

# **Child Day Care Contract New Contractor/Subcontractor Meeting**

**Connecticut Office of Early Childhood  
Division of Early Care and Education**

**June 2023**

## WHAT WE WILL DISCUSS TODAY:

- Introductions
- The Work of the OEC
- Child Day Care Contract
- Role of the Contractor
- Role of the Subcontractor
- Important Systems
- Role of OEC
- Questions

# OUR WORK

The Office of Early Childhood (OEC) is a state agency that oversees a network of programs and services that help young children and families thrive. OEC is made up of various divisions and programs which include:



## Early Care and Education (ECE)

Support more than **400** ECE programs serving over **40,000** children



## Care 4 Kids

Provide child care subsidies for lower income families who are working or are in approved education activities



## Home Visiting

Provide parenting and child development support to families of young children and pregnant women



## Birth to Three

Provide supports for families whose children have developmental delays



## Parent Cabinet

Advisory group that partners with OEC to elevate family voice and develop family-centered policies, programs, and practices



## Licensing

License and inspect more than **4,000** child care and youth camp programs to ensure health and safety



## Background Checks

Oversee comprehensive background checks for child care providers



## Quality Improvement

Provide early childhood professionals with supports to improve child care practices



## Agency Administrative Functions

Fiscal, Legal, Communications, Information Technology, Data & Research



## Government & Community Relations

Outreach and engagement with key stakeholders and partners

# Child Day Care (CDC) Contracts Infant Toddler Expansion

Child Day Care (CDC) Contracts Infant and Toddler Expansion funding, as part of [P.A. 22-80 \(S.B. 1\)](#), is intended to provide Connecticut families with increased access to high-quality, affordable infant and toddler care through the creation of NEW state-funded full-day/full-year infant and toddler spaces.

This contract is from July 1, 2023 – June 30, 2024.

# Role of the Contractor

The Child Day Care (CDC) Contract is a direct contract with the OEC. All contractors, and any approved subcontractors, will be required to meet all contractual requirements and [OEC General Policies](#), specific to Child Day Care Contracts.

