



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



Connecticut Administered State-Funded Program General Policy D-02

Local Governance Partner Liaison: Role and Responsibilities

- ☒ OEC Early Start CT Programs
☐ OEC Smart Start CT Programs
-

POLICY

The **Local Governance Partner (LGP) Liaison** is an individual(s) who is employed by the LGP Fiduciary to coordinate and assist the efforts of the LGP Community Table, to deliver services and support and monitor contract compliance of Early Start CT (ESCT) programs as outlined in Early Start CT legislation ([P.A. 24-78](#)).

The Liaison shall conduct a minimum of two site monitoring visits per fiscal year for each program within their town/region that receives ESCT funding. These visits must be conducted using the ESCT Program Status form and process provided by the Office of Early Childhood (OEC) and must not occur in two consecutive months or within the same quarterly period. A Program Status Summary report must be completed in the ECE Reporter system following a site monitoring visit.

The monitoring visit will include, but not be limited to, a review of the following to determine compliance with:

- OEC General Policies
- Staff qualifications
- Child attendance
- Family fees determination and communication
- Curriculum and assessment processes
- Accreditation and approval timelines; and
- Most recent licensing inspection report (including any corrective action plans)

The Liaison job responsibilities also include but are not limited to:

- Developing partnerships with all early care and education providers in their community
- Facilitating the exchange of information with community organizations
- Supporting the development and ongoing implementation of the community's early care and education needs assessment
- Responding to OEC requests for information.



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- Submitting all required reports to OEC by established deadlines
- Serving as the connection between the LGP, the OEC and the community, and communicating any challenges or concerns to the LGP and OEC.
- Attending OEC, LGP Community Table, and LGP Intermediary meetings.

The Liaison shall be supervised by an individual who does not perform management or administer programs or supervise staff that receive ESCT and/or Smart Start funds. The Liaison is required to notify the LGP in writing if they are working as a liaison for multiple LGPs.

The Liaison is not permitted to accept state funds for professional development or consult for ESCT-funded programs that are a part of an LGP for which they are paid to deliver services and support.

OTHER POLICY INFORMATION

- The contract between LGP Fiduciary and Liaison provides full detail and deliverable information for the Liaison.
- It is the responsibility of the Liaison to share information with ESCT programs and monitor each program's compliance.

DEFINITIONS

- I. **Local Governance Partners Fiduciary** - the entity responsible for signing the Contract with the LGP Intermediary and the Office of Early Childhood, and receiving funding to support the LGP Liaisons, Parent Ambassadors, and LGP Community Table convenings.
- II. **Local Governance Partners Community Table** - a collaborative space that serves as a neutral, inclusive forum where diverse organizations, parents, and stakeholders come together to engage in open dialogue, share insights, and work towards collective community goals.
- III. **Local Governance Partners Liaison** - one or more individuals who are employed year-round to coordinate and assist the efforts of the LGP to deliver services and activities, supervise the Parent Ambassador(s), and visit ESCT programs to support and enhance quality and compliance.
- IV. **Parent Ambassadors:** a trained parent leader within the community who serves as a trusted messenger for families and supports parents and families across the entire community.



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- V. **Program Status Summary Report:** the report generated by Liaisons to ensure contract and policy compliance for state-funded programs.
- VI. **Smart Start:** competitive grant program that provides funding to establish or expand a preschool program in public schools which represents funding separate from ESCT.

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/>