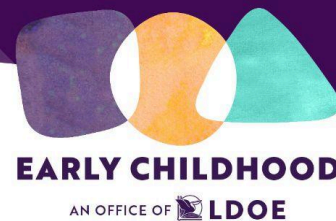




Early Childhood Newsletter



March 14, 2024

March is National Reading Month! The LDOE encourages all Early Childhood providers across Louisiana to celebrate National Reading Month through activities that support Early Childhood Language and Literacy growth and development. The earlier children begin to build positive language and literacy habits, the better. Positive early language and literacy development practices in the early years not only set the stage for later independent reading but also greatly benefit the learning of skills needed to be Kindergarten-ready.



National Reading Month is a great time to reconnect with families about the importance of reading at home and reading can be a wonderful way for families to unwind, have fun, and interact with their children. Remember the joy of reading starts early, so read early and read often because reading with children from birth and beyond helps build a foundation for lifelong learning.

Upcoming Deadlines

- March 15: 2024 Teacher Leader Summit [Regular Registration](#) closes
- March 26: 2024-2026 Community Network Lead Agency Request for Application and Ready Start Network Lead Agency Request for Application Due

Upcoming Events

- March 22: New Director Webinar
- April 4: Monthly Provider Webinar
- September 7: Early Childhood Conference (ECC) 2024 - Shreveport, Shreveport Convention Center
- October 5: Early Childhood Conference (ECC) 2024 - Baton Rouge, Crowne Plaza

More Important Dates

Please see the [LDOE School System Support Calendar](#)

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PROVIDER UPDATES

NEW: Early Childhood Provider Update Webinar

The LDOE hosts monthly webinars for early childhood providers. These webinars include important reminders and updates for all provider types. The next monthly Provider Update Webinar will be held April 4, 2024.

Providers can access the upcoming April Provider Update Webinar using the information below:

Webinar Date/Time:	Thursday, April 4 at 1 p.m.
Webinar Link:	https://ldoe.zoom.us/j/93597745872
Phone Number:	1 312 626 6799
Meeting ID:	935 9774 5872

The March 7 presentation slides are available in the [Quality Providers Library](#) on the [Louisiana Believes](#) website.

UPDATES FOR TEACHING AND LEARNING

NEW: Community Network Lead Agency and Ready Start Network Lead Agency Request for Application Period is Open

The Early Childhood Community Network Lead Agency Request for Application (RFA) and Ready Start Network Lead Agency Request for Application (RFA) release for the 2024-2026 period will be released on March 5, 2024. Eligible applicants for both RFAs are the following: a state agency, a local public school system, a non-profit having an educational or social services mission, including but not limited to a nonprofit corporation of a philanthropic or policy nature, a Louisiana public postsecondary institution, or a nonprofit corporation established by the governing authority of a parish or municipality, as outlined in [Bulletin 140](#).

An informational webinar was held on March 5. To receive a copy of the webinar slides please email earlychildhood@la.gov. Applications can be found in the [Community Network Lead Agency RFA Guidance Document](#) and the [Ready Start Network Lead Agency RFA Guidance Document](#).

Both applications are due March 26 by 5 p.m. via email to earlychildhood@la.gov.

Please contact earlychildhood@la.gov with questions.

Reminder: Family Child Care Sites with Academic Approval Eligible for Environmental Enhancement Grant Opportunity

Family Child Care (FCC) educators with current Academic Approval or who opt into Academic Approval by April 1, 2024, have the opportunity to participate in the 2023-2024 “Environmental Enhancement Grant” administered by Child Care Resource and Referral (CCR&R) agencies. This opportunity is available to eligible FCCs through June 30, 2024; interested FCCs should [contact their CCR&R](#) for more information.

This grant is designed to provide FCCs with Academic Approval with the furnishings, materials, and in-class supports necessary to create and support high-quality early learning environments.

- FCCs that have never participated in the FCC Pilot and have Academic Approval for 2023-2024 are eligible for up to \$5,000 worth of classroom furnishings and learning materials.
- FCCs that have previously participated in the FCC Pilot through the LDOE or had Academic Approval in a previous year and who currently have Academic Approval are eligible for \$1,875 worth of classroom

furnishings and learning materials.

