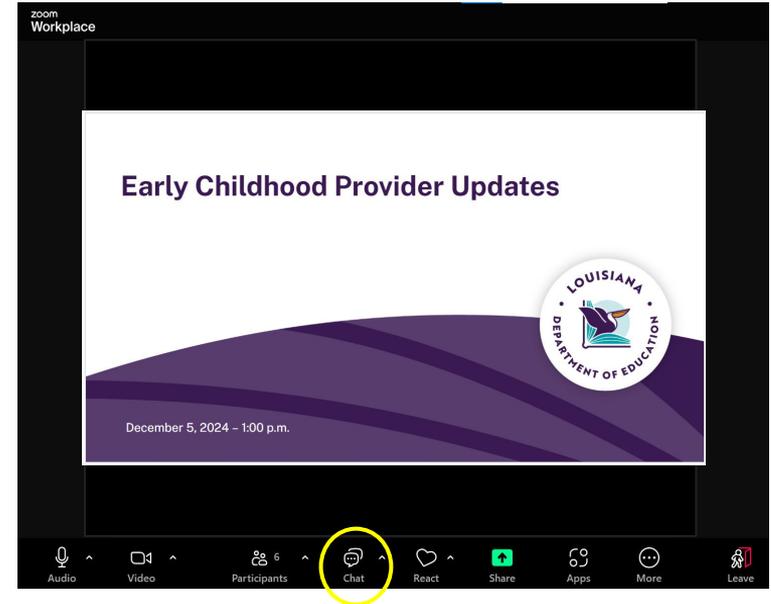# Questions During the Webinar

- 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.

March 5, 2026 – 1:00 p.m.

Early Childhood Provider Updates

March 5, 2026 – 1:00 p.m.

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.
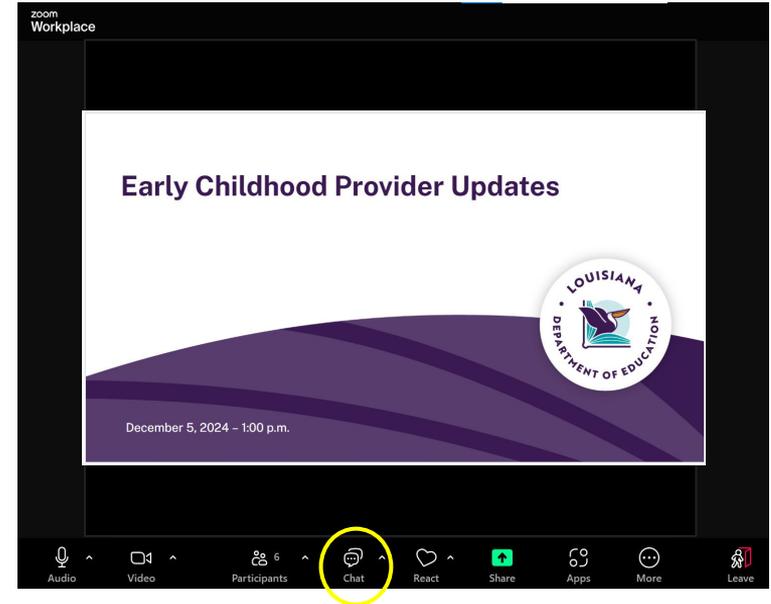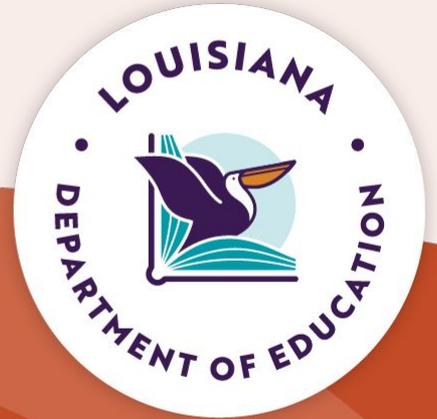
Child Care Assistance Program (CCAP)

Reminders & Updates

General CCAP Reminders & Updates

McKinney-Vento Homeless Assistance Act

- The McKinney-Vento Homeless Assistance Act defines a person experiencing "homelessness" as an individual who lacks a fixed, regular, and adequate nighttime residence.
  - CCAP supports homeless assistance by ensuring homeless families can timely enroll their child(ren) in the certified site of their choice while the parent works, attends school, or seeks employment.

