

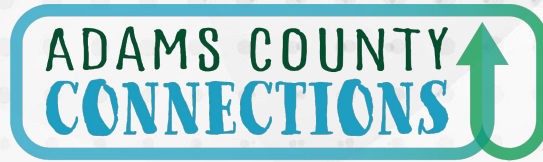
Connecting Families to Early Childhood Resources



Adams UPK Information Session and Office Hours

October 2025





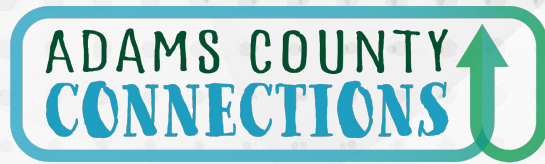
Connecting Families to Early Childhood Resources

MISSION:

Adams County Connections aligns organizations and resources to ensure high quality early childhood service delivery is seamless for families, providers, and most importantly, children.

VISION:

Every young child in Adams County has equitable access to high quality early childhood education and care that sets them on a path to success.

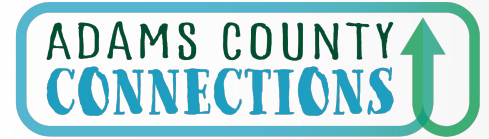


Connecting Families to Early Childhood Resources

VALUES:

- **We Partner:** We recognize all members of the Adams County community as valued allies in supporting our youngest residents, welcoming their ideas, contributions and collaborations with open arms.
- **We communicate:** We value human connection and will always personally respond to questions, requests, emails and calls.
- **We support quality childhood experiences:** We work to have all Adams county youngest learners in a high quality preschool experience
- **We value those who dedicate their lives to serving children:** We recognize the hard work that goes into caring for our youngest residents and find ways, big and small, to acknowledge, validate, and celebrate their impact.
- **We empower:** We continue to support partners, families, and communities until they are confident and equipped with the capacity to thrive on their own.
- **Continuous improvement:** We see challenges as learning opportunities, and continually evolve to better serve children, families, communities, and partners.
- **Empathy:** We strive to recognize and understand the perspectives, feelings and lived experiences of others, including *and especially* those most different from ourselves, and give one another grace.
- **Justice and Equity:** We affirm the dignity and worth of each member of our community, while recognizing and working to combat the structural forces (such as racism) that have harmed some groups while benefiting others.

Introductions, Purpose and Objectives



Connecting Families to Early Childhood Resources

Introductions and Purpose


- Provide local support to providers participating in the UPK program.
- Share the most recent updates from CDEC and answer provider questions.

Objectives

- To create a safe space for providers where they can share experiences and build relationships with Adams County Connections LCO staff and other providers within our catchment area.
- To promote networking, best practices and collaboration among participants.

Stories of Success



ADAMS COUNTY CONNECTIONS 
Connecting Families to Early Childhood Resources


UPK PROVIDER MEET & GREET

Wednesday, Sept. 17th

Drop in Between
5:00 pm - 7:00 pm
Appetizers will be served

Los 3 Garcias
5175 W. 68th Ave.
Arvada, CO 80003

DON'T MISS OUT!



Understanding the Four Key Partners in UPK Colorado

Who do you reach out to:

Entity	Role / Function	Key Responsibilities	Contact information
CDEC – Procurement Department	Oversight & Fiscal Management	<ul style="list-style-type: none"> - Manages statewide procurement and contracts - Ensures compliance and accountability - Coordinates with vendors for payment systems 	cdec_procurement-contracts@state.co.us
CDEC – UPK Department	Program Administration & Policy	<ul style="list-style-type: none"> - Oversees UPK Colorado implementation - Manages family application and matching process - Communicates guidance to LCOs and providers 	universalpreschool@state.co.us https://help.upk.colorado.gov/hc/en-us/requests/new
Local Coordinating Organization (LCO)	Local Support & Coordination	<ul style="list-style-type: none"> - Serves as local contact for families/providers - Supports enrollment and participation - Leads outreach and local alignment 	upk@adcoconnect.org
<u>MetrixIQ</u>	Payment Vendor	<ul style="list-style-type: none"> - Processes provider payments - Manages data for payment accuracy - Provides reporting and financial tracking tools 	coupkpayments@metrixiq.com

