

Availability for Enrollment and Maintaining Enrollment

This information sheet clarifies the intent of ECEAP Performance Standards PAO-51 Availability for Enrollment and PAO-52 Enrollment. This ensures that funded ECEAP slots are fully utilized to support the children and families who need them most.

Guidance

- To participate in ECEAP, children must be eligible, prioritized (PAO-48), and available to attend (PAO-51). Contractors must enroll children who are available to attend scheduled class hours. This ensures enrolled children and families can fully benefit from ECEAP services. By upholding the intent of PAO-51 and PAO-52, we ensure that ECEAP remains a reliable, equitable, and impactful program for children and families across Washington.

Intent of PAO-51 Availability for Enrollment

The ECEAP program is designed to provide consistent, high-quality early learning experiences. To be enrolled, eligible children must be available to attend regular class hours. Contractors must place children into class sessions they are available to regularly attend.

- Part Day and School Day Classes: Children must be available to attend all scheduled class hours.
- Working Day Classes: Children must be available for at least six hours per day and four days per week.
- Children who are only available to attend partial class hours or who have a regular recurring conflict with scheduled ECEAP class hours do not meet this requirement and are not considered available for enrollment.
- Children must only be placed into class sessions they are available to regularly attend.
- A child can only be enrolled in one class session.

Clarifying PAO-52: Enrollment

Contractors are expected to:

- Begin classes each state fiscal year
 - Working Day: No later than the first business day in July
 - Part Day and School Day: No later than September 30
- Enroll the children in ELMS before their expected start date and add their actual start date to when they attend in person to mark the slot as full.



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- Maintain a clear enrollment policy that ensures:
 - Timely and accurate enrollment in ELMS.
 - Inclusion and accommodations for children with disabilities or care plans.
 - Compliance with program timelines.

If you are unable to fill a slot within the 45-day window or have questions about a child's eligibility or availability for enrollment, contact your CQI Specialist for support.