- The Local Education Agency (LEA), i.e., the school system, determines homeless status for families and informs the Child Care Assistance Program of status determinations.
  - The LEA makes several attempts to contact the applicant. After several unsuccessful attempts, the application will be closed. The applicant may reapply.
  - A homeless applicant's contact information must remain current so that both CCAP and the LEA can make contact and communicate with the applicant to complete the application process. Changes in contact information (e.g., phone number, e-mail address, transitional housing number, or physical addresses) must be reported immediately to CCAP via a Report of Changes form.
  - Homeless families are initially certified for 12 months.

Assistance for Families Experiencing Homelessness

- Verifications requested of a homeless applicant must be received within the first 90 days of the applicant submitting an application or by the deadline stated in a CCAP Notice to the applicant.

  - Homeless families demonstrate seeking employment by registering for an HiRE account with Louisiana Works or by participating in a Transitional Living Program.

  - If verifications are received before the due date, the 12 month certification will continue.

  - If verifications are not received by the due date, the certification will end by the 90th day with notices sent to the parent and child care provider.

- At redetermination of the family's case, if the family still qualifies for CCAP benefits in the homeless category and has not exceeded 85% of the State Median Income (SMI) threshold, the family may be certified for another year.

2026 CCAP Sliding Fee Scale

The 2026 Sliding Fee Scale has been released by the Department.

- The parent's copayment and qualifying income has been calculated using the new scale as of February 1, 2026.

- Additional families may now be eligible for CCAP based on the new scale.

- Providers should immediately adjust families' co-pay amounts to be reflective of the new CCAP Sliding Fee Scale.

2026 CCAP Sliding Fee Scale

Copay	2 persons		3 persons		4 persons		5 persons	
$0	$0	- $3,559	$0	- $4,397	$0	- $5,234	$0	- $6,071
$2.00	$ 3,560	- $3,837	$ 4,398	- $4,740	$ 5,235	- $5,643	$ 6,072	- $6,546
$3.00	$ 3,838	- $4,115	$ 4,741	- $5,083	$ 5,644	- $6,052	$ 6,547	- $7,020
$8.00	$ 4,116	- $4,393	$ 5,084	- $5,427	$ 6,053	- $6,461	$ 7,021	- $7,494
$10.00	$ 4,394	- $4,727	$ 5,428	- $5,839	$ 6,462	- $6,951	$ 7,495	- $8,064

Copay	6 persons		7 persons		8 persons		9 Persons	
$0	$0	- $6,909	$0	- $7,066	$0	- $7,223	$0	- $7,380
$2.00	$ 6,910	- $7,449	$ 7,067	- $7,618	$ 7,224	- $7,787	$ 7,381	- $7,956
$3.00	$ 7,450	- $7,988	$ 7,619	- $8,170	$ 7,788	- $8,351	$ 7,957	- $8,533
$8.00	$ 7,989	- $8,528	$ 8,171	- $8,722	$ 8,352	- $8,916	$ 8,534	- $9,110
$10.00	$ 8,529	- $9,176	$ 8,723	- $9,384	$ 8,917	- $9,593	$ 9,111	- $9,801

Copay	10 persons		11 Persons				12 Persons	
$0	$0	- $7,537	$0	- $7,694			$0	- $7,851
$2.00	$ 7,538	- $8,126	$ 7,695	- $8,295			$ 7,852	- $8,464
$3.00	$ 8,127	- $8,715	$ 8,296	- $8,896			$ 8,465	- $9,078
$8.00	$ 8,716	- $9,303	$ 8,897	- $9,497			$ 9,079	- $9,691
$10.00	$ 9,304	- $10,010	$ 9,498	- $10,219			$ 9,692	- $10,427

Child Care Assistance Program Reminders & Updates

For questions, email LDECCAP@la.gov

CCAP Redeterminations

- Redeterminations for CCAP families have resumed. Clients and providers with a March 2026 redetermination should have received a redetermination notice in the mail in mid-February 2026 as a reminder.

