



# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



### Connecticut Administered State-Funded Program General Policy B-07

#### Reallocation of Unutilized Spaces

- OEC Child Day Care Contractors
- OEC Competitive School Readiness Municipalities
- OEC Priority School Readiness Districts
- OEC State Head Start Supplement
- OEC Smart Start

It is the responsibility of OEC-funded Contractors, communities, and programs to monitor and respond to changing family and community needs to maximize utilization. This policy is intended to establish a process for determining community need and the reallocation of chronically unutilized spaces to communities with unmet needs.

#### I. DEFINITIONS

Refer to [General Policy B-04](#) for definitions of the following terms:

- a. State-funded space
- b. State-funded capacity
- c. Utilized Space
- d. Unutilized space
- e. Maximum utilization
- f. Chronically unutilized space

#### II. SCHOOL READINESS AND CHILD DAY CARE

1. School Readiness Councils and Child Day Care Contractors shall make decisions regarding the allocation of spaces based on community needs to maximize utilization. Councils and Contractors shall:
  - a. Monitor the utilization of spaces.
  - b. Support recruitment efforts to increase enrollment.
  - c. Identify and address chronic unutilized spaces within their programs.
  - d. Make decisions regarding space type conversions and space shifts between programs based on the needs of families in the community to maximize utilization and not on individual program preference.
  - e. Reallocate chronically unutilized spaces between program sites to address areas of unmet need.

#### III. IDENTIFICATION OF CHRONICALLY UNUTILIZED SCHOOL READINESS AND CHILD DAY CARE SPACES

1. Annually during the second quarter of each fiscal year, the Office of Early Childhood will conduct a review of utilization of School Readiness and Child Day Care spaces.

- a. Using data collected through monthly report submissions in ECE Reporter, the Office of Early Childhood will identify Grantees and Contractors with less than 90% average utilization for 3 or more consecutive months, and
- b. Grantees and Contractors with less than 90% current utilization.

**IV. REALLOCATION OF SCHOOL READINESS AND CHILD DAY CARE SPACES BY THE OEC**

- 1. Grantees and Contractor's will receive notification from the OEC prior to January 1 regarding the number of the number of chronically unutilized spaces that will be reallocated and the effective date of the change.
  - a. Districts will retain a minimum of 10% of chronically unutilized spaces during the reallocation process.
  - b. Recipients of loans through the Connecticut Health and Education Facilities Authority (CHEFA) child care facilities program are provided certain slot guarantees as defined in Special Act 13-16. If such programs are underutilizing contracted spaces, the OEC will coordinate work with CHEFA to determine if the loan agreement will be affected by a reallocation of spaces and will adjust the notification in accordance with specific loan provisions.

**V. REQUESTS FOR SCHOOL READINESS AND CHILD DAY CARE REALLOCATED SPACES**

- 1. Grantees and Contractors will be provided with the opportunity to submit requests for additional spaces.
  - a. The Office of Early Childhood will invite Grantees and Contractors to request additional spaces through a survey process.
  - b. Grantees and Contractors with 90% minimum utilization at the time of the request *and* a minimum average utilization of 90% over the previous three months will be eligible to request additional spaces.
    - i. Priority for the distribution of spaces will be given to underserved communities with a high Social Vulnerability Index (SVI) with documented unmet needs.
    - ii. Districts requesting additional spaces must demonstrate both the need and capacity to utilize additional spaces upon OEC approval.
  - c. Additional considerations for the distribution of spaces may include accreditation or Head Start approval status, historical utilization, compliance with funding requirements, capacity, and projected time frame for utilization.

**IV. CHANGES IN SCHOOL READINESS AND CHILD DAY CARE FUNDING ALLOCATIONS**

- 1. Space funding allocations will be increased or reduced for space increases and reductions.
  - a. Allocations for spaces and Administrative funding will be increased or reduced

- accordingly, in eGMS for School Readiness space and administrative funding.
- b. Contract amendments will be processed for Child Day Care Contractors to reflect updated funding allocations.

V. **SMART START**

1. If more than two of the fifteen spaces used as a basis for funding are unutilized for 3 or more consecutive months (or 10% of spaces in districts with an alternative arrangement for funding), the district shall submit a plan for review and approval to the OEC for enhanced outreach and recruitment efforts.
  - a. This plan shall establish goals and thresholds for anticipated increased program enrollment.
  - b. OEC will review plans and respond within 30 days of submission.
2. If, after 3 months of plan approval by OEC, the goals and thresholds are not met, the OEC will reduce the amount of funding for the Smart Start grant commensurate with the per child funding amount identified in CT General Statute 10-506.

**For further information concerning this GENERAL POLICY  
please contact the OEC program manager.  
If you're not sure who that is, visit: <https://www.ctoec.org/contact-us/>**