prior to 5 a.m. Bulletin 137 requires the following, in addition:

- An employee on duty designated as staff-in-charge
- There shall always be a minimum of two staff members present
- Staff counted for purposes of meeting child to staff ratio shall be awake
- Meals shall be served to children at ordinary meal times
- 5. Time for personal care routines and preparation for sleep, such as brushing teeth, washing hands and face, and toileting and changing clothes, shall be provided
- Each child shall have a separate, age-appropriate bed or cot with mat or mattress 6.
- Bunk beds are prohibited
- 8. Physical restraints shall not be used to confine children to bed
- The center's entrance and drop-off zones shall be well-lighted during hours of operation 9.



#### **Child Care Criminal Background Check (CCCBC)**

Reminders & Updates



#### **Application Guidance**

To ensure timely application processing, please pay close attention to all information entered.

#### **Required Information Must Match Applicant's ID:**

The following details must exactly match the applicant's identification:

- Applicant's Name: Enter the name exactly as it appears on the ID, omitting any spaces or apostrophes.
- Applicant's Date of Birth
- Applicant's Social Security Number

#### **Review and Corrections:**

- **Before Submitting:** Carefully review all entered information to ensure accuracy.
- If a Correction is Needed: Please e-mail <u>LDECCCBCprocessing@la.gov</u>.
  - The e-mail subject line **must** include the Application ID and the correction needed.
  - Include a call-back number in the e-mail for follow-up, in case clarification is required.

#### **Fingerprinting Appointment:**

- After submitting the application, a fingerprinting appointment must be <u>scheduled</u>.
- The required service code is **27N4H8 Early Learning Centers**.
- Please note that the CCCBC System and team will not receive the results if the incorrect service code is used.

#### **New Orleans Fingerprinting Site Closure**

The fingerprinting site located at 1881 Rousseau St., Ste 3, New Orleans, LA 70130 will permanently close effective December 12, 2025. A new location within Orleans Parish is currently being identified; details regarding its availability will be shared when determined.

#### **Locating an Alternative IDEMIA Fingerprinting Site**

To locate an alternative IDEMIA fingerprinting site:

- Visit the IdentoGO <u>website</u>
- Enter zip code or city in the search bar
- Select the most convenient location from the options provided

#### **Fingerprint Submission Reminders**

- Only electronic digital fingerprint submissions are accepted, unless specified otherwise by the LDOE.
- If an applicant has a condition that may cause fingerprinting issues, please notify the LDOE CCCBC Section prior to the applicant's fingerprint appointment by e-mailing LDECCCBCprocessing@la.gov.

Child Care Criminal Background (CCCBC) Reminders & Updates

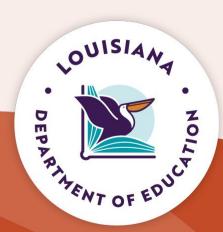
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## **Teaching and Learning**

Reminders & Updates



# General Teaching & Learning Reminders & Updates



## The 2027 Early Childhood Teacher and Leader of the Year Application Portal is Now Open!

The search is now on for next year's Early Childhood Teacher and Leader of the Year honorees:

- The <u>application portal</u> is open until January 14, 2026, at 11:59 p.m.
- Anyone who is eligible for the award can apply, not only those who were nominated.
  - Eligible applicants must be a Teacher or a Leader in a Type III child care center,
     a CCAP-certified FCC site, or a Head Start or Early Head Start program.

To learn more about the current and previous Early Childhood Teacher and Leader of the Year honorees, visit the <u>Awards Resources library</u>.





## Early Childhood Teacher and Leader of the Year Informational Overview/Help Desk Webinars

Early Childhood Teacher and Leader of the Year application support Office Hours for candidates will be held at the following times:

**Webinar Date and Time:** December 18 at 10 a.m.

**Phone Number:** 346-248-7799

Link: <a href="https://ldoe.zoom.us/j/4418921159?omn=92008292670">https://ldoe.zoom.us/j/4418921159?omn=92008292670</a>

**Meeting ID:** 441 892 1159

**Webinar Date and Time:** December 18 at 4 p.m.

**Phone Number:** 346-248-7799

Link: <a href="https://ldoe.zoom.us/j/4418921159?omn=92008292670">https://ldoe.zoom.us/j/4418921159?omn=92008292670</a>

**Meeting ID:** 441 892 1159



#### 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:

Reminder: Incomplete ECAC applications or ECAC applications submitted after November 30 are not guaranteed to be processed by the LDOE 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)**

In order to be eligible for SRTCs, early childhood educators must show proof of employment at an eligible child care site:

- If the employing center changes ownership or moves to a new location or if the Pathways member changes employment, it is the responsibility of the Pathways member to submit the following to Louisiana Pathways:
  - Update Contact Information Form
  - New Employment Verification Form

It is imperative that Louisiana Pathways has the most up-to-date information on file in order to process SRTCs in a timely manner.

## **School Readiness Tax Credits (SRTCs)**

Director and Staff School Readiness Tax Credit (SRTC) forms (R-10615) will be mailed from Louisiana Pathways beginning in January 2026.

For re-leveling on the Louisiana Pathways Career Ladder, new credentials and certifications should be submitted via e-mail to <a href="mailto:cowanj@nsula.edu">cowanj@nsula.edu</a> 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

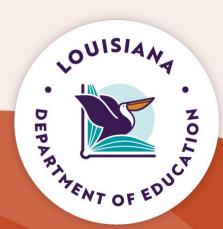


## **School Readiness Tax Credits (SRTCs)**

Parent School Readiness Tax Credit (SRTC) forms (R-10614) will be mailed to Type III sites and Family Child Care sites with Academic Approval this month.

