

Early Start CT Enrollment and Eligibility FAQ
June 3, 2025

Presentation		
Question	Answer	Additional Resources
Will the power point be shared after the presentation?	Yes, the slide deck (and recording) will be posted on our website for easy access.	Early Start CT - Connecticut Office of Early Childhood
Contract		
How will I receive my contract?	Contracts will be emailed directly to the contract signer.	
Will we get confirmation that our pre-contract process is complete?	Programs will be receiving an email if their contract documents have not been submitted.	
Residency		
Can a family be enrolled in Early Start CT if they live in another state but work in Connecticut?	Yes. If they live in Mass, RI or NY, and have a child care subsidy like Care 4 Kids, they can be enrolled in Early Start CT.	
Can a tax return be used to determine residency?	Yes, a tax return is acceptable documentation to determine residency.	
Can Local Governance Partners (LGP) set residency requirements?	No, Local Governance Partners do not decide residency requirements. Programs should refer to the General Policies for residency guidance.	https://www.ctoec.org/forms-documents/gp-b-03-enrollment-and-attendance-in-state-funded-programs.pdf
Enrollment		
Can a program accept birth certificates from other countries?	If the child's birth certificate is written in a language other than English, it must be accompanied by an	

	English translation completed by a certified translator or native speaker of that language.	
What if the child's birth certificate is unavailable? What steps should a program take?	<p>Failure to provide a birth certificate makes the child ineligible for an Early Start CT space.</p> <p>For any child born outside of Connecticut, the family has eight (8) weeks to provide a copy of that child's birth certificate.</p>	
Can programs have more restrictive policies, i.e. only take those already 3 and town residents?	Early Start CT is designed for children aged 6 weeks to 5 years (not enrolled in kindergarten). Programs can implement their own enrollment priorities.	
Do families need to be at or below 75% SMI at initial enrollment?	60% of all families enrolled in Early Start CT spaces must be at 75% or below SMI.	
Can a program prioritize working families, even though it is not required for Early Start CT that the parents in the home are working?	Yes, programs are allowed to prioritize enrollment.	
Can a family not working be enrolled in a full-time space?	Programs should work with families to determine the space type that best meets their family needs.	
Do grandparents count in family size?	<p>Family is defined as the parent(s), a parent's spouse or a person legally granted in loco parentis, and their minor child(ren) who reside together.</p> <p>Residing together is living with, including taking</p>	https://www.ctoec.org/forms-documents/fee-guidance.pdf

	meals together and sleeping in the same household.	
For proof of income, should we request both previous tax return and pay stubs?	Yes, you may request more than one form of income to provide verification.	
Do public schools have to accept non-residents?	Local school districts have their own enrollment policies regarding residency requirements.	
Can a child who is age eligible for kindergarten enroll in an Early Start CT space?	Children who are age eligible (5 by September 1 st) should enroll in kindergarten.	
If a child turns 5 years old after September 1 st , can they enroll in an Early Start CT space?	Yes, children who are not age eligible for kindergarten can enroll in an Early Start space.	
Is a foster child considered a family of one?	Yes, the child is a family of one.	
Can children aged 2.8 years be enrolled in the program?	Children between 2 years 8 months – 2 years 11 months of age who are enrolled in a state-funded preschool space must have parent and program approval, per OEC Licensing.	
How would a program handle an out-of-town child who may also qualify and be eligible to receive SPED services? Would they be able to attend in the town they are attending daycare or need to attend the town school system that they live in?	Programs should work with the family and school system to determine the best educational programming for the child.	
How do we handle children enrolled with special needs that attend the local school system for a portion	Those children should qualify and be in an Early Start CT space that meets the number of weekly	

of the day and then come to my program?	hours of care that child needs.	
Is the sixty percent (60%) of families enrolled must fall at or below seventy-five percent (75%) of the state median income (SMI) level tracked by agency or site?	The 60% of the SMI is tracked by site.	
Where can I find a list of the number of required weekly hours for each slot?	This information was emailed to programs along with the space grids. Please reach out to your Program Manager if you need additional assistance.	
What steps should a program take if our enrollment exceeds the 60% threshold of families whose income falls at or below 75% of the state median income.	It is the program's responsibility to determine family eligibility across income, residency, space type and age before enrollment and work towards efforts to maintain this balance.	
Program Operations		
Do programs still have to be open 10 hours per day if they are funded for full time enrollment?	Children in a full-time space (12 months per year) will attend 35-50 hours per week.	
Is there a requirement on the number of days throughout the year a program has to be open?	<p>Programs with Early Start CT space types that offer twelve (12) months of care must operate at least forty-eight (48) weeks each calendar year.</p> <p>Programs with Early Start CT space types that offer ten (10) months of care must operate at least forty (40) weeks each calendar year.</p>	

How many years do we keep child/family documents for an Early Start CT family after they leave the program?	Programs should keep child files for 3 years after the family withdraws or leaves the program.	
What will program monitoring look like moving forward?	Monitoring will be discussed at a future training but will involve support from the Local Governance Partner, Liaison and OEC staff.	
How will programs learn about the requirements of Early Start CT?	<p>The General Policies will provide guidance around the requirements for Early Start CT. The OEC Program Managers are providing overviews of the requirements, and the sessions will be recorded and posted on the website.</p> <p>In addition, programs can reach out to their Program Manager to schedule office hours for specific questions.</p>	Early Start CT Resources - Connecticut Office of Early Childhood
For programs that close a week for training or holiday will that still be permissible if there is no fee charged?	<p>Programs with Early Start CT space types that offer twelve (12) months of care must operate at least forty-eight (48) weeks each calendar year.</p> <p>Programs with Early Start CT space types that offer ten (10) months of care must operate at least forty (40) weeks each calendar year.</p>	
Can a program require toilet mastery for enrollment?	Programs are encouraged to work and support families on toilet readiness skills for their child/ren.	

Other		
How will I know who the Program Manager is that is assigned to my program?	Communications will be coming out in the coming weeks on Program Manager and Education Service Assistance contact information.	
How do I find out more information about Early Start CT?	Please visit our website for helpful information.	Early Start CT - Connecticut Office of Early Childhood