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



Discontinuation of the CCAP 10P Form for Change Requests

- The Provider Mass Change Report (CCAP 10P) form was created to aid providers in submitting mass change requests for Summer Care only.
 - Effective immediately, the form should not be submitted for change requests.
- School-aged children have now transitioned to a new school year; therefore, the Summer Care form should not be submitted to CCAP at this time for Change Requests.
 - Effective immediately, all family changes must be reported using the standard Report of Changes form.
 - The CCAP-10 Report of Change form can be completed and submitted through the Cafe Customer Portal or the printed Report of Changes form can be submitted by:
 - Email at <u>LDECCAP@la.gov</u>
 - Fax at 225-376-6060
- Please ensure that the proper form is used when reporting updates to the Child Care Assistance Program (CCAP).

NEW: CCAP Provider Ticket System

The CCAP Provider Help Desk 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 through September 19.
 - After September 19, the current Provider Ticket System will not be accessible for providers.
 - Beginning September 20, providers should temporarily use the CCAP Provider Help Desk e-mail, <u>CCAPPHD@la.gov</u>, to input queries and issues.
 - 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 during the September CCAP Monthly Call for Providers.



Redetermination Extensions

- In preparation for the transition to the new CCAP application portal, the LDOE will be extending the certification period for Louisiana families.
- The new anticipated recertification periods will be as follows:
 - October 2025 December 2025 Redeterminations will extended between April 2026 and June 2026.
- It is critical throughout this transition that families continue to keep their family case information updated by submitting changes via the Report of Changes form.

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 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 October 31, you must submit your license and certification renewal by September 30.
 - 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.

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 | | | | | | | Embe | Childh |
|--------------------|---|-----------|--------------------------------------|---------------|-----------|--------------------------------|-----------------|--------|
| louisiana Believes | Provider Name Provider No.#/Lic. # Daily Attendance Log for Children | | | | | | §1507.A | |
| Date | | | Daily Attendance Lo | g for Childre | in . | | 913 | 507.A |
| Child's Name | Time of | | Full Name of | Time of | | Full Name of Person To Whom | | |
| | Arrival | Departure | Person To Whom Child Was Released | Arrival | Departure | | Staff Signature | |
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Rev 2017-10



New Process for Improper Payments

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.

CCAP Monthly Call for Providers

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

Webinar Date/Time: Thursday, September 18, 2025 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:

Thursday, September 25, 2025 at 1 p.m. Webinar Date/Time:

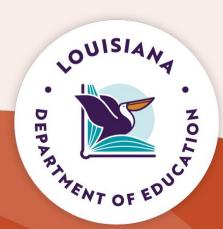
Webinar Link: **CCAP New Provider Training**

Phone Number: 1 470 250 9358

Meeting ID: 918 0810 1163



CCAP B-3 Seats Reminders & Updates



CCAP B-3 Seats 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.

- 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 Reapplication

- Though families received a due date to complete their reapplication, providers should NOT drop the child(ren) from care until notice is received from the Department once the case is certified.
- 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.
- If a child drops, please notify the Department by emailing LDOEB3@la.gov and include the child's first initial, first three letters of last name, your provider number, and date of drop.

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.

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Licensing

Reminders & Updates



Daily Attendance Records

Capturing daily attendance is not just about checking a box: it may seem like a simple administrative task, but its impact is essential.

Tracking attendance plays an important role in ensuring children's safety, allowing staff to:

- Know exactly which children are present at any given time
- Prepare accurate headcounts in case of emergency drills or evacuations
- Prevent confusion during pickup times or transitions between rooms

<u>Bulletin 137</u> requires that a daily attendance record must be maintained for children, staff members, and owners that shall:

- Include the first and last name of the child, staff member, and owners
- Include the first and last name of person or entity to whom the child is released
- Accurately reflect the child, staff members, and owners on the center's premises at any given time
- Be used to document a child, staff members, and owners who leave and return to the center during the day

Hazards

Creating and maintaining a hazard-free environment is not just about meeting requirements, it is about protecting children. Ensuring the indoor and outdoor space is free of hazards, as required in Bulletin 137, ensures the following:

- Allows children to explore safely without constant danger
- Enables fewer injuries and emergency incidents
- Supports child well-being, learning, and confidence

Conducting a daily safety check of the indoor and outdoor areas is one way to ensure an early learning site is safe at all times. Inspect the center every morning before children arrive for all of the following:

- Broken toys, loose furniture, or tripping hazards are removed
- Gates are locked or secured
- Floors are clean to prevent slips
- Stray items are removed



Approved Trainers

The quality of care and safety provided to children relies heavily on the knowledge and skills of the staff:

- One of the most effective ways to ensure that early learning staff are well-prepared is by using approved trainers for their professional development.
- Choosing approved training is important because it equips staff with the latest knowledge and skills to provide the best possible care.

<u>Bulletin 137</u> requires that continuing education for all types of centers be conducted by trainers approved by the Department. Please contact your <u>Licensing Consultant</u> for a list of approved trainers.