 Once tax forms are received, directors should complete the child care portion and distribute the forms to all eligible parents.

# Early Childhood Ancillary Certificate (ECAC) Applications



## CCCBCs for Early Learning Center Employment vs. CBCs for Ancillary Certification

The Louisiana Department of Education manages two distinct background check systems, and **each has a separate fingerprinting code**:

- 1. <u>Child Care Criminal Background Checks (CCCBCs)</u> required for early learning site employment eligibility and processed through the <u>CCCBC System</u> under service code "27N4H8-Early Learning Centers."
- 2. <u>Criminal Background Checks (CBCs)</u> required for teacher certification (including Early Childhood Ancillary Certification) and processed through the Certification Division under service code "27N5HQ-Louisiana Department of Education."

#### **CBC for ECAC Guidance**





#### **Access Requirements - Teachers**

All Early Childhood Ancillary Certificate (ECAC) applications must now be submitted through the Louisiana Educator Certification portal (LEC). LEC is integrated into the Louisiana Educator Portal (LEP):

- Teachers will only need a <u>MyLA</u> account to login to LEP
- <u>Logging into the Louisiana Educator Portal Individual Applicants</u> article provides instructions for creating an account
- Social Security number (SSN) must be entered and validated to access applications note that validation may take up to two (2) business days
- Contact the <u>Data System Support</u> team for MyLA or other login issues
  - If a site code is requested, use 000
- Do not create a second account if you are having trouble logging in



#### **Access Requirements - Directors**

- Early Childhood Directors and CCR&R personnel will need the following:
  - An eScholar Staff ID
  - A MyLA account

Request Early Childhood Director permissions to sign applications on behalf of the center or CCR&R

- Permissions will be required to sign ECAC renewal applications as the center Director or if hosting resident teachers
- Consider requesting permissions for two people (i.e., director, assistant director, and/or lead teacher) for each center
- Submit a request through the <u>Teacher Certification Help Center</u> for instructions to request EC Director permissions

#### Requesting a Staff ID - Directors

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 into 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
- Individual teachers do not need to request a Staff ID



#### **Common LEC Questions**

- Why can't I see the "Start New Certification Application" button in LEC?
  - The "Educator Profile" is not fully completed Enter and validate SSN
- What is my Provider Code?
  - Provider Code is **not** required for ECAC applications
  - "Provider" in LEC refers to "Teacher Preparation Providers (TPP)"
- How can I submit an application for one of my teachers?
  - Teachers must start their own application
  - Renewal applications will be sent to the person(s) with Early Childhood Director permissions for the selected center or CCR&R for FCCs, for signature

#### **Common LEC Questions**

- I can login to LEC and "Start New Certification Application," but the only option is "Fingerprint Required Before Proceeding." What should I do?
  - Effective January 1, 2025, a criminal background check is required to be on file with the Certification Office before any other request can be processed.
    - A CCCBC cannot be used/shared for certification.
  - The "Fingerprint Required Before Proceeding" packet provides instructions for completing the background check.
    - Complete and Check Out to submit this application.
    - Use the information provided to schedule an appointment using the Certification service code found in the packet.
    - Note that this code is different from the CCCBC code.
  - Once the results have been received and a "Clear Credential" is issued, you will have access to the ECAC applications



#### **Certification Portal Available Resources**

Early Childhood Ancillary Certificate application resources are posted on <u>TeachLouisiana.net</u>:

- Applicant Guide
- Early Childhood Director Guide
- Early Childhood Director Training recorded session
  - Full session for Directors and CCR&R representatives that sign renewal applications
  - Applicants may view minutes 12-35 for a demonstration of the Initial ECAC and ECAC Renewal applications
- <u>Logging into the Louisiana Educator Portal Individual Applicants</u> article on the Teacher Certification Help Center

## **Announcements & Upcoming Events**



## KinderSystems 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, December 17, 2025, at 12:00 p.m.

Webinar Link: CenterTrack Webinar

Webinar ID: 160 165 2409

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



#### **Fatherhood Listening Session**

The Louisiana Task Force on Fatherhood Engagement is hosting a Fatherhood Listening **Session**. The Task Force wants to hear from fathers across Louisiana about their experiences, challenges, and the support and resources that would help strengthen their families, to help shape future policies and programs.

#### **Event Details:**

Date/Time: Saturday, December 6, 2025, from 9 a.m. - 12 p.m.

Where: Cafetorium of David Thibodeaux STEM Magnet Academy

805 Teurlings Dr. / Lafayette, LA 70501

RSVP: Register Here to attend.

If unable to attend the session, fathers are encouraged to share their perspective through the Fatherhood Engagement Task Force Survey.

Please share this information with fathers of the children you serve.



## **Monthly Provider Webinar**

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

Webinar Date/Time: Thursday, February 5, 2026 at 1 p.m.

Webinar Link: <a href="https://ldoe.zoom.us/j/93597745872">https://ldoe.zoom.us/j/93597745872</a>

Phone Number: 1 470 250 9358

Meeting ID: 935 9774 5872

• **Passcode:** 641464

Note: There will be no provider webinar in January 2026.



#### **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>

