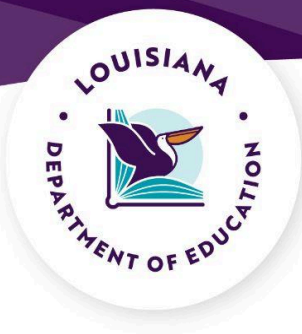
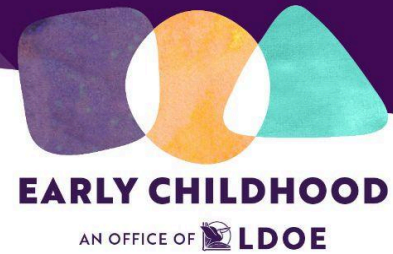




Early Childhood Newsletter



September 10, 2026

Building Strong Foundations Through Language

September is an opportunity to celebrate the many ways young children communicate, connect, and make their voices heard. As we recognize Deaf Awareness Month, we are reminded of the importance of ensuring that every child has access to language and meaningful opportunities to communicate, learn, and connect with others.

Language and literacy begin long before a child learns to read and write: children grow through everyday conversations, songs, stories, play, gestures, signs, and interactions with caring adults. These experiences help children build vocabulary, express ideas, understand others, develop relationships, and establish the foundation for future reading and writing.



Communication may look different for every child. Children may use spoken language, sign language, gestures, pictures, facial expressions, or other forms of communication. Our early childhood classrooms and learning environments should welcome and support these differences while providing every child with opportunities to participate, express themselves, and be understood.

This September, let's celebrate every child's voice and continue creating language- and literacy-rich environments where every child can communicate, connect, learn, and belong.

Louisiana provides several state programs and support networks for early identification and intervention for deaf and hard-of-hearing infants and young children:

- [Louisiana Early Hearing Detection and Intervention \(LA EHDI\)](#): Tracks newborn hearing screenings, offers follow-up support, and coordinates diagnostic care.
- [Guidance, Outreach, & Language Development \(GOLD\)](#): A free, family-centered program through the Louisiana School for the Deaf that serves children from birth to age 5 to build language and communication skills.
- [EarlySteps](#): The state's early intervention system that provides family support and services for infants and toddlers with developmental delays or specialized needs.

For more information contact earlychildhood@la.gov.

Upcoming Events

- September 14: [EdLink New User Account Setup and Access Webinar](#)
- September 15: [Optional CNLA Collaborative Office Hours](#)
- September 17: [CCAP Monthly Call for Providers](#)
- September 21: [EdLink New User Account Set-up and Access Webinar](#)
- September 22: [Young Children with Disabilities Community of Practice](#)

- September 23: [KinderSystems CenterTrack Webinar](#)
- September 24: [CCAP New Provider Training](#)
- September 25: [New Director Office Hours](#)
- September 28: [EdLink New User Account Setup and Access Webinar](#)
- October 1: [October Provider Update Webinar](#)
- October 5: [EdLink New User Account Setup and Access Webinar](#)
- October 12: [EdLink New User Account Setup and Access Webinar](#)
- October 13: [Monthly CNLA Update Webinar](#)

More Important Dates

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

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UPCOMING EVENTS

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 October Provider Update Webinar using the information below:

- **Webinar Date/Time:** October 1 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.

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.

NEW: 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, September 15 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.

NEW: KinderSystems CenterTrack September 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:** September 23 at 12 p.m.
- **Webinar Link:** [CenterTrack Webinar](#)

- **Webinar ID:** 160 165 2409

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

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 September call via the information below:

- **Webinar Date/Time:** September 17 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: Young Children with Disabilities (YCWD) Community of Practice Webinar

The LDOE hosts monthly webinars for early childhood special education administrators and educators. These webinars include professional development and updates regarding young children with disabilities in early childhood settings.

Providers can access the YCWD Community of Practice Webinar using the information below:

- **Webinar Date/Time:** September 22 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/99301224453>
- **Meeting ID:** 993 0122 4453
- **Passcode:** 497464

For more information, please contact Emily.Coussou@la.gov.

