

| Funding Source | OEC State-Funded Early Childhood Grants and Contracts Required Reporting Guidance | | | |
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| SR | CDC | SHS | SS | QUALITY ASSURANCE REQUIREMENTS |
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All State-funded programs must have either NAEYC Accreditation or Head Start Approval and must submit documentation of ongoing compliance with these requirements.

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| X | X | X | X | Recent Environmental Rating Scale (ERS)* | <p style="text-align: center;">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.ccaacregistry.org</p> <p style="text-align: center;">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 style="text-align: center;">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 | | | | |
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| 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 | Contact Information Update Forms | schoolreadiness@ct.gov | jennifer.jones@ct.gov rachel.tway-grant@ct.gov | jennifer.jones@ct.gov | oe.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. Revised 4/1/2021