- These redeterminations include the families whose cases were extended from July 2025 to March 2026. It is important that all CCAP families have the most up-to-date contact information on file with the LDOE for all future notifications.

- If the family's prior redetermination month was extended from July 2025 and neither the provider nor the parent have received a redetermination notice for the month of March 2026, please contact the LDOE as soon as possible to avoid potential breaks in service.
  - Families should e-mail LDECCAP@la.gov, and providers should contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

CCAP Family Eligibility Notice

CCAP-certified families receive an Eligibility Notice (CCAP 13) when approved to begin using child care services. The Notice includes the requirements that parents must adhere to in order to maintain their CCAP case. The Notice states:

- Acceptable attendance tracking occurs when parents check their child(ren) in/out of care each time services are rendered.
- If parents encounter an issue while trying to check their child(ren) in/out of care, CCAP and/or KinderSystems should be notified immediately to rectify the issue.
  - If that occurs, parents should also communicate with the provider that there is an issue with checking their child(ren) in/out of care.
  - Parents should share with the provider any messages that may populate in the attendance portal relative to the check in/out issue.
  - The provider should place a ticket in the CCAP Provider Help Desk Ticket System for assistance.

Prospective Payments & Provider Renewals

Due to paying providers with Prospective Payments, it is imperative that Type III license renewal and CCAP certification renewals 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/certification 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 April 30, you must submit your license and certification renewal by March 31.
  - Notice is given 60 days prior to the expiration date via EdLink email 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.

CCAP Monthly Call for Providers

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

- **Webinar Date/Time:**   Thursday, March 19, 2026 at 1 p.m.
- **Webinar Link:**   CCAP Monthly Call for Providers
- **Phone Number:**   1 470 381 2552
- **Meeting ID:**   939 7378 5023
- **Passcode:**   082226

Child Care Assistance Program Reminders & Updates

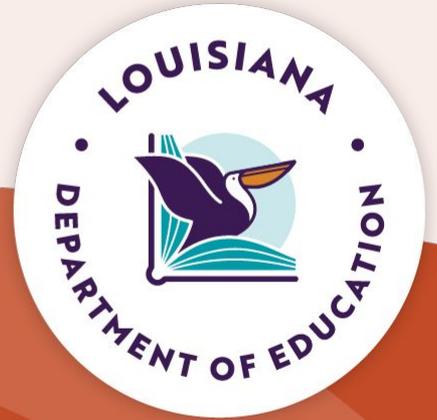For questions, contact LDECCAP@la.gov

CCAP New Provider Training

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

- **Webinar Date/Time:**   Thursday, March 26, 2026 at 1 p.m.
- **Webinar Link:**   CCAP New Provider Training
- **Phone Number:**   1 470 250 9358
- **Meeting ID:**   973 3264 6864

CCAP B-3 Seats Reminders & Updates

CCAP B-3 Seats Determinations & Changes

- For families with a child being served in a CCAP B-3 Seats program slot: If there is a new sibling that needs to be added to care since the family has submitted their re-determination application, please have that family member submit a completed and signed change report by e-mail to ldeccap@la.gov, by fax to 225-376-6060, or by mail to CCAP Eligibility, P.O. Box 260037, Baton Rouge, La 70826.

- If a child drops from a provider program, please notify the LDOE by e-mailing LDOEB3@la.gov and include the child's first initial, first three letters of child's last name, provider number, and date of drop.

- Providers should advise parents to e-mail LDOEB3@la.gov if their case status has not been updated in FamilyCentral.

CCAP B-3 Seats Reminders & Updates
Please contact LDOEB3@la.gov for support.

CCAP B-3 Seats Payments for Siblings

Payments for seats for currently-enrolled CCAP B-3 Seats children and newly-certified sibling 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 complete adding recently-approved siblings to weekly payments.
  - All payments for siblings will be back-dated to the date of family certification.

