Early Childhood Newsletter

EARLY CHILDHOOD
AN OFFICE OF LDOE

November 12, 2026

Growing Together Through Family Literacy



Building strong connections, one story at a time.
November is National Family Literacy Month! Across Louisiana, early childhood educators and families can celebrate the important role families play in children's early learning and development and work together to build the foundational skills children need for future success.

Family literacy goes beyond reading books: talking, singing, telling stories, exploring new words, and learning through everyday routines all help children develop language, curiosity, and a love of learning.

Strong Connections Begin with Families

When educators and families work together, children benefit from meaningful learning experiences and consistent support. Simple actions, such as sharing a child's accomplishments, suggesting activities to try at home, or communicating regularly, help build trust and strengthen home-school connections.

Simple Ways to Celebrate Family Literacy

- **Share a Story:** Encourage families to read together, tell stories, or explore picture books.
- **Make Learning an Everyday Experience:** Suggest counting, naming colors, singing songs, and talking about daily experiences.
- **Celebrate Family Voices:** Invite families to share stories, songs, and traditions from their homes.
- **Strengthen Communication:** Share children's progress and offer practical ideas for extending learning at home.
- **Create a Literacy Challenge:** Provide a bingo board with simple activities, such as reading books, singing songs, or telling stories. Invite families to choose activities and mark them off as they complete them throughout November.

Every Family Can Make a Difference

Families have different schedules, resources, and experiences. Providing flexible, welcoming opportunities for engagement helps every family participate in ways that work for them.

This November, let's celebrate the power of family literacy and the partnerships that support children's growth and kindergarten readiness! Together, Louisiana's early childhood educators and families can turn everyday moments into meaningful learning opportunities through one conversation, one story, and one connection at a time.

For more information contact earlychildhood@la.gov.

Upcoming Events

- November 16 EdLink New User Account Set-up and Access Webinar
- November 17: Optional CNLA Collaborative Office Hours
- November 18: KinderSystems CenterTrack Webinar
- November 19: CCAP Monthly Call for Providers
- November 23: EdLink New User Account Set-up and Access Webinar
- November 30: EdLink New User Account Set-up and Access Webinar
- December 3: December Provider Update Webinar
- December 7: EdLink New User Account Set-up and Access Webinar
- December 8: CNLA Monthly Update Webinar
- December 9: Family Child Care Office Hours
- December 14: EdLink New User Account Set-up and Access Webinar

Upcoming Deadlines

- November 18: Parent Poll closes
- January 14: Early Childhood Teacher and Leader of the Year Application deadline
- January 22: Early Childhood Conference Registration Deadline
  Shreveport Registration
  Baton Rouge Registration

More Important Dates
Please see the LDOE School System Support Calendar.

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UPCOMING EVENTS

REMINDER: 2027 Early Childhood Conference–*Louisiana's Future Starts Here*
Registration is now open for the 2027 Louisiana Early Childhood Conference: ***Louisiana's Future Starts Here***! Join early childhood professionals from across the state for a day of learning, connection, and collaboration.

The conference will be held in two locations, on two different days:

- Shreveport: February 27, 2027 | Shreveport Convention Center
- Baton Rouge: March 6, 2027 | Raising Cane's River Center

Register by January 22, 2027, to secure your spot at the registration rate of $55.00.

Shreveport	Click here to register for the Early Childhood Conference in Shreveport on February 27.
Baton Rouge	Click here to register for the Early Childhood Conference in Baton Rouge on March 6.

Please contact events@emergentmethod.com with questions regarding the 2027 Early Childhood Conference.

NEW: Early Childhood Provider Update Webinar
The LDOE hosts monthly webinars for early childhood providers. These webinars include essential reminders and updates for all provider types.

Providers can access the December Provider Update Webinar using the information below:

- **Webinar Date/Time:** December 3 at 1 p.m.
- **Webinar Link:** https://ldoe.zoom.us/j/93597745872
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

Past webinar slides can be located on the Quality Providers Resources webpage under "Early Childhood Provider Webinars." For more information, please contact earlychildhood@la.gov.

