



# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



### Connecticut Administered State-Funded Program General Policy A-10

#### Reallocation of Unutilized Spaces

- X OEC Early Start CT Programs
- X OEC Smart Start CT Programs

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#### **POLICY**

Early Start CT (ESCT) Contractors and Smart Start grantees are expected to monitor and respond to changing family and community needs in order to fully utilize state-funded spaces. This policy details the process required to reallocate unutilized spaces.

All state-funded programs must:

1. Submit monthly reports detailing utilization of state-funded spaces to Early Care and Education (ECE) Reporter
2. Work with OEC Program Manager for approval to reallocate unutilized spaces to other subcontracted programs or programs operated by the contractor/district, as applicable.
3. Enhance recruitment efforts to increase utilization, as applicable. The program must document recruitment efforts which may be requested by the OEC Program Manager or Local Governance Partner Liaison for review.
  - i. Examples of this may include but are not limited to advertising the program in the community, on social meeting, attending community events, etc.

#### **SMART START GRANTEES**

When Smart Start monthly reports reflect that 10% or more of the funded spaces are chronically unutilized, the district shall submit an improvement plan, in format specified by OEC, for outlining enhanced outreach and recruitment efforts to OEC for review and approval.

1. This plan shall establish a timeline, goals, and actions for increased program enrollment.
2. OEC shall review plans and approve or reject within 30 days of submission.



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3. If, after six (6) months of receipt of the approved plan by OEC, the goals have not been met, OEC may reduce the amount of funding for the grantee, consistent with applicable law.

### **CHEFA (Connecticut Health and Education Facilities Authority) RECIPIENTS**

Child care facilities that are recipients of loans through CHEFA are guaranteed a certain number of state-funded spaces.

1. If programs receiving CHEFA loans underutilize state-funded spaces, OEC will coordinate with CHEFA to determine if spaces will be reallocated
2. OEC will notify programs if the reallocation of spaces alters any provision of their CHEFA loan.

### **OTHER POLICY INFORMATION**

#### **EARLY START CT**

The Office of Early Childhood (OEC) will:

1. Conduct a review (during the second quarter of each fiscal year) of utilization of ESCT spaces using data collected in monthly reports submitted to ECE Reporter.
2. If more than ten percent (10%) of the spaces allocated to a Contractor are Chronically Unutilized Spaces, OEC reserves the right to amend the contracted funding amount and reallocate funding for these spaces to another ESCT Contractor through the process identified in the “Requests for ESCT Reallocated Spaces”, as specified in Section E of the ESCT contract.
3. Notify programs prior to January 1 of the number of Chronically Unutilized Spaces that will be reallocated and the effective date of the reallocation.

#### **Requests for ESCT Reallocated Spaces:**

1. OEC will give all Contractors the opportunity to request additional ESCT spaces through an application if funding becomes available and if Contractors meet the following conditions:
  - a. Complete the OEC application.
  - b. Maintain an **average** utilization of ninety percent (90%) during the previous three (3) months (as evidenced in monthly submissions to ECE Reporter)
  - c. Demonstrate both a community or program need through the use of data such as child care desert, low social vulnerability index of program location, and licensed capacity to utilize additional spaces.



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- d. NAEYC or NAFCC Accreditation or Head Start approval
- e. Demonstrate consistent historical utilization through ECE Reporter data
- f. Demonstrate compliance with General Policies and contract requirements.

### Changes in ESCT Funding Allocation

1. As further provided in (note section of contract where this appears), a contract amendment will be executed to reflect any change in funding.

### DEFINITIONS

- I. **Chronically Unutilized Space:** An ESCT or Early Start CT Head Start space that is unutilized for three (3) or more consecutive monthly reporting periods
- II. **ESCT:** Early Start Connecticut, Early Start CT
- III. **Early Start CT State Head Start:** a federally funded Head Start/Early Head Start grant recipient that receives state funding through ESCT.
- IV. **Local Governance Partners Fiduciary:** the entity responsible for the fiscal support of the contract with the LGP Intermediary and receives funding to support the Liaison and the Community Table activities.
- V. **Local Governance Partner Liaison:** an individual(s) who is employed by the LGP Fiduciary to coordinate and assist the efforts of the LGP Community Council, to deliver services and supports and monitor contract compliance of Early Start CT programs as outlined in Early Start CT legislation (P.A. 24-78).
- VI. **Monthly Report:** is an OEC document by which Contractors provide required data on a monthly schedule established and published by the OEC, including, but not limited to enrollment/attendance, percentage enrolled, reimbursement earned, and other required data including C4K participation.
- VII. **Monthly Reporting Period:** a time period established by OEC with specific start and end dates for programs to collect and submit Monthly Reports to demonstrate their eligibility for reimbursement of a state-funded space.



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- VIII. **State-funded Program:** An program that operates one or more sites approved for state funding
- IX. **State-funded Space:** A space for which an approved state-funded program is eligible to receive reimbursement for services provided
- X. **Utilized Space:** A state-funded space used by an enrolled child at least one (1) day during the monthly reporting period
- XI. **Unutilized Space:** A state-funded space which has not been used at least one (1) day during the monthly reporting period

*In the unlikely event that any provision of this General Policy is found to be inconsistent with any contract or grant provision, the contract or grant shall govern.*

For further information concerning this GENERAL POLICY please contact your OEC Program Manager or visit <https://www.ctoec.org/contact-us/>