CCAP B-3 Seats Reminders & Updates
Please contact LDOEB3@la.gov for support.

20

CCAP B-3 Seats Payments Remittance

Providers with CCAP B-3 Seats participants receive a weekly remittance statement on Fridays, from noreply@la.gov, that contains the following information:

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

Please check spam folders if remittances are not being received in general inboxes.

As a reminder, providers must capture daily attendance on a Daily Attendance Log for Children 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 Reminders & Updates
Please contact LDOEB3@la.gov for support.

21

CCAP B-3 General Reminders

It is **critical** that providers are monitoring their e-mail for rejection and certification notices, including monitoring the spam folder in their e-mail box.

Provider notices may include the following:

- Information on payments for children

- Information on eligibility rejections of family applications

- Information on case certification periods for certified children needing care

- Family Case ID

- Date of Action

Licensing

Reminders & Updates

Daily Attendance Records

Bulletin 137 requires daily attendance records be maintained for the children, staff, owners, independent contractors, student trainees, student mentors, and visitors.

These records must:
- accurately reflect who is on the center's premises at any given time
- be maintained on site for a period of two years and be available for inspection, whether as hard copies or electronic form

Maintaining accurate, up-to-date attendance records is essential for ensuring safety, accountability, and compliance.

Tornado Drills

Bulletin 137 requires tornado drills be conducted at least once per month in the following months: March, April, May, and June.

- These drills must be conducted at various times of the day, include all children, and be documented.

- A sample form to document tornado drills can be found on the Child Care Facility Licensing web page under "Licensed Center Forms."

Licensed Center Forms

The Licensed Center Forms section on the website has been updated with the following sample forms:

- Orientation Training Verification
  - This form now includes the requirement for documentation of the notification that parent's written consent to release is not applicable to staff members' personal communication devices or accounts and only provides for the release of information, recordings, or photographs by the center.
- Department's Form noting required child-to-staff ratios
  - Note: This form must be visibly posted in each room included in the center's licensed space.

Child Care Criminal Background Check (CCCBC)

Reminders & Updates

Maintaining the CCCBC Roster

Keeping the Child Care Criminal Background Check (CCCBC) roster up-to-date is essential for compliance with *Bulletin 137 §1807 B*. The instructions below detail how to manage a center's roster effectively:

Removing Former Employees:
To maintain an accurate roster, promptly remove any staff members who are no longer employed, by following the steps below:
1. Navigate to the "Eligible for Child Care Purposes" queue
2. Click the "delete" icon next to the former employee's determination letter

Maintaining the CCCBC Roster

The instructions below detail how to manage a center's roster effectively:

Adding New Employees with an Existing CCCBC Determination:
If hiring someone who already has a CCCBC, follow these steps:

1. Log into your provider [dashboard](#)
2. Click the "New Application" tab
3. On the New Applicant Page, identify the applicant by either
   - Entering their Social Security Number (SSN) or
   - Selecting "Applicant has no SSN issued" if they are entered in the CCCBC System by their driver's license number
4. Upload a signed [consent form](#)

Maintaining the CCCBC Roster

The instructions below detail how to manage a center's roster effectively:

Applicants with Existing CCCBC No Longer Associated with an Early Learning Center Exceeding 180 Days:

Applicants with existing CCCBCs that have not been associated with any early learning center within 180 days are required to complete a new CCCBC application.

- Providers can initiate a new CCCBC application by selecting the box "applicant has no SSN issued" and entering the applicant's driver's license number.
- If an error message stating "e-mail address already in use" appears, a new e-mail address is required.

Maintaining the CCCBC Roster

The instructions below detail how to manage a center's roster effectively:

Adding New Employees in "Corrections Requested" or "Provisional" Status:
If hiring an individual who already has a CCCBC but the application status is
"Corrections Requested" or "Provisional," providers should e-mail
LDECCCBCprocessing@la.gov for required information.