NEW: CCAP Monthly Provider Call
CCAP hosts a monthly call for all certified providers, sharing CCAP updates and reminders about requirements for providers and families. Providers can access the November call via the information below:

- **Webinar Date/Time:** November 19 at 1 p.m.
- **Webinar Link:** CCAP Monthly Call for Providers
- **Meeting ID:** 939 7378 5023
- **Passcode:** 082226

For more information, please contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

NEW: KinderSystems CenterTrack November 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:** November 18 at 12 p.m.
- **Webinar Link:** CenterTrack Webinar
- **Webinar ID:** 160 165 2409

For more information, please contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

REMINDER: Optional Community Network Lead Agency (CNLA) Collaborative Office Hours
CNLAs are invited to attend an optional CNLA Collaborative Office Hours call where CNLAs can invite colleagues, bring questions, send topics for breakout discussions, and connect with colleagues on initiatives and topics from the Monthly CNLA Update Webinar.

Attendees can access the next CNLA Office Hours webinar using the information below:

- **Webinar Date/Time:** Tuesday, November 17 at 1 p.m.
- **Webinar Link:** https://ldoe.zoom.us/j/95836360641
- **Phone Number:** 1 312 626 6799
- **Meeting ID:** 958 3636 0641
- **Passcode:** 592742

For more information, please contact earlychildhood@la.gov.

REMINDER: Community Network Lead Agency (CNLA) Update Webinar
CNLAs are invited to attend an optional CNLA Office Hours call where CNLAs can receive information about early childhood assessment, academics, and upcoming events and deadlines.

Attendees can access the next CNLA Office Hours webinar using the information below:

- **Webinar Date/Time:** Tuesday, December 8 at 3 p.m.
- **Webinar Link:** https://ldoe.zoom.us/j/97220084131
- **Phone Number:** 1 312 626 6799
- **Meeting ID:** 972 2008 4131
- **Passcode:** 051391

For more information, please contact earlychildhood@la.gov.

Please note that attendees need to register for the webinar prior to attending. Please email SupportLA@KinderSystems.com with questions.

NEW: CCAP New Provider Training
CCAP hosts a monthly training for all newly certified providers. The training gives providers essential tools and resources that support them in their new role as a certified provider.

CCAP New Provider Training will resume in January 2027. New Providers and current child care owners will receive an email invitation for this essential training.

The training can be accessed via the information below:

- **Webinar Date/Time:** January 28, 2027 at 1 p.m.
- **Webinar Link:** CCAP New Provider Training
- **Meeting ID:** 973 3264 6864

If new providers or child care owners need assistance prior to this training, please call the Provider Help Desk at 225-250-7635 or 225-614-5917.

NEW: Family Child Care (FCC) Office Hours
Current FCC providers with Academic Approval are encouraged to join monthly office hours. This month's topic is "Getting Started With ASQ-3: Understanding the Tool, Partnering with Families, and Planning Next Steps."

Participants will earn .5 training hours for joining office hours. This is a dedicated time to check in, ask questions, and receive new information.

Providers can access the office hours using the information below:

- **Webinar Date/Time:** December 9 at 6 p.m.
- **Webinar Link:** https://ldoe.zoom.us/j/93029152858
- **Meeting ID:** 930 2915 2858

For more information, please contact Brandee.David@la.gov.

REMINDER: EdLink New User Account Setup and Access Webinar
These webinar sessions are to assist providers with setting up EdLink user accounts, securing access to sites, and addressing other EdLink OPS requests. Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** Every Monday at 10 a.m.
- **Webinar Link:** https://ldoe.zoom.us/j/93164206416
- **Meeting ID:** 931 6420 6416

For any questions, please submit a support ticket and an EdLink Support Team Member will address your issues.

UPDATES FOR ACADEMICS

REMINDER: 2027-2028 Early Childhood Teacher and Leader of the Year Applications are Open!
Applications for the 2027-2028 Early Childhood Teacher and Leader of the Year program opened October 6. Individuals nominated or candidates interested in applying are encouraged to complete the 2028 Early Childhood Teacher and Leader of the Year application by January 14, 2027.

Interested applicants may attend an application support webinar, for help in understanding the application requirements, receive guidance, review expectations, and ask questions regarding the Early Childhood Teacher and Leader of the Year Application.

Interested applicants may attend either webinar 1 or webinar 2 using the information below. There is no need to attend both sessions, as the same information will be shared.

- **Webinar 1 Date/Time:** December 2 at 3 p.m.
- **Webinar 1 Link:** https://ldoe.zoom.us/j/97511094667
- **Meeting ID:** 975 1109 4667

- **Webinar 2 Date/Time:** December 14 at 6 p.m.
- **Webinar 2 Link:** https://ldoe.zoom.us/j/95598162634
- **Meeting ID:** 955 9816 2634

The LDOE looks forward to reviewing applications and learning more about the outstanding early childhood teachers and leaders making a lasting impact on Louisiana's youngest learners!

