

**Early Start CT Attendance and Reimbursement FAQ**  
**June 17 & 18, 2025**

<b>Presentation</b>		
<b>Question</b>	<b>Answer</b>	<b>Additional Resources</b>
Will the power point be shared after the presentation?	Yes, the slide deck (and recording) will be posted on our website for easy access.	<a href="#">Early Start CT - Connecticut Office of Early Childhood</a>
<b>Contract Questions</b>		
Will my July payment be delayed if vendor forms are submitted past the June 13, 2025, deadline?	Yes, delays in submitting the required vendor forms will result in payment delays. Payments cannot be made without a fully executed contract.	
Can programs make changes to their contract?	Substantial fiscal changes to contracts require a contract amendment, which may only be requested once per fiscal year. Language changes to the contract are not permitted.	
Who do I submit the contract forms to at the OEC?	The Vendor and W-9 form should be submitted to <a href="mailto:Erica.Previti@ct.gov">Erica.Previti@ct.gov</a>	<a href="#">Early Start CT Resources - Connecticut Office of Early Childhood</a>
<b>Attendance</b>		
Do programs need permission from the OEC for children to share a space?	No, permission is not required from the OEC. Programs need to ensure that they do not exceed their licensed capacity or program operating hours when using a shared space.	
How does a half time 10-month space differ from a full time 10-month space?	A 10-month <b>half time</b> space provides care for 16-34 hours per week. <b>A full time</b> 10-month space offers care for 35-50 hours per week. Both of these space types operate during a 10-month period (typically a school year involving an extended summer break).	

How should programs handle families with attendance concerns?	Programs should partner with families to ensure the space type the child occupies matches the needs of the families and aligns with attendance policies outlined in the family handbook.	
Can families attend the program based on their work schedule?	Yes, as long as the hours of care matches the space type hours of care and aligns with program policies and hours.	
Does the minimum requirement of 85% utilization apply to Early Start CT State Head Start programs?	No, the 85% utilization minimum does <b>not</b> apply to Early Start CT State Head Start spaces.	
How will utilization be calculated in ECE Reporter?	ECE Reporter will automatically calculate utilization percentages and compute funds earned.  The site level monthly report will show the monthly utilization percentage and funds earned.	
<b>Reimbursement</b>		
How do contractors and programs request and receive payment?	More information regarding payments will be provided soon.	
How will programs be paid by the OEC in the first quarter?	Programs will be paid 100% of their payment for quarter one (July-September 2025).	
How will programs be reimbursed after the 1 <sup>st</sup> quarter (July-September)?	Beginning in October, 85% or higher utilization will be paid at 100% and programs that fall below 85% will be paid per utilized space.	
How would a program be reimbursed if only a portion of a shared space was filled?	If a portion (half) of a shared space is filled during any month, the program will be reimbursed for a half-time space.	
If I have a child move from a ESCT toddler space to a ESCT preschool space in the same reporting period, who will I be paid for?	The program will be paid for the space in which the child was enrolled for the majority of the monthly reporting period.	

How will we be paid if a child transitions from one Early Start CT program to a different one?	As long as the child has attended your program one day out of a monthly reporting period in your program will be reimbursed for that utilized space.	
What happens if my program is overpaid by the OEC?	<p>If it is determined that an Early Start CT Contractor has been overpaid, the OEC may apply a reduction (reconciliation) to future payments under Early Start CT.</p> <p>Programs will be notified in writing regarding reconciliation.</p>	
<b>Program Operations</b>		
When does Early Start funding start?	Early Start CT funding begins 7/1/25.	
Can families that are not working occupy a full-time space?	Yes. Please review the Enrollment and Eligibility resources on the Early Start webpage for additional information.	<a href="#">Early Start CT - Connecticut Office of Early Childhood</a>
Can spaces be shifted within the same agency if they have multiple sites?	<p>Yes, spaces within the same agency and the same contract can be moved to accommodate family and program needs at another site.</p> <p>This change should be communicated to the OEC Program Manager by the 15<sup>th</sup> of the month <b>prior to the change going into</b> effect. Changes cannot be made without OEC approval.</p>	
<b>Other</b>		
Will there be any additional trainings on ECE Reporter?	Yes! Please register for the data overview sessions to be offered on June 26 <sup>th</sup> (Spanish translation) for an overview of reporting requirements, including ECE Reporter. In addition, office hours will be offered in July to ask ECE Reporter specific questions. Sign ups for these sessions will be posted on the website soon.	<a href="#">Early Start CT - Connecticut Office of Early Childhood</a>

Will there be changes to ECE Reporter with Early Start CT?	<p>Yes, please register for the webinars on June 25<sup>th</sup> and 26<sup>th</sup> that will review the upcoming changes to ECE Reporter.</p> <p><b>As a reminder, ECE Reporter will be down July 8-14<sup>th</sup> for updates to transition to Early Start CT.</b></p>	<a href="#">Early Start CT - Connecticut Office of Early Childhood</a>
Will the Family Fee calculator be updated?	<p>Yes, the fee calculator in ECE Reporter will be updated 7/1/25.</p> <p>Programs can use the current fee calculator in the meantime.</p>	
Can programs charge full fees to families?	Yes, any family that <b>does not</b> occupy a state funded space can be charged the program's full tuition fee. Families with children enrolled in Early Start CT Spaces must be charged fees based on the OEC Fee Schedule.	
Will there be additional trainings on other General Policies and topics?	Yes, the OEC will be offering additional trainings in the coming months. Please keep checking the Early Start CT webpage on the OEC website for announcements.	