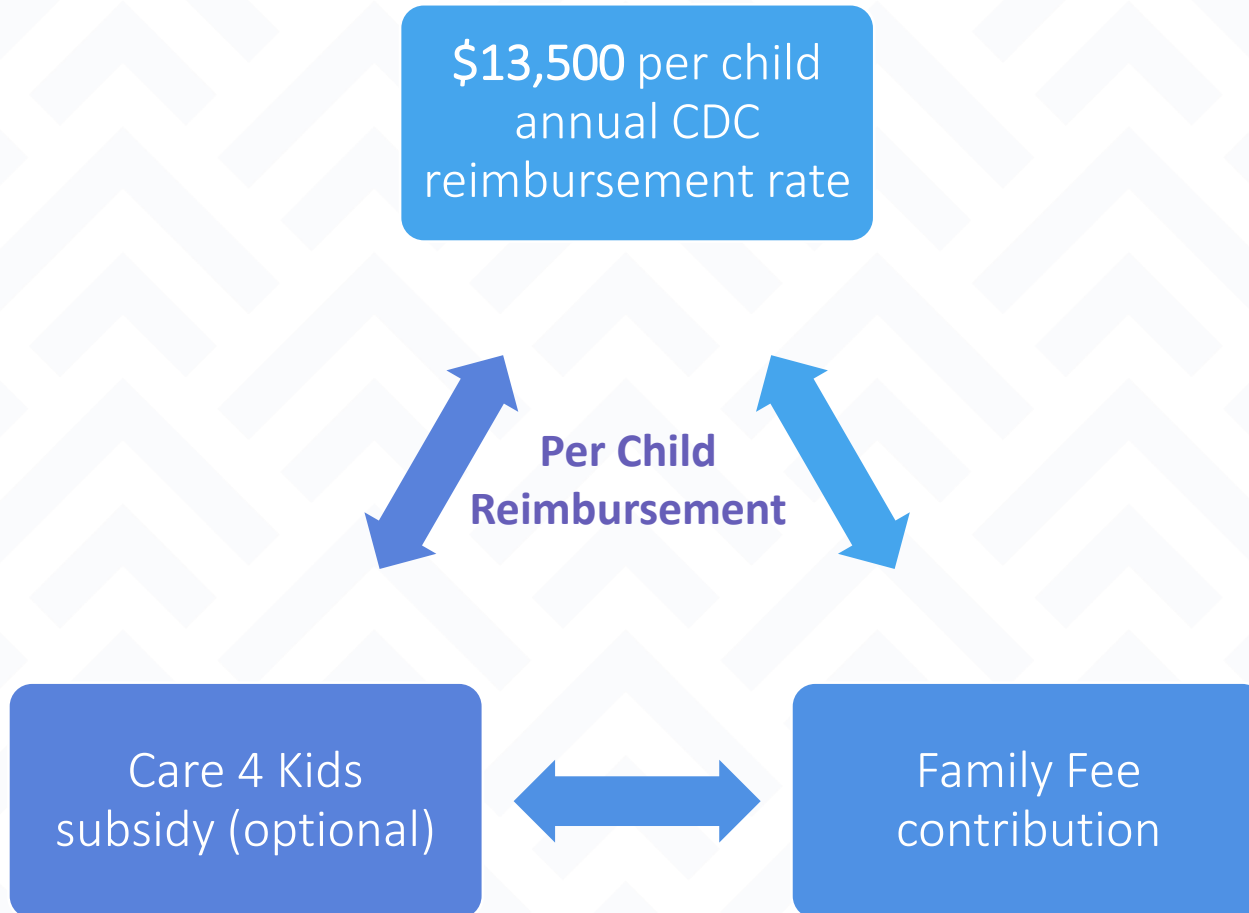
The contractor is the fiduciary of the state funding and will provide payment to all programs/subcontractors per internal processes. Some contractors may also run direct programming and are therefore responsible for all day-to-day early care and education program delivery and requirements. The contractor is also responsible for monitoring all programs/subcontractors throughout the contract period.

# Role of the Contractor - Monitoring

The contractor will be required to meet all OEC requirements, and ensure all programs/subcontractors meet all OEC requirements, which may include but **are not limited to:**

- [Quality Assurance Requirements](#)
  - **All programs MUST meet NAEYC or NAFCC accreditation within 3 years of the execution of this contract (July 1, 2026).** Programs already accredited and/or Head Start/Early Head Start approved must maintain such status to continue to be eligible for this funding.
- [Qualified Staff Member](#) requirements for staff by established deadlines
- Monthly reporting requirements ([ECE Reporter system](#))
- Determining [family eligibility](#)
- Following and implementing [OEC Fee Schedule](#)

# Reimbursements and Subsidies



# Reimbursements and Subsidies

OEC directly pays the CDC Contractor quarterly (**July, October, January, and April**) for child day care services provided to eligible families.

The CDC Contractor pays any programs/subcontractors per internal policies or as determined by contractor/subcontractor agreement.

Funds are earned based on utilization of spaces. Utilized space is defined as a space that has a child enrolled for at least **one day in the reporting period**. Reporting periods are determined annually and published by OEC.



# Reimbursements and Subsidies

**Family Fee Contributions** are determined based on:

- Family size
- Income level

The OEC publishes a fee schedule that state-funded providers are required to use to determine family fee contributions. (See [General Policy B-01](#) for more information)

It is the responsibility of the state-funded provider to determine family size, income level and the appropriate family fee to be charged for all state-funded spaces. **Annual** re-determination of family size and income level is required. (See [General Policy B-02](#) for more information)

Families enrolled in OEC-funded spaces are allowed and encouraged to apply for C4K. In the event a family qualifies, the provider charges the family fee as determined by the C4K certificate.