For additional information, please contact Brandee David at brandee.david@la.gov.

REMINDER: Early Childhood Curriculum Review Updates and Science of Reading Training
The LDOE Instructional Materials Review (IMR) team is conducting ongoing new curriculum reviews. The newly rated Tier I curriculum list is being populated as reviews are completed and can be located on the IMR webpage under the "Early Childhood Instructional Materials" dropdown.

Currently, nine curricula have completed the IMR process and been approved as Tier I:

- NEW: Teaching Strategies, LLC - The Creative Curriculum for Toddlers (2024)
- Teaching Strategies, LLC - The Creative Curriculum for Pre-K (2024)

- Teaching Strategies, LLC - The Creative Curriculum for Preschool (2026)
- Teacher Created Materials, Inc. Explore & Learn, Ages 4-5 (2025)
- AppleTree Institute for Education Innovation–Every Child Ready, Pre-K 3-4 (2024)
- Great Minds PBC - Eureka Math Squared, Level PK - ECE, Ages 4-5
- Frog Street Press, LLC-Frog Street Infant: Joyful Beginnings, Louisiana
- Frog Street Press, LLC - Frog Street Preschool Louisiana, Threes
- Frog Street Press, LLC - Frog Street Pre-K Louisiana, ECE Ages 4-5

Please note: The newly approved Frog Street curriculum now has "Louisiana" in the title. All previous versions will be archived.

Currently, one curriculum has completed the IMR process and has been rated as Tier 3. This curriculum is not available for purchase with LDOE funding:

- No Tears Learning, Inc. Learning Without Tears–Get Set for School Pre-K Program (2021), Ages 4-5

Currently, two curricula are in the review stage of the IMR process:

- Teaching Strategies, LLC - The Creative Curriculum for Infants (2024)
- CELEBRATE Successful Early Learning-FOUNDATIONS, Ages 3-4 (2022)-Under Construction

Science of Reading Training:
In addition, the LDOE is providing LDOE-created Science of Reading (SoR) Training to support early identification and interventions, including for teachers of young children with disabilities who teach Pre-K. The *Early Childhood Science and Art of Reading* professional learning series aims to equip educators with a shared understanding of the knowledge and skills needed to implement scientifically-based literacy instruction. This professional development series is housed in the LDOE's Louisiana Professional Learning Platform.

- The course code for Part 1, Modules 1-3, is **C100N1N9.** *Part 1 (Modules 1-3) should be completed prior to moving to Part 2 (Modules 4-6).*
- The course code for Part 2, Modules 4-7, is **730A16U6.** *Part 2 (Modules 4-7) is now available.*

Please reach out to LouisianaCurriculumReview@la.gov with questions related to the instructional materials reviews. For all other questions, including those related to funding, purchases, and newly rated curriculum, please reach out to earlychildhood@la.gov.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: CCAP Voucher and B-3 Quarter 3 Bonus Payment Schedule
CCAP voucher bonus payments for eligible providers were processed on November 2, 2026; B-3 bonus payments for eligible providers were processed separately, on November 5, 2026. Providers should refer to the applicable payment and remittance information for each program to verify their payments.

If you have questions, contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

NEW: CCAP Wait List Update
The LDOE has begun contacting families by phone and mail who were certified to the CCAP Wait List in May, June, and July 2024 to certify families still in need of care for services.

Three attempted calls will be made to families to notify and assist them with completing and returning the Wait List Verification Form if services are still requested. The LDOE has mailed out those eligible May and June 2024 a Wait List Verification Form; the LDOE is also finishing up mailing out the form to eligible July 2024 families.

When received, families should immediately review the Waitlist Verification Form and note any changes since submitting their original CCAP application.

- Changes may include household contact information or household composition.
- Families should check "Yes" if all information remains the same, sign the form, and return it to the LDOE as quickly as possible.
- If there have been changes, the family should indicate the changes on the form and return it to the LDOE as quickly as possible.
- All families are required to list their provider information on the form to receive authorizations.

Families on the waitlist will be required to submit the following updated verification before being removed from the waitlist and considered for final eligibility:

- Up to four most recent consecutive pay periods for each household member who is working.