Please contact earlychildhood@la.gov with any questions.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: American Rescue Plan Act (ARPA) Stabilization Grant Survey (Rounds 3 and 4 & CCAP Bonus Payment)

The LDOE is conducting a new grant survey related to the final American Rescue Plan Act (ARPA) Stabilizations grants. LDOE has again partnered with the Early Childhood Grant Assessment Program to collect information regarding the use of these later-distributed ARPA Stabilizations grant funds. The Department will use the information to direct future technical assistance.

Please note that this is a **new** survey of information regarding ARPA Grants for Round 3 and 4 and the CCAP Bonus Grant Payment that has not previously been collected. Participation in this new survey is **required**. Failure to complete the survey may impact future funding opportunities, and your site will be automatically chosen for an audit of the ARPA grants via the Office of Inspector General (OIG).

This new ARPA survey must be completed by Type I, II, and III licensed early learning centers and Child Care Assistance Program certified in-home and family child care providers that received ARPA Grant Round 3, ARPA Round 4, and/or the CCAP Bonus Grant Payment. This survey is specific to ARPA Round 3 & 4 and the CCAP Bonus Grant Payment and corresponding information should be provided for these grants only.

Please consult the [LDOE Grant Portal](#) for any update. There you can find the survey form and important dates.

During the week of April 1, you will receive an email containing a link to complete the survey from the following sender:

- Sender: Early Childhood Grant Assessment Program
- Email address: info@ldoe-pnsurvey.com
- Subject Line: LDOE ARPA Grant Survey – Rounds 3 and 4

The survey must be completed on a desktop browser, as mobile devices are not supported. The deadline to submit completed surveys is April 18.

Contact the LDOE Provider Help Desk at 225-250-7635 with any questions. If you require technical assistance regarding how to complete the survey, you may contact the Early Childhood Grant Assessment Program at info@ldoe-grantprogram.com.

NEW: Child Care Assistance Program (CCAP) Underutilized Authorizations

As the LDOE begins transitioning to a new payment and processing system, it is important for providers to submit their KinderConnect attendance records weekly for all CCAP-enrolled children. To properly record attendance of CCAP children, families should check their children in and out of care every day using the KinderConnect system. Authorizations must be utilized by families at the time child care services are rendered. Children who do not attend child care regularly are not receiving the benefits of high-quality care and are preventing other children in need from accessing quality care.

CCAP conducts a monthly review of underutilized authorizations of children who have not attended child care within the previous 30 days.

- If CCAP children are not attending, their authorizations will be discontinued at the end of the month and families will need to re-apply for CCAP benefits.
- Providers **must** request the removal of a child from their CCAP roster if a child is not attending or never enrolled.
- Failure to notify the Department of a child who is no longer attending and/or not enrolled will result in recoupment of CCAP funds.

KinderConnect attendance records will be examined as part of the underutilization review of CCAP attendance.

Attendance records should be reviewed, prior to submission, for accuracy. If a child’s attendance appears in red, the provider will need to correct prior to submission. Please refer to [KinderConnect-Correct Incomplete Attendance QRC](#) for more details, including detailed instructions on submitting attendance records weekly.

As a reminder, all children can be input into KinderConnect as [“Private Pay” children](#). Once a family becomes certified and authorizations have been input for that child, providers can then [merge the Private Pay and CCAP-certified children](#).

If a provider has received a notice of non-attendance for children in their care, the provider does not have to submit attendance logs or contact the Department. Please instruct families to utilize the KinderConnect Attendance Tracking System, and the Department can view the child’s attendance in the provider’s portal.

Please contact the LDOE Provider Help Desk at 225-250-7635 or earlychildhood@la.gov with any questions.

NEW: CCAP 2024 Sliding Fee Scale

The new [Sliding Fee Scale](#) has been posted to the LDOE website. The parent’s co-payment and qualifying income was calculated using the new scale as of February 1. Many additional families may now be eligible for CCAP based on the new scale. Providers should immediately adjust a family’s co-pay amount to reflect the new Sliding Fee Scale.

Families who applied for CCAP prior to February 1 and were denied for being over the guidelines should examine the new scale to see whether they now qualify. (i.e., the eligible income for a family of 4 has increased by \$2,000).