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. The training can be accessed via the information below:

- **Webinar Date/Time:** September 24 at 1 p.m.
- **Webinar Link:** [CCAP New Provider Training](#)
- **Meeting ID:** 973 3264 6864

For more information, please contact 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 "Making Curriculum Work in a Family Child Care site." 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:** October 14 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.

NEW: 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 "The New Director Roadmap: From Transition to Leadership." Participants will develop practical routines that strengthen program management, support staff well-being, guide decision-making, build accountability, and promote program quality.

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** September 25 at 12 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/98824530491>
- **Meeting ID:** 988 2453 0491
- **Passcode:** 760909

For more information, please contact Tella.Henderson@la.gov.

UPDATES FOR ACADEMICS

NEW: 2028 Early Childhood Teacher and Leader of the Year Nominations are Open!

Nominations are now open for Louisiana's Early Childhood Teacher and Leader of the Year program! We invite directors, teachers, coaches, families, CCR&R staff, Community Network Lead Agencies and Ready Start Networks, and community partners to recognize exceptional educators and leaders who demonstrate dedication, innovation, and excellence in early childhood education.

Last year, educators from 32 parishes were nominated. The LDOE's goal is to increase representation across Louisiana even more and further highlight the outstanding work taking place in every region of the state: If you know a teacher or leader who deserves recognition, submit a [nomination](#) for the 2028 Early Childhood Teacher and Leader of the Year today.

Together, let's celebrate the professionals who are making a lasting impact on Louisiana's youngest learners!

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

REMINDER: Early Childhood Literacy Initiative - Early Childhood Curriculum Funding, Reviews, and Updates to the Tier I Early Childhood Curriculum List

The LDOE has allocated funding for new infant, toddler, and pre-k curriculum purchases. This funding is available through December 30, 2026, to provide free Tier I early childhood curricula and professional learning for Type III child care providers, Family Child Care providers with Academic Approval, public school Pre-K programs, and Early Head Start and Head Start programs.

How to Access Funding:

- Type III child care providers and Family Child Care with Academic Approval should contact their Child Care Resource and Referral (CCR&R) agency.
- School systems and Head Start programs should work with their Community Network Lead Agency (CNLA).

Programs should work with their CCR&R/CNLA to:

- Select an approved Tier I curriculum that best meets program needs
- Complete any required purchase request or funding documentation
- Register staff for associated curriculum training and professional learning

Contact your CCR&R/CNLA to confirm local deadlines.

The curriculum allocation will be used to purchase newly-rated high-quality instructional materials (rated as Tier I) that align to the 2024 [Early Learning and Development Standards](#) and LDOE IMR review processes. The newly-rated Tier I curriculum list is being populated as reviews are completed and can be located on the [IMR webpage](#) under "Early Childhood Instructional Materials" dropdown.

- Currently, six curricula have completed the IMR process and been approved as Tier I:
 - NEW: 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, four curricula are in the review stage of the IMR process:
 - Teaching Strategies, LLC - The Creative Curriculum for Pre-K (2024)
 - Teaching Strategies, LLC - The Creative Curriculum for Preschool (2026)
 - Teaching Strategies, LLC - The Creative Curriculum for Toddlers (2024)
 - Teaching Strategies, LLC - The Creative Curriculum for Infants (2024)

- Additional curricula reviewed and currently being updated include the following:
 - CELEBRATE Successful Early Learning-FOUNDATIONS, Ages 3-4 (2022)-Under Construction

In addition, the LDOE is providing Science of Reading (SoR) Training Stipend Allocation to pre-K teachers, through CNLAs. The SoR Training stipend allocation will be used to provide LDOE-created SoR training to support early identification and interventions, including for teachers of young children with disabilities who teach pre-K.