- Proof of any of these types of unearned income if received by a household member:
    - Retirement and disability benefits
    - Social Security benefits
    - Supplemental Security Income (SSI)
    - Unemployment compensation benefits
    - Veteran's Administration benefits
- For any adult or parent attending school: statement from the educational institution or job training program verifying the hours of attendance each week, full or part-time status, and the anticipated date of completion
- Verification of disability (IFSP, IEP, doctor's statement, etc.) for any disabled adult, parent, or child not receiving SSI, Social Security disability, or VA disability

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

NEW: Child Care Assistance Program (CCAP Voucher and Birth to Three) Redeterminations
Providers are encouraged to remind clients to timely submit their redetermination application. A renewal notice is mailed to the client (11RC) & provider (11RC-P) 45 days in advance of the certification period ending. This notice will be sent to the last known mailing address the LDOE has on file for the family. Providers can also search their children's authorizations in KinderConnect under "Provider>Cases" to determine the end of the child's certification period.

Upon receiving the notice, clients should complete a renewal application before the end of the certification period listed on the notice. All CCAP renewal applications for all families served by child care subsidy should be completed in Café at this time. This includes Birth to Three families that are to be redetermined in November and December, who are also encouraged to submit their redetermination application right away through the Café Customer Portal.

All supporting verifications should be submitted with the renewal application. If additional verifications are requested by the CCAP analyst, it is important that the documents are submitted by or before the due date on the notice. Not submitting by the due date can result in the client's case closing. A client whose case closes may reapply, and if determined eligible, be placed on the Waitlist.

To ensure faster processing times, families should also be encouraged to submit all of the following at the time of their application:
- State ID or driver's license
- Updated immunization records for children needing care
- Last 4 consecutive checks stubs and/or detailed school schedule for the head of household and legal or non-legal spouse
- Verification of unearned household income if applicable, such as SSI or disability benefits
- Birth certificates for all children in the household

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

REMINDER: Child Care Assistance Program (CCAP) Underutilization Process
Families whose children have not been signed in and out using KinderConnect will receive an Underutilization Notice by mail.

Providers not submitting weekly attendance can cause family names to appear on the LDOE CCAP Underutilization Report and place the families in jeopardy of losing their CCAP certification. Families appearing on the CCAP Underutilization Report due to the provider not submitting weekly attendance may also be referred to the Early Childhood Program Integrity and Compliance (ECPIC) unit for review of their case.
- Cases referred to ECPIC relative to Underutilization will be reviewed and/or reopened on a case-by-case basis.
- After review, ECPIC will provide an update to the families regarding their case.

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

REMINDER: Child Care Assistance Program (CCAP) B-3 Payments and Remittance Updates
As the LDOE continues preparing for the full CCAP system transition, B-3 families currently served through the FamilyCentral process will temporarily transition to the established CAPS eligibility process. This approach helps the LDOE maintain continuity of services, reduces the risk of eligibility or payment disruptions, and allows families and providers to continue using a familiar, established process while FamilyCentral functionality is completed.

LDOE is finalizing the transition of B-3 case information from the KinderSystems eligibility system to the CAPS eligibility system:

- Each case transferred has an additional review.
- Some families can expect to see additional verification requests during this transfer, sent to the Head of Household's last known address.

To prevent potential closure of cases, families should return requested verification even if their certification period has not expired.

Depending on the child's system transfer status from FamilyCentral into CAPS, providers may receive remittance information through one of two processes:

- Remittance Process One–children already transitioned to and paid through CAPS: Some B-3 children and siblings have been transitioned to CAPS and are now being paid through the same process used for CCAP Voucher. Providers will receive the associated remittance through the standard CCAP Voucher process for these children.
- Remittance and Payment Process Two–children not yet transitioned to CAPS: B-3 children and siblings who have not yet been moved to CAPS will continue to be paid through the current B-3 payment process until their transition is complete. Providers will receive a separate remittance from noreply@la.gov, which will be on the LDOE letterhead.

Please note:

- Providers may receive remittances through both processes depending on whether the B-3 children and siblings in their care have been transitioned into CAPS yet.
- A child not appearing on the remittance received from noreply@la.gov does not always indicate the child has dropped from the B-3 program; instead, providers should check their CCAP Voucher remittances for that week.