The updated Sliding Fee Scale can be seen below:

Copay	2 persons	3 persons	4 persons	5 persons
\$0	\$0 - \$ 3,153	\$0 - \$ 3,895	\$0 - \$ 4,636	\$0 - \$ 5,378
\$2.00	\$ 3,154 - \$ 3,399	\$ 3,896 - \$ 4,199	\$ 4,637 - \$ 4,999	\$ 5,379 - \$ 5,798
\$3.00	\$ 3,400 - \$ 3,645	\$ 4,200 - \$ 4,503	\$ 5,000 - \$ 5,361	\$ 5,799 - \$ 6,219
\$8.00	\$ 3,646 - \$ 3,892	\$ 4,504 - \$ 4,807	\$ 5,362 - \$ 5,723	\$ 6,220 - \$ 6,639
\$10.00	\$ 3,893 - \$ 4,187	\$ 4,808 - \$ 5,173	\$ 5,724 - \$ 6,158	\$ 6,640 - \$ 7,143
Copay	6 persons	7 persons	8 persons	9 Persons
\$0	\$0 - \$ 6,120	\$0 - \$ 6,259	\$0 - \$ 6,398	\$0 - \$ 6,537
\$2.00	\$ 6,121 - \$ 6,598	\$ 6,260 - \$ 6,748	\$ 6,399 - \$ 6,898	\$ 6,538 - \$ 7,048
\$3.00	\$ 6,599 - \$ 7,076	\$ 6,749 - \$ 7,237	\$ 6,899 - \$ 7,398	\$ 7,049 - \$ 7,559
\$8.00	\$ 7,077 - \$ 7,555	\$ 7,238 - \$ 7,726	\$ 7,399 - \$ 7,898	\$ 7,560 - \$ 8,070
\$10.00	\$ 7,556 - \$ 8,128	\$ 7,727 - \$ 8,313	\$ 7,899 - \$ 8,498	\$ 8,071 - \$ 8,683
Copay	10 persons	11 Persons		12 Persons
\$0	\$0 - \$ 6,677	\$0 - \$ 6,816		\$0 - \$ 6,955
\$2.00	\$ 6,678 - \$ 7,198	\$ 6,817 - \$ 7,348		\$ 6,956 - \$ 7,498
\$3.00	\$ 7,199 - \$ 7,720	\$ 7,349 - \$ 7,881		\$ 7,499 - \$ 8,041
\$8.00	\$ 7,721 - \$ 8,241	\$ 7,882 - \$ 8,413		\$ 8,042 - \$ 8,585
\$10.00	\$ 8,242 - \$ 8,867	\$ 8,414 - \$ 9,052		\$ 8,586 - \$ 9,237

Contact the Provider Help Desk at 225-250-7635 or email LDECCAP@la.gov with any questions.

REMINDER: Child Care Assistance Program (CCAP) Waitlist Removal Notification

The LDOE is finalizing contact with families certified to the Child Care Assistance Program Waitlist from October 1, 2022 - June 30, 2023.

To ensure eligible families are still in need of child care, the LDOE must evaluate families' continued need for services. The Waitlist Verification Form includes five "YES" or "NO" questions. If the family answers "NO" to any question, a CCAP 10 [Report of Changes Form](#) will also be required to be submitted along with the Waitlist Verification Form. It is important that families complete and return these forms by the deadline listed in the mailouts. Forms can be faxed to 225-376-6060 or emailed to LDECCAP@la.gov.

Please contact the LDOE Provider Help Desk at 225-250-7635 or LDECCAP@la.gov with any questions.

REMINDER: Child Care Assistance Program (CCAP) Semi-Automated Invoice (SAI) Requests and Back Payments

As CCAP Waitlist Verification Forms are returned by families for applications from October 1, 2022 - June 30, 2023, those families are being certified for services, if still eligible.

- As slots become available, additional eligible applicants from July 1, 2023, and on will be removed from the waitlist, based on the date of application.
- If an eligible family enrolled their child while on the waitlist, the provider will only be reimbursed from the time the family was certified for services.
 - Semi-Automated Invoices (SAIs) are generated based on the date that the household was removed from the waitlist and certified for services.
- Providers must complete and sign the SAI and return it with the attendance logs for the requested dates within 10 days of the invoice date.