Behavior Management

Guiding children's behavior is a natural and necessary part of the day. How early learning center staff members approach discipline matters, too. To protect every child's well-being and maintain compliance with licensing requirements, there are certain methods of discipline that are prohibited:

- For example, even if a staff member is a parent of a child enrolled in the center and uses
 physical discipline at home, physical discipline is not permitted in an early learning center under
 any circumstances.
- Per <u>Bulletin 137</u>, if a staff member, director, or owner is named in a deficiency for a prohibited method of discipline, this could affect the status of a CCCBC-based determination of eligibility for child care purposes.
 - If employed at an early learning center, a change in a CCCBC status from "Eligible" to "Provisional" must result in being monitored at all times by another adult employee, being unable to qualify for a director position, or being unable to own or operate an early learning center.

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



Maintaining the CCCBC Roster

To maintain a CCCBC roster effectively, please note the following important procedures:

- 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.
- If hiring an individual who already has a CCCBC but the application status is in "Corrections Requested" or "Provisional" status, providers should email <u>LDECCBCprocessing@la.gov</u> for required information.

Maintaining the CCCBC Roster

- If hiring someone who already has a CCCBC, follow these steps:
 - Log in to your provider <u>dashboard</u>
 - 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
 - 4. Upload a signed "Consent to Add" form
- If removing former employees from the site, follow these steps:
 - 1. Access the relevant status queue in the CCCBC System
 - 2. Click the "delete" icon located to the right of the individual's name



Locating an IDEMIA Fingerprinting Site

To find a nearby IDEMIA fingerprinting location:

- Visit <u>IdentoGO locations</u>
- Input a zip code or city name into the search field
- From the results displayed, select a convenient location

As a reminder, a CCCBC application must be entered into the CCCBC System before a fingerprinting appointment can be scheduled.

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 LDECCBCprocessing@la.gov.

Notice of Fingerprint Site Closure

Please be advised that the fingerprinting location at 200 Canal Blvd, Thibodaux, LA 70301 is closed effective September 3, 2025.

- The closure is due to the Sheriff's Office relocating its facility.
- The new location opening date is tentative scheduled for September 9, 2025.
 - Further updates will be provided as information becomes available.

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 cowani@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



CLASS® Infant/Toddler 2nd Edition

In August, <u>Teachstone</u> released the new Infant/Toddler 2nd Edition observation tool:

- CLASS® 2nd Edition reflects both advancements in research and field feedback, making the system more accessible, actionable, and aligned with best practices for improving educator-child interactions.
- In the coming months, the Department will release more information regarding the transition from CLASS® Infant 2008 and CLASS® Toddler 2008 to the Infant/Toddler 2nd Edition tool, anticipated in 2026-2027.

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</u>
 <u>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.
- The Classic Experience will be replaced with the New Experience on September 12.

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 on September 12th during the second release.

| Features Now Available |
|---|
| 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) |





EC Learn Updates

The Department is in the process of developing updated "New Teacher Orientation" Modules (currently accessible through Udemy). The trainings below will be accessible in EC Learn starting mid-September 2025:

- Licensing Key Training Module 1: New Child Care Teacher Orientation - credit hours tbd
- Licensing Key Training Module 2: New Teacher Orientation-1 credit hour
- Licensing Key Training Module 3: Overview of Bulletin 137-Louisiana's Early Learning Center Licensing Regulations-1 credit hour





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

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

- Part of the selection process includes recommendations from teachers, directors, district employees, parents, colleagues, self-nominations and community members.
 - o If you know an outstanding early childhood teacher or leader who works in a type III early learning center, please submit a nomination and/or self-nominations.
- The <u>nominations portal</u> is open through **October 17, 2025.**
- Multiple nominations are accepted, as well as self-nominations.
- At the end of the nominations process, the LDOE will review nominees, and the nominees will be encouraged to apply for the award.

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



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

Lana Hutchinson, LDOE Teacher Certification

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 MyLA account to login to LEP
- Logging into the Louisiana Educator Portal Individual Applicants 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 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

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



Available Resources

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
- Logging into the Louisiana Educator Portal Individual Applicants article
 on the Teacher Certification Help Center

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.



2025 Early Childhood Conference



Know Before You Go: Baton Rouge Registrants

Event check-in opens at 7:30 a.m.; there is no on-site registration. The opening session kicks off at 9:00 a.m.

- Check your inbox for an e-mail from Whova regarding the LDOE Early Childhood Conference, for instructions on how to access the Whova app, including your invitation code.
- To get ready for the conference, download the Whova app in advance on your mobile device from the <u>App Store</u> or <u>Google</u> <u>Play</u>.
 - Build your personalized conference schedule
 - Connect and network with fellow attendees
 - Receive real-time updates and announcements



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, September 24, 2025 at 12:00 p.m.

Webinar Link: <u>CenterTrack Webinar</u>

• **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 Early Childhood Accountability System." Participants will learn how the early childhood accountability system promotes and assesses quality early care and education across the state.

Attendees can access the webinar using the information below:

• **Webinar Date/Time:** Friday, September 26, 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, October 2, 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>

