

Early Achievers Timeline Requirements

How Do I Meet My Early Achievers Timeline Milestones?

This document is an overview of the timeline requirements for providers that receive subsidy payments and/or those that provide Early Childhood Education and Assistance Program (ECEAP) services and how to meet them in our revised system. For additional details or questions, email the QRIS inbox at qris@dcyf.wa.gov.

Did you know that we recently enhanced MERIT? Now you can view your Early Achievers Milestones in your [MERIT](#) account! You can find your timeline and milestone information under the Facility/Site tab, in the Early Achievers section. Here you will find a table called “My Timeline.” This table shows your timeline type (New Subsidy, Existing Subsidy, ECEAP), your milestone status, and your next steps. It also shows a summary of milestones you have previously met.

Milestone Requirements

Milestone Requirement 1: Enroll in Early Achievers Within 30 Days of Receiving an Initial Subsidy Payment or Providing ECEAP Services.

What happens if I miss this milestone? If after 30 days of receiving your initial subsidy payment or starting ECEAP services you have not registered for Early Achievers, you will immediately become ineligible to receive state funding (such as subsidy or ECEAP) until you complete the Early Achievers enrollment. DCYF is required to let families know if their provider is at risk of missing a milestone. If you have not enrolled in Early Achievers within **10 days** of receiving your first subsidy payment, DCYF sends letters to enrolled parents who receive subsidy to inform them that you are at risk of losing eligibility. If you miss this milestone, you can regain your eligibility to accept subsidy and comply with your ECEAP contract by completing the Early Achievers Registration.

Milestone Requirement 2: Complete The Early Achievers Request for Quality Recognition Within 12 Months of Early Achievers Enrollment.

What happens if I miss this milestone? If you have not completed the Early Achievers Request for Quality Recognition in MERIT within 12 months of enrollment, you will become ineligible to receive state funding (such as subsidy or ECEAP) until you complete the Early Achievers Request for Quality Recognition. DCYF is required to let families know if their provider is at risk of missing a milestone. If you have not submitted your Early Achievers Request for Quality Recognition at least **30 days before your milestone**, DCYF sends letters to enrolled parents who receive subsidy to inform them that you are at risk of losing eligibility. If you miss this milestone, you can regain your eligibility to accept state funding by completing the Early Achievers Request for Quality Recognition.

Milestone Requirement 3: Meet Your Required Quality Level Per [RCW 43.216.135](#) And [RCW 42.216.515](#).

- Providers receiving subsidy payments must finalize a **Quality Level 3 within 30 months** of Early Achievers registration.

- Providers offering ECEAP services must finalize a **Quality Level 4 within 24 months** of Early Achievers registration.

What happens if I miss this milestone? We recognize that the COVID-19 pandemic and Early Achievers revisions have left many providers unable to achieve their required quality level by their milestone. If you submitted a Request for Quality Recognition (previously the Request for On-Site Evaluation) and actively engage in quality recognition activities, then you comply with your quality level milestone and will maintain eligibility to serve subsidy and offer ECEAP services. If you do not have an active Request for Quality Recognition or current, finalized quality level or if your Request for Quality Recognition is withdrawn, you will lose your eligibility to serve subsidy or your ECEAP contract may not be renewed. DCYF is required to let families know if their provider is at risk of missing a milestone. If you have not submitted your Early Achievers Request for Quality Recognition at least **30 days before your milestone**, DCYF sends letters to enrolled parents who receive subsidy to inform them that you are at risk of losing eligibility. You can regain your eligibility to accept subsidy or offer ECEAP Services by submitting a new Request for Quality Recognition in MERIT.

Milestone Requirement 4: Maintain a Current Quality Level by Renewing Your Quality Level Every Three Years.

What happens if I miss this milestone? We recognize that the COVID-19 pandemic and Early Achievers revisions have left many providers unable to achieve their required level by their expiration date. If you submitted a Request for Quality Recognition (previously the Request for On-Site Evaluation) and actively engage in quality recognition activities, then you comply with your quality level milestone and will maintain eligibility to serve subsidy and offer ECEAP services. If you do not have an active Request for Quality Recognition or current, finalized Quality Level or if your Request for Quality Recognition is withdrawn, you will lose your eligibility to serve subsidy or your ECEAP contract may not be renewed. DCYF is required to let families know if their provider is at risk of missing a milestone. If you have not submitted your Early Achievers Request for Quality Recognition at least **30 days before your milestone**, DCYF sends letters to enrolled parents who receive subsidy to inform them that you are at risk of losing eligibility. You can regain your eligibility to accept subsidy or offer ECEAP Services by submitting a new Request for Quality Recognition in MERIT.

Milestone Requirement 5: If You Have a Finalized Quality Level Below the Required Level, You Must Resubmit and Finalize a Quality Level Within 12 Months of Your Most Recent Quality Level Milestone Date.

What happens if I miss this milestone? We recognize that the COVID-19 pandemic and Early Achievers revisions have left many providers unable to achieve their required level by their milestone date. If you submitted a Request for Quality Recognition (previously the Request for On-Site Evaluation) and actively engage in quality recognition activities, then you comply with your quality level milestone and will maintain eligibility to serve subsidy and offer ECEAP services. If you do not have an active Request for Quality Recognition or current, finalized quality level or if your Request for Quality Recognition is withdrawn, you will lose your eligibility to serve subsidy or your ECEAP contract may not be renewed. DCYF is required to let families know if their provider is at risk of missing a milestone. If you have not submitted your Early Achievers Request for Quality Recognition at least **30 days before your milestone**, DCYF sends letters to enrolled parents who receive subsidy to inform them that you are at risk of losing eligibility. You can regain your eligibility to accept subsidy or offer ECEAP Services by submitting a new Request for Quality Recognition in MERIT.