SAIs and attendance logs can be faxed to 225-376-6056.

Please contact the LDOE Provider Help Desk at 225-250-7635 or email LDECCAP@la.gov with any questions.

REMINDER: Child Care Assistance (CCAP) Provider Help Desk Ticket Submission Procedures

To expedite the processing of [Provider Help Desk tickets](#), new streamlined submission processes are being implemented. For guidance, review the [Check Status/Resolve Ticket](#) document. Please note the following changes:

1. For most issues, there are new required fields to help expedite your concern. The subject line on the ticket should state only a single concern within the ticket (i.e., if the subject line says, "remove a child," the ticket should only include the names of children who should be removed from the roster). Most help topics allow the option to submit up to five children for the same issue.
2. To address multiple issues, use multiple tickets. Each ticket should note an individual issue.
3. Please do not submit duplicate tickets for the same issues.
4. Please allow 30 days from date of submission for case status updates on intake or redetermination applications before initiating a ticket.
5. Use the ticket system first for assistance with an issue or concern. When emailing for additional help, the ticket number must be included in the email.
6. Client applications, provider or client verifications, Semi-Automated Invoices, attendance logs, or Change Reports should not be submitted in the ticket system or sent to a staff email.
7. Please refer to [the provider support system document](#) to help determine the best ticketing system to resolve your concern. This document outlines the differences between the Provider Help Desk and the EdLink Help Desk to better ensure your issue is routed correctly.

8. Should your issue be resolved, please reply to your ticket that the ticket can be closed because it is resolved.

Please contact the LDOE Provider Help Desk at 225-250-7635 with any questions.

UPDATES FOR LICENSED CENTERS

NEW: Checking Temperature of Food

Recently, there has been an increase in critical incidents submitted regarding children receiving severe burns on fingertips or the chest area after being served hot food.

Providers must ensure staff members do all of the following:

- Take precautions such as checking the temperature of food or keeping the food inaccessible for a cool-down period prior to serving the food to the children
- Give proper first aid to the child
Note: staff administering first aid must have current documentation of certification on file
- Avoid using home remedies that can make the damage worse
- Do not apply topical ointments, sprays, or creams without prior written parental authorization
- Complete and submit a critical incident form to ldelicensing@la.gov if any child receives a burn from hot food

Please contact your [licensing consultant](#) with any questions.

NEW: Outdoor Play Space

When requesting to add additional outdoor play space, providers must ensure all outdoor play spaces are available through a direct exit from the center into the outdoor play space or attached to the center in a manner that ensures children are continuously protected by a permanent fence or other permanent barrier while going to and from the center to the outdoor play space.

Outdoor play spaces must be enclosed in a manner that protects and prevents children from the following:

- traffic hazards
- leaving the premises without proper supervision
- contact with animals
- contact with unauthorized persons

For example, children should not be crossing parking lots to get to the play space.

Please contact your [licensing consultant](#) with any questions.

NEW: Daily Infant Reports

“Daily Infant Reports” must be kept current throughout the day. These reports can be written or electronic and must include the following:

- liquid intake
- food intake
- disposition
- bowel movements
- eating patterns
- sleeping patterns

As a reminder, parents must be given the infant reports on a daily basis.

Please contact your [licensing consultant](#) with any questions.

REMINDER: Practice Drills

Emergency evacuation drills must be conducted at least twice per year. In addition to this drill, tornado drills must be conducted at least once per month in the months of March, April, May, and June at various times of the day. Documentation of these drills must include all children. A sample [practice drill](#) form can be found in the [Licensed Centers Library](#).

Please contact your [licensing consultant](#) with any questions.

REMINDER: Updated Assigned Licensing Consultant

Each center has an assigned licensing consultant. The center’s licensing consultant can be identified by the first letter of the center’s name, excluding the articles “A,” “An,” and “The.” If there are any questions regarding Bulletin 137, please contact your licensing consultant for assistance. A licensing consultant can be contacted via the e-mail address below or via phone at 225.342.9905. Please do not contact a licensing specialist with questions regarding Bulletin 137.