UPK Enrollments as of 10/14/2025

Total Statewide Enrollments 10/14
45,450

Adams

3,936 Enrolled

52 Accepted/offered

32 Selected

104 Unenrolled



*Keep Checking
Portal for 25-26
Direct Enrollment*

Gen Ed. Enrollments Year over Year

Year	2023-24	2024-25	2025-26																																										
Enrolled Gen Ed.	3659 *1/10/24	3628 *6/11/25	3936 to date *10/14/25																																										
Total Providers	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><th colspan="2" style="padding: 5px;">Total Providers</th></tr> <tr><td colspan="2" style="text-align: center; padding: 10px;">149</td></tr> </table>	Total Providers		149		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><th colspan="2" style="padding: 5px;">Total Providers</th></tr> <tr><td colspan="2" style="text-align: center; padding: 10px;">163</td></tr> </table>	Total Providers		163		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><th colspan="2" style="padding: 5px;">Total Providers</th></tr> <tr><td colspan="2" style="text-align: center; padding: 10px;">183</td></tr> </table>	Total Providers		183																															
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Resource Bank and UPK Rule



[Colorado Universal Preschool Resource Bank](#)

Resource Checklists

- [Healthy Development](#)
- [Family and Community Engagement](#)
- [Instructional Practice Policies and Procedure](#)

[Read the full Quality Standards](#)





COLORADO

Department of Early Childhood

October 2025 Provider Updates

CDEC Accessibility Statement 1

Accessibility Statement

The Colorado Department of Early Childhood (CDEC) is committed to providing all Coloradans with equitable access to our services. CDEC is committed to providing timely responses to reports of inaccessible information or technology, or requests for a reasonable accommodation or modification. Such a report or request can be made to CDEC_ADA@state.co.us or by calling (720) 947-5020.

For questions regarding the Colorado Universal Preschool Program ("UPK"), please contact the Program directly at cdec_upk-program@state.co.us.

CDEC Accessibility Statement 2

CDEC shall make reasonable modifications to policies, practices, and procedures in an effort to ensure CDEC programs are accessible to individuals with disabilities and to ensure nondiscrimination against persons with disabilities.

Furthermore, in addition to and beyond CDEC's efforts regarding reasonable modifications to ensure accessibility for individuals with disabilities, CDEC is committed to ensuring access and preventing discrimination against all persons, and is committed to providing access and services for individuals whose first language is not English.

Agenda

- Reminders
 - Payments
 - Supplemental Hours Information
- 26/27 Timeline and Provider Setup Form
- Children in Selected/Accepted Status
- Provider Payments
- Payment Issues
- Payment Reconciliation Memo
- 3 Year Old Funding & Payments
- Withdrawn Status Visibility
- Provider Resources
 - CDEC Website Calendar

Reminders- Supplemental Hours Information 1 of 4

The most recent award date in the supplemental hours report is 8/21/2025. Please download an updated report to view students who have been awarded supplemental hours.

Moving forward award decisions will be based on actual, confirmed funds instead of financial projections, which will require review of actual funded students. This shift ensures the accuracy and stability of our award decisions, preventing potential overcommitments.

The Provider download report includes information about children's eligibility for supplemental hours. Please see the details and instructions below on how to access and read your report.

Ensure you are in the correct program year > 2025-2026

- Navigate to the Matched tab
- Select any filters of location or status that you would like.
 - Selecting no filters will show students in all statuses, but when downloaded, it will show only students in 3 statuses (Selected, Accepted, Matched).
- To download only the Accepted students
 - Matched menu > filter status to Accepted > click the three dots next to status and select the “export to CSV for Excel” to download your report.
- If you want to pull only Enrolled students, there are 2 methods:
 - Matched > filter status to Enrolled > Download
 - Navigate to the “Students” menu and download.

Reminders- Supplemental Hours Information 2 of 4

Note: Your download will be titled something similar to “Matched-MM-DD-YYYY” with a timestamp indicating the date and time you pulled this report. You may need to expand the column and wrap the text to see all of the information in each cell.

Please note that verification for supplemental hours is a manual process and may take 4-6 weeks to complete. Only applications that have been submitted will be reviewed for supplemental hours.

Reminders-Supplemental Hours Information 3 of 4

Report columns meaning:

Name of Column	Provider Download report name: Your download will be titled something similar to “Matched-MM-DD-YYYY” with a timestamp indicating the date and time you pulled this report.
Child Application Submitted at (Column A):	Date when the application was initially submitted
Child Application Last Updated:	Date when the application was last updated
Child Soft Eligibility: Hours Per Week (HPW)	<p>This indicates what hours a family will likely qualify for based on what they submitted in their UPK application. *any 30-hour eligibility must be verified and awarded before those funds are available.*</p> <p>Values in this column:</p> <p>15 HPW = only eligible for 15 HPW (no additional review will take place, not eligible for supplemental hours)</p> <p>15 HPW or 30 HPW (Supplemental Hours) = Definitely eligible for 15 HPW, pending review of additional 30 HPW.</p>

