

2025-26 ECEAP Full Enrollment Plan

Overview

- Designed to facilitate and maintain full enrollment.
- Uses established practices and easily accessible data points.
- Provides predictable parameters for action on slot adjustments.
- Sustainable approach to slot distribution.
- Reduces the need for costly, disruptive adjustments in the future.
- Responsible stewardship of public funds.
- Developed with a learning mindset.

Determining Enrollment

- Contractors and DCYF ECEAP staff monitor enrollment through the Early Learning Management System (ELMS) **Enrollment Maintenance by Class Report**.
- Contractors continuously monitor enrollment throughout the year.
- Monthly Continuous Quality Improvement (CQI) calls provide monitoring and support.

Parameters for Action

- Contractors who are enrolled below 97% AND have slots vacant for 45 days or more at the time of a contractor call will be identified for a Full Enrollment Action Plan.
- Unopened classrooms, unassigned slots, or vacancies over 50% are subject to reclaim after 45 days.
- Any slots in excess of 3% of the total contracted amount or 3 slots (whichever is greater) that are vacant for 60 days or more are only eligible for reimbursement at the June and August rate for Admin, Enrollment, and Staff Development on the next A-19 invoice.

Full Enrollment Plan

Enrollment Supports:

- Recruitment, Eligibility and Enrollment (REE) training in-person for contractors to reach and maintain full enrollment (October-November)
- Monthly REE training and check-ins (online)
- REE Basecamp for technical assistance
- In-person REE training (May-June)



- DCYF ECEAP Toolkit ([online](#))

Monitoring:

- Monthly Enrollment Review (on monthly CQI call). If under 97% enrolled, implement a Full Enrollment Action Plan.
 - Referral to REE
 - Unopened classrooms, unassigned slots, or vacancies over 50% are subject to reclaim after 45 days.
 - Any slots in excess of 3% of the total contracted amount or 3 slots (whichever is greater) that are vacant for 60 days or more are only eligible for reimbursement at the June and August rate for Admin, Enrollment, and Staff Development on the next A-19 invoice.
- Full Enrollment Action Plan Review (on monthly CQI call)
 - If 97% or more enrolled, plan is closed
 - If under 97% enrolled:
 - Revise Full Enrollment Action Plan
 - Notification of 60+ day vacancies only eligible for reimbursement at the June and August rate for Admin, Enrollment, and Staff Development
- End of year Enrollment Plan Review (April 1)
 - If more than 97% enrolled, plan is closed
 - If under 97% enrolled with documented progress, revise plan
 - If under 97% enrollment with 60+ day vacancies, potential slot reclaim within parameters. Reclaim Assessment initiated
 - All eligible slots reclaimed effective July 1

Redistribution:

- Slot Request Application (available November 1). DCYF evaluates slot requests on an ongoing basis and redistributes as slots become available.
- Prioritized Slot Redistribution initiated 30 days from reclaim.
 - Award methodology deployed
 - Contractors notified of redistributed slot awards

Original Date: October 9, 2025 | Revised Date: Month XX, 20XX
Early Learning Division | Approved for distribution by Nicole Rose, Assistant Secretary of Early Learning

- Accepted awards submitted for contract amendments
- Prioritized Slot Redistribution after April 30
 - Slots eligible for reclaim after April 30 will be awarded for the new contract year.
 - Redistribution to contractors initiated
 - Award methodology deployed
 - Contractors notified of redistributed slot awards (May 1)
 - Accepted awards submitted for contract amendments (May 15)

Prioritized slot redistribution

Interested Contractors will complete a survey to indicate their capacity to take on newly redistributed slots. Slots will be redistributed based on the criteria below.

Slot Redistribution Criteria

Criteria	Points
100% Enrolled	Yes/No
Prepared (facility, staffing, site, licensing when necessary) to fully enroll redistributed slots within 45 days of receipt	Yes/No
Waitlist compliant with PAO-37 and PAO-50	Yes/No
Saturation Study priority groupings	7-1
Past performance of full enrollment	2
Located in one of DCYF's 9 High Priority Counties	1