First Letter of the Center’s Name	Licensing Consultant
L, T	alicia.bourgeois2@la.gov
M, S	alicia.brown@la.gov
D, J, K	autumn.sullivan@la.gov
A, N, O, U, V, W	curieni.jackson2@la.gov
C, I, Y, Z	daryneshia.weaver2@la.gov
B, E, F, H, Q, X	nyshekita.travis@la.gov
G, R, P	phyllis.politz@la.gov

UPDATES FOR FAMILY CHILD CARE AND IN-HOME PROVIDERS

NEW: Children’s Daily Attendance

Providers must ensure a daily attendance record for children is maintained that includes the following:

- include the child’s first and last name and arrival and departure times
- first and last name of person or entity to whom the child is released
- accurately reflect children in care at any given time and
- be used to sign in and out if a child leaves and returns to the home during the day

Please contact ProviderCertification@la.gov with any questions.

NEW: Obtaining Child Care Criminal Background Checks (CCCBCs)

Family Child Care providers must obtain a CCCBC-based determination of eligibility for child care purposes from the LDOE for the following required persons:

- the provider
- all adults employed in the home or on the property of the home where care is provided
- all adults living in the residence where care is provided
- any other person in the home or on the premises when one or more children in care are present, who is not a household designee for a child in care at the home.

In-Home Child Care providers must obtain a CCCBC-based determination of eligibility for child care purposes from the LDOE for the following required persons:

1. the provider
2. all adults employed in the home or on the property of the home where care is provided
3. all non-caregiver adults living in the home where care is provided
4. any other person in the home or on the premises when one or more children in care are present, who is not a household designee for a child in care at the home and who is not a caregiver who is exempt from the requirement of having a CCCBC-based determination of eligibility for child care purposes.
 - a. Caregivers, as defined in §103 of this bulletin, who are living in the home, are exempt from the requirement of having a CCCBC-based determination of eligibility for child care purposes.

To obtain a Child Care Criminal Background Check, new Family Child Care and In-Home providers are required to follow the steps below:

1. Visit [Child Care Criminal Background Check System](#)
2. Select “New Provider/Entity Register Here”
3. Upload required documents to register as a provider:
 - a. state-issued identification verification document (e.g., ID, driver’s license)
 - b. letter of employment on official letterhead (employment verification; W2, or 1099 form)
 - c. proof of incorporation or business registration (business license or letter from Secretary of State)

If the provider does not have employment verification or proof of incorporation, upload a copy of the Provider Agreement form.
4. Once the Provider/Entity registration is approved, the provider will be emailed a username and temporary password
Create a new password using the special instructions located on the right side of the screen
5. Select the “Home” icon
6. Select “New Application” tab
7. Enter applicant’s information
 - a. Please note: e-mail addresses serve as a username in the CCCBC System. A different e-mail address is required when completing a CCCBC application.
8. Once the CCCBC application is complete, the provider should schedule a fingerprinting appointment by visiting [Idemia’s appointment enrollment site](#)
9. Repeat steps 6-9 for all required persons outlined

Please contact ProviderCertification@la.gov with any questions.

NEW: Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment Policies

Providers must have a policy and procedure to identify, prevent, and respond to shaken baby syndrome, abusive head trauma, and child maltreatment.

Please contact ProviderCertification@la.gov with any questions.

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

NEW: 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) or who are in foster care under the custody of DCFS.

Provider School Readiness Tax Credit (SRTC) letters for the 2023 tax year will be mailed by the LDOE this month. These letters include the “Certificate of Star Rating” and “Average Number of Children.”

The average number of children aged birth to five included within the Provider SRTC letter is calculated as outlined in [R.S. 47:6105](#) and is based on attendance, not enrollment. The average monthly number of eligible full-time children on which the Provider SRTC amount is calculated is detailed below:

- 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.

In 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).

SRTCs support child care directors and teachers in eligible early learning sites to provide a high-quality early learning experience for children as well as recognize these professionals for their education and commitment to the field.

The Family SRTC is an additional state child care tax credit for taxpayers with children who are under the age of 6 and enrolled in an eligible child care site and supports families based on care child expenses, income, federal and state child care tax credit, and the quality rating of the site.