Reminders-Supplemental Hours Information 4 of 4

Name of Column	Provider Download report name: Your download will be titled something similar to “Matched-MM-DD-YYYY” with a timestamp indicating the date and time you pulled this report.
Family Supplemental Hours Awarded	<p>This column contains the manual review, determination and upload of HPW from data in column P. *Note* These reports are different from 24-25.</p> <p>This column states either :</p> <p>“Yes, 30 HPW awarded,” which means supplemental hours have been awarded, and this family qualifies for supplemental hours.</p> <p>“No, Standard HPW Award,” which means this family qualifies for their standard hours per week</p> <p>“To be Determined,” which means this application has not yet been reviewed for supplemental hours.</p>
Family Supplemental Hours Award Determination Date	<p>The date in this column indicates the date this application was reviewed and verified for eligibility for the standard HPW or was awarded supplemental hours.</p> <p>If there is no date, it means that this application has not yet been reviewed for supplemental hours.</p>

Withdrawn Status Visibility

Providers now have visibility into withdrawn statuses within the Bridgecare portal. This enhancement to provider enrollment reports allows you to see applications in withdrawn status, which is useful for understanding when a student has left your roster, even if you were previously unaware of the change.

The description of any student in this status is: A family has selected you as a provider in their application. If the family is placed in another program or changes their mind and moves their enrollment to another program, their status will show as withdrawn.

A student's status will show as "withdrawn" if a family initially selected you as a provider in their application but then moved their enrollment to another program or changed their mind.



2026-27 UPK Timelines

Pre-Registration

December 9, 2025 - February 2, 2026	Pre-registration application window for families requesting Continuity of Care (CoC) placements, sibling attending, or child of an employee.
February 2-11, 2026	Families must accept pre-registration matches.

Family Matching

December 9, 2025 - February 2, 2026	Registration through upk.Colorado.gov opens for families.
February 16, 2026, by 5 pm	CDEC runs the first family-to-provider matching round.
February 25 - March 6, 2026	Families notified of first round matches by 5 pm. Families must accept or decline by 11:59 pm on March 6.



2026-27 UPK Timelines

March 16, 2026, by 5 pm	CDEC runs the second family-to-provider matching round.
March 24 - March 31, 2026	Families notified of second round matches. Families must accept or decline by 11:59 pm on March 31.

Direct Enrollment

December 9th, 2025, through the end of the 2026-27 school year	<p>IEP: As soon as a family submits their application and is assigned to an AU, the AU can place the student into a program using the Program ID through the AU Portal.</p> <p>Families will accept matches as they happen throughout the school year, and providers will finish the enrollment process, moving students into Enrolled status.</p>
April 1 until the end of the 2025-26 school year	Non-IEP: Families enroll directly through providers.



Reminder: Calendar Submission & Fees Reviewed Before 26–27 Setup Approval

As we prepare for the **2026–2027 UPK setup process**, please remember that:

- **Calendar submissions**
- **Posted fees**

will be reviewed prior to approving setup forms.

This review helps ensure that calendars align with state requirements and that fee structures are consistent with UPK guidelines before your setup is finalized. Please allow time to approve submissions.

If any updates are needed, our team will reach out directly before approval. Thank you for your attention to detail and for helping keep the setup process smooth and compliant!

**November 5th
approval needed to be
included in the 26-27
launch**

26/27 Timeline and Provider Setup Form

- The Program Set Up Form for 2026-2027 will go LIVE in October! We will share the 26-27 Timeline with all necessary guides and documents through email to all providers as soon as it is available.
- Link to [DRAFT PSUF Guide](#)
 - Please review this draft to begin understanding what the process and information needed will look like.
 - Start thinking about which programs and seats you will want for the 2026-27 school year.
 - As a reminder, you will need to have a 2026-27 UPK calendar ready as soon as possible to submit as well.

Children in Selected/Accepted Status

- Children in Selected Status:
 - For the Direct Enrollment phase, children in Selected Status need to be either Accepted or Declined for the appropriate reason by the provider in their BridgeCare Provider Portal.
- Children in Accepted Status:
 - Enroll your “Accepted” students in the Provider Portal
 - All of your UPK students need to be in “Enrolled” status in the provider portal for the 25-26 school year in order to ensure payment.
 - If a student will not be attending your program, you must enroll to “unenroll” using the same date as start date and end date.

Provider Payments

- Please review the [Four-Year-old Preschool Services Funding and Payments \(25-26\) Operation Memo](#) for information on funding and payments.
- Providers must be licensed by CDEC to deliver program services to eligible children and must have a signed Universal Preschool provider contract with CDEC.
- Program services are defined as:
 - Per Rule and Regulations- Instructional and educational services provided to an eligible child by an eligible preschool provider pursuant to the CO Universal Preschool Program.
 - Minimum hours of service required in rule are defined by your submitted UPK calendar.
 - Services therefore begin on the first day defined within your UPK Calendar and end on the last day defined in your UPK Calendar.
- Per the Provider Agreement, you can not be paid for services provided before the contract is executed. Executed means that all necessary parties have signed including department representatives.
- Providers must enroll eligible children in their preschool program to qualify as participating providers.
- Providers must complete an enrollment form and have children enrolled via the Application Portal to be eligible for payment.

