

OEC State-Funded Early Childhood Grants and Contracts Required Reporting Guidance

Funding Source				QUALITY ASSURANCE REQUIREMENTS	
SR	CDC	SHS	SS	<i>All State-funded programs must have either NAEYC Accreditation or Head Start Approval and must submit documentation of ongoing compliance with these requirements.</i>	
X	X	X	X	Recent Environmental Rating Scale (ECRS-3, ITERS-3)	<p>All programs receiving state funding are required to upload the applicable documents for each program site using the Program File Manager tool located in the OEC Early Childhood Professional Registry at https://www.ccregistry.org</p> <p>The Program File Manager tool is used to upload PROGRAM documents or to view PROGRAM documents already on file. Admin / Multi Site Administrative (MSA) access users log in and click on Program Administration on the left menu, then Program File Manager for individual sites. Instructions for uploading documents are available in the Submitting Documents tab on the home page. Remember that NAEYC portal screen shots must include the program name.</p> <p>For program sites receiving funding from multiple sources, please upload documentation ONLY once per site.</p>
X	X	X	X	NAEYC Decision Reports and Certificates	
X	X	X	X	NAEYC Self-Report Forms 72-Hour Notifications	
X	X	X	X	NAEYC Annual Reports (Y1, Y2, Y3, Y4)	
X	X	X	X	NAEYC portal screen shots of completion of Enrollment, Application, Candidacy / Renewal Submission	
X	X	X	X	Head Start Grant Award Letter	
X	X	X	X	Head Start CLASS Review Document	
X	X	X	X	Head Start FA1 Review Document	
X	X	X	X	Head Start FA2 Review Document	

REPORTING REQUIREMENTS

SR	CDC	SHS	SS	Reporting Requirement	School Readiness submit to	Child Day Care submit to	State Head Start submit to	Smart Start submit to
X	X	X	X	ECE Reporter Child Enrollment Data Monthly submission <u>and</u> confirmation	https://ece-reporter.ctoec.org/			
X	X	X	X	Contact Information Update Forms	schoolreadiness@ct.gov	jennifer.jones@ct.gov rachel.tway-grant@ct.gov	jennifer.jones@ct.gov	oc.statefunded@ct.gov
X				Monthly Reports	schoolreadiness@ct.gov			
			X	Operations Monthly Report				elizabeth.swenson@ct.gov
	X			Monthly Program Status Report (PSR and PSR-E) by secure email		annette.carbone@ct.gov		
		X		Quarterly Progress Reports			jennifer.jones@ct.gov	
		X		Annual Report			jennifer.jones@ct.gov	
	X			Annual Contract Forms (see CDC Annual Reporting Requirements)		jennifer.jones@ct.gov rachel.tway-grant@ct.gov		

* Refer to OEC General Policy B-05 for information regarding Quality Assurance requirements.