Louisiana Pathways began mailing tax forms for teacher and director School Readiness Tax Credit in January 2024. All forms will be mailed by the end of March 2024.

In order to claim [family](#), [teacher](#) or [director](#) School Readiness Tax Credits, individuals must file a tax return.

- The Volunteer Income Tax Assistance (VITA) program offers free tax support to lower-income individuals who need assistance in preparing their own tax returns. This assistance is offered by IRS-certified volunteers and provides free basic income tax return preparation with electronic filing to qualified individuals.
- Please contact 2-1-1 for more information or to make an appointment for assistance in filing a tax return.
- For VITA programs in your area, visit the [Louisiana 211](#) website.

For questions regarding SRTCs, please contact demita.walker@la.gov.

REMINDER: Online Medication Administration and Health and Safety Training Coming Soon

The LDOE is currently developing online training support for the Medication Administration and Health and Safety training requirements, to better serve child care providers by creating easier training access. Child Care Health Consultants can still be used during this time to receive the required training. Additional information will be shared when the training supports are completed and ready for implementation.

Please contact your [licensing consultant](#) with any questions.

REMINDER: EdLink Licensing System and Training Opportunities

All providers must use the EdLink system to submit new Licensing applications, submit renewal Licensing applications, submit Licensing change requests, and access the Department's new attendance system, KinderConnect.

Please note, renewal applications

- must be submitted prior to the first day of the month in which the current license expires in order to ensure that there is no interruption of service and authorizations are not dropped
 - For example, if the center's license expires April 30, 2024, the renewal application must be submitted by no later than March 31, 2024
- can be started up to 90 days prior to the expiration date
- must include all required documentation

Please note: Failure to renew timely will result in children being dropped from the site's roster; if renewal applications are submitted late (e.g., less than prior to the first day of the month in which the current license expires), payments may be delayed as well.

The LDOE is offering multiple [EdLink trainings](#) where providers will be given instructions for accessing and navigating the system. For the month of March, training is scheduled for Mondays, Wednesdays, and Fridays only (excluding holidays). Note: In-home and Family Child Care provider sessions are only available upon request by submitting a [ticket](#) to the EdLink support team.

It is highly recommended that providers attend each session in the order the sessions are listed. All sessions require registration. Register early since space is limited.

- Accessing EdLink
 - Mondays 10 a.m. - 11 a.m., [Register Here](#)
 - Wednesdays 8 a.m. - 9 a.m., [Register Here](#)
 - Fridays 12 p.m. - 1 p.m., [Register Here](#)
- Completing Type I, II, and III New and Renewal Applications
 - Mondays 12 p.m. - 1 p.m., [Register Here](#)
- Completing Entity Change Applications
 - Wednesdays 10 a.m. - 11 a.m., [Register Here](#)
- Staff Management
 - Wednesdays 12 p.m. - 1 p.m., [Register Here](#)
 - Fridays 10 a.m. - 11 a.m., [Register Here](#)

For questions regarding EdLink, please submit a ticket in the [EdLink Support Ticket System](#) or visit the LDOE [EdLink Training](#) page to access training videos and training manuals at any time.

Please visit the LDOE [EdLink Support](#) page for detailed guidance and screenshots on how to register in EdLink.

REMINDER: Child Care Criminal Background Check (CCCBC)

The LDOE encourages providers to initiate CCCBC renewal applications at least 30 days prior to the CCCBC expiration date and license renewal date. To prevent processing delays, providers should enter the applicant's information into the CCCBC System exactly as it appears on the applicant's government-issued identification. Be sure to select the correct position for the applicant while entering in the applicant's information. Potential time needed for application corrections and fingerprint rejections should be taken into consideration for application processing timeframe.

Please note that fingerprint submissions may be unsuccessful. As a result, there may be delays in the application process. Fingerprint rejections may occur due to the following:

- poor image quality
- fingerprint missing (a specific finger was not scanned)
- too much pressure applied to the electronic digital scanning system

Fingerprint rejections require an additional fingerprint submission. It is possible an applicant may be required to submit fingerprints up to four times before a name-based search can be performed by the Federal Bureau of Investigation.