- This portion of the allocation will fund \$250 stipends for the completion of 3 LDOE Science of Reading pre-K modules through the LDOE Canopy platform.
 - 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](#).
 - Part 1 Modules 1-3 course code is **C100N1N9**.
 - *Part 1 (Modules 1-3) should be completed prior to moving to Part 2 (Modules 4-6).*
 - **NEW:** Part 2 Modules 4-6 course code is **730A16U6**.
 - *Module 4 is now available with Modules 5 and 6 becoming available soon.*

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

REMINDER: Child Care Assistance Program (CCAP) New Provider Agreement

On Friday, September 4, CCAP Provider Certification released a New Provider Agreement for all certified providers to review and sign. Providers are asked to sign the new Provider Agreement by September 18, 2026.

Changes in the new agreement will ensure providers remain in compliance with CCAP requirements at the federal and state levels and with *Bulletin 139—Louisiana Child Care and Development Fund Programs*, which governs the child care program:

- Providers received an email from EdLink directing them to thoroughly read and sign the new agreement.
- Due to the updated information, the Provider Agreement will be a separate document to review apart from the annual certification renewal.
- Failure to review and sign the Provider Agreement timely may result in CCAP ineligibility as a certified provider.

For additional assistance, contact Provider Certification via email at ProviderCertification@la.gov.

NEW: Child Care Assistance Program (CCAP) Underutilization Process

The Louisiana Department of Education (LDOE) is preparing to process the August CCAP Underutilization Report. 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, which includes both voucher and B-3 Seats.

Families appearing on the CCAP Underutilization Report due to the provider not submitting weekly attendance may 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.

NEW: 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 remaining FamilyCentral functionality is completed.

The LDOE is transferring all B-3 children and their siblings from the FamilyCentral-linked system to the legacy CAPS (eligibility and payment) system:

- Each case transferred will have an additional review.
- This transition will be completed in September.
- Please note: families may still receive notifications in the FamilyCentral portal, as well.

Depending on the child's system transfer status, 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.

NEW: Full-Time Payments for Children Aging Up

Effective August 17, 2026, children previously in the B-3 Seats program and now age four years old and up have been transitioned to part-time payments.

- If you have one of those children in your care who is still attending full-time, please have the **family** contact the B-3 inbox at ldoeb3@la.gov and state in writing the schedule adjustment that is being requested or have the **families** submit a [change report](#) to ldeccap@la.gov.

For additional assistance, contact LDOEB3@la.gov.

NEW: Child Care Assistance Program (CCAP) Provider Help Desk (PHD) Support

Providers may contact the Provider Help Desk to schedule the following:

- Request an appointment/call with a PHD regional Program Specialist to discuss an urgent issue/concern
- Schedule Technical Assistance Training (on topic of provider's choice)
- Request 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.

NEW: Child Care Assistance Program (CCAP) Provider Help Desk Ticket System

It is important that **all** CCAP provider queries are placed in the CCAP [Provider Ticket System](#). This system is specifically designed to assist providers with queries and concerns that affect their daily operation and care for children and families:

- Findings and resolutions for each ticket request are placed within the ticket **after** thorough research is completed.
- **Providers should not upload any documents into the Provider Ticket System** (i.e., Change Reports, SAls, attendance logs, eligibility verifications, Provider Certification documents, training certificates, etc.)
 - Payment documents (SAls, attendance logs) should be faxed to 225-376-6056 or emailed to CCAPPayments@la.gov for processing.
 - Other CCAP documents should be faxed to 225-376-6060 or emailed to LDECCAP@la.gov for processing.
- Please do not submit duplicate tickets of the same issue.
- When submitting a Provider Help Desk ticket, the following details must be included:
 - Selection of a "Help Topic"

- A clear description of the issue or concern
- Parent and child name(s)
- Case ID number
- Relevant date(s) or timeline of the issue
- Providers receive a confirmation email after submitting a ticket and another email once a ticket is resolved.
- All provider issues are a priority; therefore, tickets are addressed in the order received.

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

REMINDER: Child Care Assistance Program (CCAP) Weekly Payment Schedule

Effective July 6, 2026, B-3 and voucher payments began following one weekly payment schedule on the same day each week (Tuesday) to provide consistency and predictability for providers.

Providers will continue to receive separate remittance advice for B-3 and voucher payments until further notice. This approach supports a smooth transition while maintaining clear payment documentation and transparency.