If a provider has checked both remittances (CCAP Voucher and remittance received from noreply@la.gov) and still does not see the child who they believe to be eligible, the provider should email ldoeb3@la.gov requesting updates to that child's case.

REMINDER: Child Care Assistance Program (CCAP) Provider Help Desk (PHD) Support
Providers may contact the Provider Help Desk to schedule the following:

- An appointment call with a PHD regional Program Specialist to discuss an urgent issue/concern
- Technical Assistance Training (on a topic of the provider's choice)
- New Provider or other specified training
- Review findings of a provider issue researched by a Regional Specialist

To schedule an appointment or additional training, contact the Provider Help Desk at 225-614-5917 or 225-250-7635.

UPDATES FOR LICENSED CENTERS

NEW: Current Email Address
Email is an essential means of communication between the LDOE and early learning sites. Each early learning site is required to maintain a current email address on file.

Important information regarding renewal application deadlines, regulation changes, and other time-sensitive notifications may be communicated electronically. Providers are encouraged to monitor their email regularly, including junk and spam folders, to avoid missing important notices, updates, deadlines, and licensing-related information.

If your site's email address changes, please update the notification email address in EdLink to ensure that you continue to receive important LDOE communications.

Please contact your Licensing Consultant with questions.

NEW: Annual Influenza Information
Influenza, also known as the "flu," has arrived. Please ensure that the parents of all children served are aware of these resources concerning influenza:

- Bureau of Infectious Diseases | Louisiana Department of Health

- Influenza (Flu) | Louisiana Department of Health
- Flu Facts
- Pandemic Flu
- Flu Symptoms & Complications (CDC)
- Similarities and Differences between Flu and Covid-19 (CDC)
- Benefits of the Flu Vaccine (CDC)
- Key Facts About Seasonal Flu Vaccine (CDC)

If you have any questions, please reach out to the Bureau of Infectious Diseases.

NEW: Hazards
A safe environment in an early learning center is essential. A hazard is anything that could potentially cause injury, illness, or harm to a child. Maintaining a hazard-free indoor and outdoor area helps children learn and play while reducing the risk of accidents and injuries.

Bulletin 137 requires the following:
- Construction, remodeling, and alterations of structures be done in a way that prevents hazards.
- Outdoor play spaces must be enclosed with a permanent fence or other barrier that protects children from traffic hazards.
- Crawlspaces and mechanical, electrical, or other hazardous equipment must be inaccessible to children.
- Strings and cords must be inaccessible to children under age 4.
- No water beads or Orbeez on the center's premises.

Please contact your Licensing Consultant with questions.

REMINDER: Workforce Child Care Tax Credits
Parent Tax Credit Form (R-10614):
Parent tax forms will be mailed to Type III sites and Family Child Care sites with Academic Approval in December 2026. Once the forms are received, site directors should complete the child care portion and distribute the forms to all eligible parents.

Director and Staff Tax Credit Form (R-10615):
Director and Staff tax forms will be mailed by Louisiana Pathways on January 31, 2027. For re-leveling on the Louisiana Pathways Career Ladder, new credentials and certifications should be submitted via email to cowanj@nsula.edu or via mail to Louisiana Pathways before December 31, 2026, at the address below:

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

For additional questions, contact Demita Walker at demita.walker@la.gov.

NEW: Early Childhood Ancillary Certificate (ECAC)
Early childhood educators must have a valid Early Childhood Ancillary Certificate (ECAC) by December 31 to qualify for certain levels of tax credits.

Directors and teachers who are seeking an initial ECAC or have an expiring Early Childhood Ancillary Certificate must submit an application, in its entirety, with all site approval, **no later than November 30**, via the Louisiana Educator Portal (LEP).
- For those with expiring ECACs, please do not wait to receive a notification that it is time for your renewal: please check your renewal date and begin the renewal process to ensure timely submission.

Incomplete applications or applications submitted after November 30 are not guaranteed to be processed by the Certification Team before the deadline and thus may not qualify for re-leveling and a potential increase in tax credits for tax year 2026.

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

Louisiana Pathways

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

Submit certification questions at https://ldoe.force.com/s/ask-certification. For questions regarding Louisiana Pathways Leveling, contact cowanj@nsula.edu.

UPDATES FOR LICENSED CENTERS, FAMILY CHILD CARE, AND IN-HOME PROVIDERS

NEW: 2026 Parent Poll Deadline EXTENDED to November 18
The Louisiana Policy Institute for Children, in partnership with the Louisiana Department of Education, is administering its annual parent survey to help further understand the child care needs of Louisiana families with children under the age of 5.