Applications remaining in "In Progress" status five business days after a fingerprint submission could possibly be due to fingerprint rejection. Applicants are notified via the applicant's e-mail of a fingerprint rejection. Status of a fingerprint submission can also be verified using [Idemia's appointment enrollment site](#). Applicants will be instructed via email to schedule an appointment to re-submit fingerprints using the specified link listed on the appointment enrollment site. Additional fingerprint fees are not required if fingerprints are re-submitted within 30 days of the first fingerprint submission.

The LDOE recommends the following tips to submit successful fingerprints:

- clean, dry hands that are free of any residue or oil-based substance
- ensure fingerprinting scanning area is cleaned and dry
- use the electronic digital fingerprinting option
- verify whether prints are accepted before departing the location

Only electronic digital fingerprinting submissions are accepted, unless otherwise stated by the LDOE. Prior to their fingerprinting appointment, please inform the CCCBC Section by emailing LDECCBCprocessing@la.gov if an applicant has a condition that may cause fingerprinting issues.

For IDEMIA finance and NCAC questions, contact 877-512-6962; for UEID and scheduling assistance, contact 844-539-5543.

Please contact LDECCBCprocessing@la.gov with any questions.

UPDATES FOR DIRECTORS

NEW: Office Hours for New Directors

The LDOE team holds webinars that focus on early childhood quality or operations while also helping expand Early Childhood directors' network of peers. Office hours are targeted towards new directors.

This month's topic is *Understanding Teaching Strategies (TS) GOLD*[®]. Participants will be provided an overview and learn how to implement TS GOLD[®].

Webinar Date/Time: March 22 at 12 p.m.
Webinar Link: <https://ldoe.zoom.us/j/92298578944>
Webinar Phone Number: 1 346 248 7799
Meeting ID: 922 9857 8944

Please contact tella.henderson@la.gov with any questions.

UPDATES FOR COMMUNITY NETWORK LEAD AGENCIES

REMINDER: Early Childhood Community Network Lead Agency Office Hours Webinar

The Early Childhood Strategy team hosts Early Childhood Community Network Lead Agency (CNLA) Office Hour webinars for CNLA administrators on most Tuesdays at 3 p.m. The purpose of these webinars is to provide updates to CNLAs.

Upcoming CNLA Office Hour Webinars:

- March 19
- March 26
- April 9

Note: Office hours will not be held on April 2 as many school systems will be closed for Spring Break.

Presentations from previous Early Childhood Community Network Lead Agency Office Hours webinars are located in the [Community Network Lead Agency Library](#).

Contact earlychildhood@la.gov with any questions.

REMINDER: Teacher Leader Summit 2024 Registration

Teacher Leader Summit (TLS) 2024 will be held Tuesday, May 28 - Thursday, May 30 at the New Orleans Ernest N. Morial Convention Center.

- Regular registration began on February 3, 2024, and will close on March 15, 2024, or at sellout. There will be no onsite registration. All registrations must be completed in advance of arriving at the event.
- Educators will use Cvent to [register](#) for the event. The LDOE strongly encourages the email address used for Cvent to be the participant's professional email address.

Contact events@emergentmethod.com with any questions.

REMINDER: Early Childhood Conference (ECC) 2024

The Early Childhood Conference is moving to Fall 2024! New this year, the 2024 Early Childhood Conference will be held at two locations, in order to make it easier for providers from across the state to be able to attend:

- September 7: Shreveport Convention Center, 400 Caddo St, Shreveport, LA 71101
- October 5: Crowne Plaza, 4728 Constitution Ave, Baton Rouge, LA 70808

At each site, ECC 2024 is expected to be held on one day only, a Saturday, to provide more opportunity for educators and providers to attend.

Contact events@emergentmethod.com with any questions.

Early Childhood in the News

[Louisiana Will Release Applications For Early Childhood Education Lead Agencies](#) (louisianabelieves.com)

[Louisiana Department Of Education Seeks Applications For Special Education Advisory Panel](#) (louisianabelieves.com)

CONTACT US



- For questions regarding licensing or child health and safety, please contact LDElicensing@la.gov.
- For all questions regarding child care criminal background check processing, please contact LDEccbcprocessing@la.gov.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.
- Subscribe to our monthly newsletter by completing this [form](#).