

## OEC-Funded Early Childhood Grants and Contracts Reporting Requirements

Program Name	<b><u>REQUIRED REPORTING</u></b> Reports in shaded areas should be submitted ONCE per program, regardless of funding stream(s). <i>A local decision must be made to determine who will make these submissions.</i>	Submission process (see submission schedules)
<b>School Readiness</b>	Monthly Report	<a href="mailto:alissa.marotta@ct.gov">alissa.marotta@ct.gov</a>
	Accreditation (e.g., annual reports, accreditation/renewal, interim quality measures)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Licensing (e.g., inspection reports, significant licensing issues)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Annual Year-End Report/CSRPPES	<a href="mailto:schoolreadiness@ct.gov">schoolreadiness@ct.gov</a>
<b>State Head Start</b>	Quarterly Progress Reports	<a href="mailto:andrea.brinnel@ct.gov">andrea.brinnel@ct.gov</a>
	Annual Report	A Survey Monkey Link will be sent
	Accreditation (e.g., annual reports, accreditation/renewal, interim quality measures)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Licensing (e.g., inspection reports, significant licensing issues)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Head Start review/award Letter, changes in program administration	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
<b>Smart Start – Operations and Capital Improvements</b>	Operations Monthly Report	<a href="mailto:annette.carbone@ct.gov">annette.carbone@ct.gov</a>
	Accreditation (e.g., annual reports, accreditation/renewal, interim quality measures)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Licensing (e.g., inspection reports, significant licensing issues)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Capital Improvements Final Report	<a href="mailto:annette.carbone@ct.gov">annette.carbone@ct.gov</a>
<b>Child Day Care</b>	Monthly Program Status Report (PSR and PSR-E)	<a href="mailto:annette.carbone@ct.gov">annette.carbone@ct.gov</a>
	Accreditation (e.g., annual reports, accreditation/renewal, interim quality measures)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Licensing (e.g., inspection reports, significant licensing issues)	<a href="mailto:oe.statefunded@ct.gov">oe.statefunded@ct.gov</a>
	Annual Contract Reporting Requirements* (may include: dates of closure, program space list, subcontractor monitoring plan, community collaboration documentation, weeks of full-time care, program contact list)	<a href="mailto:annette.carbone@ct.gov">annette.carbone@ct.gov</a>

## NAMING PROTOCOLS

Programs should use their official licensing name in the professional registry, for accreditation and approval systems (e.g. NAEYC, Head Start) and Child Day Care reporting requirements. School programs that are license exempt should use the same name for all accreditation and approval systems: (town) BOE at (school name). Other license exempt programs should use their legal name (registered or non-profit name).

**Failure to use the correct naming protocol will result in documents being returned for proper naming and resubmission.**

Document	File to be named as follows
Head Start grant award letter	(Program Name)_HS Award Letter_(date of letter)
Environmental Rating Scale scores – ERS (ONLY for programs not yet NAEYC Accredited or Head Start Approved; ECERS; ITERS)	(Program Name)_ERS_(date of ERS)
NAEYC Step 1: Enrollment	(Program Name)_NAEYC Enrollment_(date of document)
NAEYC Step 2: Application	(Program Name)_NAEYC Application_(date of document)
NAEYC Step 3: Candidacy Submission	(Program Name)_NAEYC Candidacy_(date of document)
NAEYC Decision Report	(Program Name)_NAEYC Decision_(date of document)
NAEYC Step 4 Annual Report – Year 1	(Program Name)_NAEYC AR1_(date of document)
NAEYC Step 4 Annual Report – Year 2	(Program Name)_NAEYC AR2_(date of document)
NAEYC Step 4 Annual Report – Year 3	(Program Name)_NAEYC AR3_(date of document)
NAEYC Step 4 Annual Report – Year 4	(Program Name)_NAEYC AR4_(date of document)
NAEYC Step 4 Intent to Renew	(Program Name)_NAEYC Intent to Renew_(date of document)
NAEYC Step 4 Renewal Submission	(Program Name)_NAEYC Renewal_(date of document)
NAEYC Self-Report Form	(Program Name)_NAEYC Self Report_(date of document)
NAEYC 72-Hour Notification Form	(Program Name)_NAEYC 72 Hour_(date of document)
OEC Child Care License	(Program Name)_ Child Care License _(date of document)
OEC License consent order	(Program Name)_ OEC Consent Order _(date of document)
DCF substantiation documentation	(Program Name)_ DCF Substantiation _(date of document)
Other	(Program Name)_(insert document name _(date of document)

## EXAMPLE

The Mr. Roger's Early Childhood Center receives the following state and federal funding through the CT Office of Early Childhood:

**Child Day Care**

**School Readiness**

**Preschool Development Grant**

**State Head Start**

**Smart Start**

The program is required to submit the following information **only once\*** to the [oecc.statefunded@ct.gov](mailto:oecc.statefunded@ct.gov) email:

*\*A local decision must be made to determine who makes this submission.*

- Accreditation (including annual reports, accreditation/renewal reports, interim quality measures/ECERs reports)
- Licensing information (including inspection reports, significant licensing issues)

The program is required to submit the following information to [annette.carbone@ct.gov](mailto:annette.carbone@ct.gov):

- **Child Day Care** contract reporting requirements (including dates of closure, program space list, subcontractor monitoring plan, community collaboration documentation, weeks of full-time care, program contact list)
- **Smart Start** monthly reports
- **Smart Start** final capital improvements report

The program is required to submit the following information to [alissa.marotta@ct.gov](mailto:alissa.marotta@ct.gov):

- **Child Day Care** monthly program status report
- **School Readiness** monthly reports

The program is required to submit the following information to [melissa.camacho@ct.gov](mailto:melissa.camacho@ct.gov):

- **Preschool Development Grant** monthly reports

The program is required to submit the following information to [andrea.brinnel@ct.gov](mailto:andrea.brinnel@ct.gov):

- **State Head Start** quarterly reports

The program is required to submit the following information to [schoolreadiness@ct.gov](mailto:schoolreadiness@ct.gov):

- **School Readiness** annual Year-End Report/CSRPPES