Transferability and Validity

The Child Care Criminal Background Check (CCCBC) process is structured to ensure comprehensive screening of child care staff. Once completed, a CCCBC remains valid for five years and may be transferred between licensed child care providers, provided that specific conditions are met.

- Under 45 CFR Part 98, Louisiana child care staff background checks are valid for 5 years and can be transferred between licensed child care providers.
- Eligibility begins when the staff member receives an eligibility notice after completing the required criminal background screening.
- Eligibility remains in place as long as the staff member stays employed without a break longer than 180 consecutive days.
- Staff who move to a new licensed provider within 180 days do not need a new background check within the original 5-year validity period, unless moving into an owner role, which requires a new check.
- Employment interruptions longer than 180 consecutive days require a new CCCBC, including submission of new fingerprints.

Teaching and Learning

Reminders & Updates

Early Childhood Curriculum Update

The LDOE Instructional Materials Review (IMR) team is conducting ongoing new curriculum reviews:

- These reviews are designed to evaluate the alignment of instructional materials with the revised *2024 Early Learning and Development Standards (ELDS)* and ensure that the materials used in classrooms support high-quality teaching and learning.
- A new Tier I Curriculum List for ECE is being published as IMR reviews are completed.
  - The updated Tier I list will be located on the IMR webpage "Early Childhood Instructional Materials" dropdown and will be populated on an ongoing basis as reviews are complete.
  - The list includes newly-rated instructional materials that are aligned with the 2024 ELDS, meet the criteria of the 2025-2026 IMR rubric, and can thus be purchased through CCR&Rs with current funding allocations.

Teaching and Learning Reminders & Updates
Please contact caitlyn.robinson@la.gov with questions.

34

Heggerty Curriculum

To provide targeted support to improve literacy and language outcomes in Pre-K early learning classrooms in Type III child care centers and academically-approved Family Child Care educators, the LDOE is purchasing Heggerty Pre-Kindergarten and Early Pre-Kindergarten Curriculum manuals along with professional development.

- The LDOE is not requiring the use of Heggerty curriculum manuals. However, programs that are using Heggerty materials are seeing improved child outcomes in phonological awareness and phonemic awareness skills and improved Kindergarten readiness.

- There is not an expected date for recipients to begin using the materials. However, it would be best if educators wait to use the materials until after they have been trained in April or May to use the materials correctly.

Heggerty Training

Heggerty will also provide a series of 10 virtual administrator professional development opportunities to those who will be utilizing the manuals:

- These sessions will focus on supporting child care educators to implement Heggerty Curriculum lessons to improve child outcomes in language and literacy objectives.
- Educators needing professional development will sign up for 1 of 10 virtual sessions to be offered in April and May 2026.
  - The available training dates and times can be found below. Please select the date below to register for training.
  - *Note: The 10 virtual sessions are the same training. Please only register for 1 training session.*

April 15: 1:00-2:30 p.m.
April 18: 11:00-12:30 p.m.
April 21: 1:00-2:30 p.m.
April 23: 11:00-12:30 p.m.
April 23: 6:00-7:30 p.m.

April 27: 11:00-12:30 p.m.
April 29: 1:00-2:30 p.m.
May 2: 11:00-12:30 p.m.
May 5: 11:00-12:30 p.m.
May 7: 6:00-7:30 p.m.

Infant and Toddler Libraries

The Department is excited to announce the purchase of 1,194 infant and 2,180 toddler libraries for Type III child care centers and Family Child Care educators with Academic Approval!

- Ready Start Networks (RSNs) or Child Care Resource and Referral (CCR&R) agencies will reach out to providers about the infant and toddler libraries available.

- Infant and toddler libraries will be shipped directly to each RSN or CCR&R to distribute at monthly meetings.

Teaching and Learning Reminders & Updates
Please contact caitlyn.robinson@la.gov with questions.

37

Provider School Readiness Tax Credits (SRTCs)

The Provider School Readiness Tax Credit (SRTC) is aligned with Performance Profile Ratings issued through the unified quality rating system that is established by the Board of Elementary and Secondary Education in *Bulletin 140*.

