

OEC-Funded Early Childhood Grants and Contracts Reporting Requirements

Program	Required Reporting	Submission Process
School Readiness	<ul style="list-style-type: none"> - Contact List Update Forms 	oecc.statefunded@ct.gov
	<ul style="list-style-type: none"> - Monthly Reports 	schoolreadiness@ct.gov
	Accreditation- Interim Quality Measures (ERS), NAEYC Decision Reports, Self-Report Forms 72-Hour Notifications. Email confirmations of acceptance of Enrollment, Application, Candidate for Site Visit, and Annual Reports.	https://www.ccacregistry.org <i>Directly upload to Registry*</i>
State Head Start	<ul style="list-style-type: none"> - Contact List Update Forms - Quarterly Progress Reports - Head Start Review/Award Letter, Changes in Program Administration 	oecc.statefunded@ct.gov
	<ul style="list-style-type: none"> - Annual Report 	A Qualtrics link will be sent
	Accreditation- Interim Quality Measures (ERS), NAEYC Decision Reports, Self-Report Forms 72-Hour Notifications. Email confirmations of acceptance of Enrollment, Application, Candidate for Site Visit, and Annual Reports.	https://www.ccacregistry.org <i>Directly upload to Registry*</i>
Smart Start	<ul style="list-style-type: none"> - Contact List Update Forms 	oecc.statefunded@ct.gov
	<ul style="list-style-type: none"> - Monthly Report 	elizabeth.swenson@ct.gov
	Accreditation- Interim Quality Measures (ERS), NAEYC Decision Reports, Self-Report Forms 72-Hour Notifications. Email confirmations of acceptance of Enrollment, Application, Candidate for Site Visit, and Annual Reports.	https://www.ccacregistry.org <i>Directly upload to Registry*</i>

Child Day Care	- Contact List Update Forms	oe.statefunded@ct.gov
	<ul style="list-style-type: none"> - Monthly Program Status Report (PSR and PSR-E) by Secure Email - Annual Contract Reporting Requirements* (may include: dates of closure, program space list, subcontractor monitoring plan, community collaboration documentation, weeks of full-time care, School-Age Continuous Improvement Plans) See CDC Annual Reporting Requirements 	annette.carbone@ct.gov
	<p>Accreditation- Interim Quality Measures (ERS), NAEYC Decision Reports, Self-Report Forms</p> <p>72-Hour Notifications. Email confirmations of acceptance of Enrollment, Application, Candidate for Site Visit, and Annual Reports.</p>	<p>https://www.ccacregistry.org <i>Directly upload to Registry*</i></p>

*A link providing guidance for submitting documents to the registry is available on the Early Professional Registry home page