The 2026 Louisiana Child Care Parent Poll opened Wednesday, October 28. Please share or re-share the survey with your families:

- Survey in English
- Survey in Spanish
- Survey in Vietnamese

This survey is for any Louisiana parent, guardian, or caregiver raising children under the age of 5, not just for moms and dads, regardless of their child care arrangement. Participation in this survey is entirely voluntary and will not affect families' eligibility for child care or other services. Families do not need to complete this survey to continue participating in any public program, including the Child Care Assistance Program (CCAP). All answers will be kept confidential, and participants can answer the survey without giving their name. The survey will take less than 15 minutes to complete.

Please share the survey with families in one of the following ways:

- Download printable flyers (available in English, Spanish, and Vietnamese) with the survey link and post them on a family information board.
- Share the survey on social media. This social media toolkit has several templates and graphics for Facebook and X (Twitter) posts to help promote the survey.
- Send a letter about the Parent Poll home to families.
- Email the content of the Parent Poll letter to families.

The poll closes Wednesday, November 18. Should you have any questions about the survey, you may contact info@policyinstitutela.org.

NEW: LDOE Market Rate Survey Coming Soon
The Louisiana 2026-2027 Child Care Market Rate Survey is coming in November, and we need your help. This 15-20 minute survey, conducted every 3 years, asks what child care centers and family child care homes charge, as well as personnel and facilities costs for early learning sites, and will help shape the Louisiana CCAP subsidy rates.

Why does the Market Rate Survey matter?

- For providers: The Market Rate Survey is used to inform CCAP payment rates. Accurate data means rates are set using a true picture of your market, not a guess or outdated information.
- For families: When rates are too low, child care providers may stop accepting subsidies. This means families lose choices. Good Market Rate Survey data helps keep your doors open to the children that need you.

What about my privacy?
Results are reported only as group totals, never by individual program. No provider's name, address, or individual answers are shared or reported.

What can I do now?

- Watch out for an email in early December from Tulane University's Early Childhood Policy Research Lab, ECpolicylab@tulane.edu
- Have your current rates and fees handy when taking the survey.

For more information at this time, contact earlychildhood@la.gov.

NEW: Child Care Criminal Background Checks (CCCBC) Provisional Determination
A staff member may be employed provisionally only when all required conditions for a provisional CCCBC determination have been met. These include submission of a request for a CCCBC-based determination of eligibility for child care purposes, receipt by the LDOE of a satisfactory fingerprint-based Louisiana or federal criminal history record, and a status of "Provisional" in the CCCBC System while awaiting the remaining CCCBC results and final eligibility determination.

Provisional employment is permitted only when the applicable requirements are met. Provisional applicants may have a pending out-of-state background check, as processing times vary by state. Individuals who meet the provisional requirements may work at the center and count toward classroom ratios, but provisionally-employed staff must be monitored at all times.

Additionally, *Bulletin 137* §1804.A.3 allows provisional status in certain circumstances when an individual is named in a deficiency under §1509, including §1509.8(a–b), regarding Behavior Management Policies.

Important Reminder: An expired CCCBC does not qualify an individual for provisional status. The individual's status must be listed as "Provisional" in the CCCBC System to meet this requirement.

Please contact LDECCCBCprocessing@la.gov with questions.

NEW: IDEMIA Email Address Update
IDEMIA has updated its email domain. Effective immediately, providers should use the updated email address when submitting No Charge Authorization Code (NCAC) Initial and Reorder Form Requests.

Please ensure requests are sent to the updated email address: LAUEPaccounts@ps-idemia.com. Previously used @us.idemia email addresses are no longer receiving forwarded messages. Requests sent to outdated email addresses may not be received or processed.

Providers are encouraged to download and use the most current versions of the NCAC Initial and Reorder Forms to ensure the correct contact information is used for future submissions.

Please contact LDECCCBCprocessing@la.gov with questions.

CONTACT US



- For questions regarding licensing or child health and safety, please contact LDElicensing@la.gov.
- For questions regarding the Child Care Assistance Program (CCAP), please contact LDECCAP@la.gov.
- For all questions regarding Child Care Criminal Background Check processing, please contact LDEcccbcprocessing@la.gov.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.
- Subscribe to our monthly newsletter by completing our Newsletter Signup form.