- The amount of the tax credit is based on the quality of the center and the number of eligible children served.
- The number of eligible children served includes children attending the site through the Child Care Assistance Program (CCAP) and children who are in foster care under the custody of DCFS.

Provider School Readiness Tax Credit (SRTC) letters for the 2025 tax year will be mailed by the LDOE in early March. These letters include the "Certificate of Star Rating" and "Average Number of Children."

Provider School Readiness Tax Credits (SRTCs)

The average monthly number of eligible children, aged birth to five, included within the Provider SRTC amount is calculated as outlined in R.S. 47:6105 and is based on attendance, not enrollment:

- A child is considered full-time when the CCAP or foster care program pays for at least 12 days of service per child during the month. Two part-time participants may be combined to equal one full-time participant for purposes of this calculation.

- A child is considered to be attending part-time when CCAP or the foster care program pays for at least 40 hours of service per child during the month or CCAP or the foster care program pays for at least 5 days but no more than 11 days of service per child during the month.

Provider School Readiness Tax Credits (SRTCs)

On the Provider SRTC letter, the average number of children for each month of the calendar year was calculated based on payments made for children in that month, including any months with no payments, and the months averaged over the 12 month period total:

- Months in which a site did not care for any qualifying children were included in the average, with zero children for that month(s).

- CCAP B-3 children were included in the counts for July - December 2025. For questions about B-3 children included in the average, contact LDOEB3@la.gov.

Announcements & Upcoming Events

2026 Teacher Leader Summit

- **Save the Date:** The 2026 Teacher Leader Summit will be held May 26-28 at the New Orleans Ernest N. Morial Convention Center.
  - Regular registration will open on March 16, 2026, and will close on April 12, 2026. Please check the TLS website for more details.

- Teacher Leader Summit is an annual professional learning conference that brings together Louisiana birth to grade 12 educators and content experts. Educators participating in the event will share their knowledge, learn new skills, and prepare for the 2026-2027 academic year.

- Teacher Leader Summit now has a website. Please check it out and share it!

Announcements & Upcoming Events
Please contact ldoeevents@la.gov with questions.

42

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, March 18, 2026, 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

Monthly Provider Webinar

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

- **Webinar Date/Time:**   Thursday, April 2, 2026 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

Monthly Office Hours for New Directors

The LDOE team hosts New Director webinars focused on early childhood quality and operations while helping providers build a strong community of peers. This month's session, "Effective Communication Strategies for Directors," equips attendees with practical skills to strengthen classroom practice and support attendees' professional growth.

Attendees can access the webinar using the information below:

- **Date:**   Friday, March 27, 2026 at 12 p.m.
- **Webinar Link:**   https://ldoe.zoom.us/j/98824530491
- **Phone Number:**   1 470 250 9358
- **Meeting ID:**   988 2453 0491
- **Passcode:**   760909

Monthly Office Hours for Active Coaching Sites

The LDOE team hosts webinars on a variety of topics focused on early childhood quality and strengthening child care sites' administrative and operational practices. Through engaging sessions and monthly guest speakers, these office hours are designed to support directors seeking training and to promote effective ECE leadership development.

The March focus area, "Understanding CLASS," will provide participants with a deeper understanding of the supports that strengthen classroom quality.

Attendees can access the webinar using the information below:

- **Webinar Date/Time:**   Wednesday, March 18, 2026, at 1:00pm.
- **Webinar Link:**   https://ldoe.zoom.us/j/98038985498
- **Phone Number:**   1-470-250-9358
- **Meeting ID:**   980 3898 5498
- **Passcode:**   989833

Upcoming Events and Deadlines
Please contact earlychildhood@la.gov with questions.

46

Provider Webinar Slides

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

Contact Information

Child Care Licensing
- Call 225-342-9905
- E-mail ldelicensing@la.gov or e-mail licensing consultants directly

Child Care Assistance Program (CCAP)
- Call 225-250-7635 or 225-614-5917
- E-mail ldeccap@la.gov or enter a ticket at the Provider Help Desk

Child Care Provider Certification
- E-mail providercertification@la.gov

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 earlychildhood@la.gov