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

REMINDER: Child Care Assistance Program (CCAP) B-3 Child Care Copayments

As of the July 6, 2026, payment run, the LDOE began deducting family fees (i.e., copayments) from CCAP B-3 payments.

Family fees/copayments are:

- based on the sliding fee scale
- determined by participants' household size and the household monthly gross income
- identified on the family certification notice
- applied to the daily child care rate
- the responsibility of the participant (parent/guardian) to pay to the provider
 - The parent/guardian is responsible for any payment not covered by LDOE to the provider.

In response to provider requests, beginning September 1, 2026, providers are allowed to charge the parent/guardian any payment not covered by the LDOE to the provider.

- The LDOE encourages you to work with your families to prepare them for any changes to their fees.

For additional assistance, contact LDOEB3@la.gov.

REMINDER: Child Care Assistance Program (CCAP) Client Redetermination Requirements

Due to recent legislative changes (Act 351 (2025)), the following documents should be submitted by clients during the redetermination review to continue to be eligible to receive child care assistance:

- Current Identification Card for the head of household (e.g., state identification card, passport, driver's license)
- Copy of Birth Certificates for all household members

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

UPDATES FOR LICENSED CENTERS

NEW: Retention of Records

Record retention is not just an administrative task, it is an important part of demonstrating compliance with licensing requirements that helps protect children, employees, and the center itself.

[Bulletin 137](#) requires that records of daily attendance for children, staff, independent contractors, and student trainees, as well as staff and personnel files be maintained for a minimum of two years and be available for on-site inspection, whether as hard copies or in electronic form, upon request by the LDOE.

Please contact your [Licensing Consultant](#) with questions.

NEW: Update of Licensing Consultant Assignments

Each licensed center has an assigned Licensing Consultant, and the LDOE has recently updated these assignments. Please see each site's currently-assigned Consultant:

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

NEW: Proper Techniques for Lifting a Child

Proper lifting techniques protect both children and staff. Young children often need to be lifted or carried throughout the day, and using the correct techniques helps prevent injuries and ensures the child is handled safely.

[Bulletin 137](#) states staff members shall not lift a child by one or both arms. Some proper techniques include the following:

- Getting close to the child: Avoid reaching or leaning across equipment to pick up a child.
- Support the child securely: Use both arms and provide support for the child's head, neck, back, and body.
- Turn your entire body by moving your feet: Avoid twisting your torso while holding the child.
- Lift smoothly: Avoid sudden or jerking movements.
- Lower the child safely: Bend your knees and lower the child close to your body.

Please contact your [Licensing Consultant](#) with questions.

REMINDER: Act 893 Lead Risk Assessment

During the 2026 Regular Session, the Louisiana Legislature passed [Act 893](#), which establishes lead risk assessment requirements, effective **August 1, 2026**, for certain newly-licensed early learning centers.

- A lead risk assessment evaluates the facility and surrounding grounds for the presence of lead-based paint, lead-contaminated dust, and lead-contaminated soil.
- If the risk assessment identifies lead hazards, operations shall not begin until appropriate lead hazard control measures have been implemented and the Louisiana DEQ has verified that the hazards have been properly addressed.
- Note: Additional lead testing may be required if the owner or operator undertakes major renovations or remodeling.

The owner, operator, or governing authority of any proposed licensed early learning center that is subject to federal child care licensing requirements and is **first placed into operation on or after August 1, 2026**, must comply with the following requirements:

- [DEQ's Lead Risk Assessment Notification Form](#) must be submitted to the LDOE, Louisiana DEQ, and LDH to complete the initial LDOE Licensing application process.
 - Risk assessments must be completed by a currently [accredited lead risk assessor](#).
 - Facilities constructed after 1978 require proof of facility construction date.
 - See page 3, #7, #8, and #9 of [DEQ's Lead Risk Assessment Notification Form](#) for information regarding where to send the form.
- For more information about risk assessments, contact DEQ-LeadNotificationActivity@LA.GOV.
 - Note: Facilities constructed prior to 1978 may or may not require a [lead risk assessment](#). See Section II of the [DEQ's Lead Risk Assessment Notification Form](#) for more information.