# Family Eligibility

**Infant/toddler full day, full year spaces** must be open and available to families at least thirty (30) hours a week. Full day, full year spaces must be made available for ten (10) hours a day, five (5) days a week, forty-eighty (48) weeks a year.

At least 60% of children enrolled in CDC Infant and Toddler Expansion spaces must be from families that are *at or below 75% of the state median income (SMI)*, of which **80%** of those families must be working families. See [OEC General Policy B-03](#) for more information.

*Example:*

If a provider has 8 state-funded spaces, then:

- Minimum of 5 spaces must be filled by families 75% or below SMI
- Minimum of 7 spaces must be filled by working families

# Role of the Subcontractor

The subcontractor (as applicable) is responsible for the day-to-day operations of the early care and education program, enrolling eligible families and keeping accurate records for all state funding.

The subcontractor will be required to meet all OEC requirements which may include but **are not limited to:**

- Follow all [OEC General Policies](#) related to Child Day Care contracts
- Meet all required Quality Assurance Requirements
  - **All programs MUST meet NAEYC or NAFCC accreditation within 3 years of the execution of this contract (July 1, 2026).** Programs already accredited and/or Head Start/Early Head Start approved must maintain such status to continue to be eligible for this funding.
- Meet Qualified Staff Member requirements for staff by established deadlines
- Monthly reporting requirements (ECE Reporter system)
- Determine family eligibility
- Following and implementing OEC Fee Schedule

# Important Systems

[Early Care and Education \(ECE\) Reporter](#) - OEC's ECE Reporter is an online system for state funded programs to submit child enrollment data. Having this data helps OEC make informed program and policy decisions affecting young children and families. In ECE Reporter, programs verify child data monthly, as well as submit monthly reports for CDC spaces utilized for reimbursement. The Contractor must approve all monthly reports for programs/subcontractors in ECE Reporter each reporting period.

[Early Childhood Professional Registry \("The Registry"\)](#) - The Registry is an online system that compiles information about early childhood professionals and programs.

- Early childhood professionals working in state funded early care and education programs build a profile of employment and education, request scholarships, and more.
- State funded early care and education program administrators use this tool to capture employment and qualifications of staff, as well as program compliance with certain quality requirements.

# Role of the OEC

The Office of Early Childhood (OEC) Division of Early Care and Education (ECE) has dedicated staff (Program Managers) who directly oversee state-funded programs, such as Child Day Care Contracts, School Readiness, Smart Start and State Head Start.

The Child Day Care Contracts Program Managers are available to answer questions and offer guidance and support to contractors and programs in onboarding of this contract, reporting requirements, technical assistance and program quality assurance, as well as on-going supports.

OEC Service Navigators are guides who can work with you about your program's needs and connect you to resources through [Elevate](#), OEC's quality improvement system for licensed and license-exempt child care programs in family, group, and center-based settings.

# Next Steps

OEC CDC Contracts Program Managers will reach out to all Contractors in the coming weeks with:

- OEC website and links to important resource pages
- Our contact information
- Anticipated executed contract timeline
- Annual Forms information and link to complete
- Send information out about FY24 monthly reporting deadlines
- Summer Office Hours with Program Managers

Contractors should begin:

- Creating internal processes for monitoring of programs
- Communicate with programs to determine areas for additional technical support

# Contact Us!

## OEC CDC Contracts Co-Program Managers:

- Jennifer Jones – [jennifer.jones@ct.gov](mailto:jennifer.jones@ct.gov)
- Rachel Tway Grant – [rachel.tway-grant@ct.gov](mailto:rachel.tway-grant@ct.gov)
- Program-related questions

## OEC CDC Contracts Grants & Contracts Specialist:

- Annette Carbone – [annette.carbone@ct.gov](mailto:annette.carbone@ct.gov)
- Payments, contract questions



**THANK  
YOU!**