Payment Issues

Payments were processed by MetrixIQ on Monday 9/15 for August Enrollments. If providers did not receive payment it's possible that they did not set up their payment information with Metrix properly or that they fall in one of the scenarios below:

- Payment setup with MetrixIQ (ACH and W9) - not completed correctly - reach out to Metrix.
- Provider agreements not signed or not signed on time. CDEC is aware that some providers' August payment was prorated based on the date their agreement was signed. We are working on resolving this and will issue guidance as soon as it is available.
- Missing insurance- this will be back paid after submission of required documents.
- Dual enrollments not corrected- these providers will need to submit a reconciliation.
- Opt-out or unpublished- these providers will not be paid.
- Applications not in enrolled status- these providers will need to submit a reconciliation after adjusting enrollment with correct dates

For payment issues reach out to MetrixIQ at coupkpayments@metrixiq.com

Payment Reconciliation Memo

- Please see the newly published [Payment Reconciliation Memo here](#).
- Depending on the timing of the Provider's entry in the UPK application system, known as the UPK Portal or BridgeCare, CDEC may include payments through a reconciliation payment process or in a monthly payment, whichever is more timely. See below for Reconciliation Payment schedule for 2025-2026, (also included in Operation Memo: [OM-UPK-2025-0001](#))

Reconciliation Payment Schedule 2025-2026

Payment Date	For enrollment months	Deadline to Report Payment Issues
December 31, 2025	August - November	December 5, 2025
March 31, 2026	December - February	March 6, 2026
June 22, 2026*	March - May	June 5, 2026

*includes final reconciliation if needed.

3-Year-Old Funding and Payments

- Please see the 3-Year-Old Operation Memo: [Three-Year-Old Preschool Services Funding and Payments](#).
- If you are a School District ensure you read and understand this memo.
- Moving forward, funding for 3-Year-Olds will be based on monthly enrollment reporting.
- Questions can be submitted through this [Provider Questions Submission Form](#).
- 3 Year Old FAQ coming soon!

UPK Funding for 3-Year-Olds

We've received a few questions about how private preschool providers can use UPK funds for 3-year-olds.

School districts receive state funding for 3-year-olds through what's called the *historical allowance* (created by HB22-1295). **This funding helps districts continue services for 3-year-olds—especially those receiving special education support—based on what they were funded for in previous years.**

Private providers don't receive this funding directly, but in some cases, they can partner with their local school district by contracting for 3-year-old spots. These partnerships typically help districts serve preschoolers with IEPs or meet additional local needs.

It's important to know that contracting is up to each district and depends on available resources, so opportunities will vary by community.

Provider Resources

Handbooks

- [Provider Handbook](#)- Updated 07/30/2025
- [UPK Family Handbook](#)-Updated 03/20/2025

Helpdesk

- [Colorado Universal Preschool Helpdesk](#)

Provider Questions for Office Hours

- [Provider Questions Submission Form](#)

CDEC Resources

- [CDEC Website](#)
 - Scroll down on the website for the CDEC Website Calendar. Includes links for provider meetings.
- [Colorado Universal Preschool Newsletter](#)
- [Sign up for updates or to access your subscriber preferences](#)

Provider Payments

- [Submit a UPK Payments Request](#)

25-26 Calendar Tools

UPK Paid as a Annual Rate

\$6,220 year or \$620 in 10 payments

ACC Calculator Tool

Calendar FAQ Content

Newly Defined Min. Hours:

10 hours /week (360 total hours required)

15 hours /week (450 total hours required)

30 hours /week (900 total hours required)

Best Practice to include in Handbook

Fees and/or Tuition Posted and in Handbook

UPK Provider Name Here																																																																					
UPK 2025 - 2026 School Calendar																																																																					
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Resource Bank and UPK Rule



[Colorado Universal Preschool Resource Bank](#)

Resource Checklists

- [Healthy Development](#)
- [Family and Community Engagement](#)
- [Instructional Practice Policies and Procedure](#)

[Read the full Quality Standards](#)





Connecting Families to Early Childhood Resources

Our best initial contact is the Help Desk:

- **Adams UPK Helpdesk**
- Phone: 303-866-5223



Connecting Families To Early Childhood Resources

Mark your Calendar!

Adams UPK Monthly Information Meeting

Third Wednesday of the month

Wednesday, Nov. 19

1:00 - 2:00pm

[Register Here](#)