Reminder: Child Neglect and Abuse Mandatory Reporter Training

[Bulletin 137](#) §1727 notes that documentation of the completed Child Neglect and Abuse Mandatory Reporter training course must be submitted by providers, for all staff, in the LDOE electronic system, EdLink, no later than September 30 of each calendar year.

Please note: Act 409 (2025) requires the LDOE to publish on its website the completion rates of all child care staff at each early learning site who have and have not complied with this training requirement within the specified timeframe. Documentation of the completed training must also be available for on-site inspection, whether as hard copies or electronic form.

Please contact your [Licensing Consultant](#) with questions.

Reminder: Motor Vehicle Checks

As temperatures rise outside, it is imperative that vehicles are adequately inspected for children before staff exit the vehicle. A staff person must physically walk through the vehicle and inspect the following:

- all seat surfaces
- under all seats
- all enclosed spaces and recesses of the vehicle interior

For field trips, each vehicle must have a face-to-name count conducted in addition to the visual passenger check at the following times:

- prior to leaving the center for the destination
- upon arrival at and prior to departure from each destination
- upon return to the center

A staff member must record the time of the visual passenger check and sign the log indicating that no child was left in the vehicle.

Please contact your [Licensing Consultant](#) with questions.

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

NEW: Child Care Criminal Background Check (CCCBC) Application Corrections and Notifications

To help ensure CCCBC applications are processed as efficiently as possible, providers should regularly monitor for notifications regarding any corrections or additional information as needed. When an application requires a correction, the CCCBC team will notify the provider and clearly identify the information or documentation that needs to be addressed.

Providers are notified of needed corrections in two ways:

1. email Notifications: automated alerts outlining specific application discrepancies
2. Online Notification Log: outstanding requests and system alerts accessible directly within the [CCCBC System](#) under the Notification Log tab

Correction notifications may include requests for the following:

- submitting required or missing documentation
- correcting applicant profile details
- providing further clarifications necessary to complete the evaluation

Please review and address correction requests promptly. Providing the requested information as soon as possible helps prevent delays in processing the CCCBC application.

To avoid processing delays or requests for corrections, please review all documentation thoroughly prior to submitting a CCCBC application. Ensure the following information corresponds exactly to the applicant's official identification:

- Applicant's Name: Enter the name precisely as it appears on official identification, omitting all spaces and apostrophes
- Date of Birth
- Social Security Number

Verify that all submitted information is accurate and complete. Should a correction be required post-submission, please adhere to the following protocol:

- Direct your email to ideccbcprocessing@la.gov
- Include the Application ID and a clear description of the required correction in the subject line
- Provide a telephone number to facilitate follow-up communication if clarification is necessary

Following the submission of the application, the applicant must [register and schedule a fingerprinting appointment](#). Please utilize the appropriate service code for CCCBC processing:

- **27N4H8:** Early Learning Centers
- **27N6NF:** Family Child Care and In-Home Providers

Failure to use the correct service code may prevent the CCCBC team from successfully receiving the applicant's fingerprint results.

Careful data verification, prompt resolution of correction requests, and accurate service code selection during enrollment are essential for maintaining a fast, compliant application process.

Please contact LDECCBCprocessing@la.gov with questions.

NEW: Locked CCCBC System User Accounts and Password Resets

For CCCBC System account lockouts or password reset requests, follow the procedures below to restore account access:

- Do not create a new account. Use the existing CCCBC account.
- Allow 30 minutes for the account to unlock and a password reset email to be received.
 - Check the email account Spam or Junk folder for the password reset email.
 - If the password reset email is not received after 30 minutes,
 - Confirm the email address associated with the CCCBC account
 - email cccbcpasswordreset@la.gov for assistance
- Multiple unsuccessful login attempts may lock the account. Avoid repeatedly entering an incorrect password.
- Select “Forgot Password” on the CCCBC login page to request a password reset.

Please contact LDECCBCprocessing@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.