

# 2024-25 ECEAP Enrollment Process Guidance

## Purpose

This guidance outlines the enrollment monitoring processes and timelines, including how DCYF partners with ECEAP Contractors. Contractors must follow all applicable requirements, including the contract SOW 9. b. Eligibility and Enrollment, and [ECEAP Performance Standards \(https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2024-25-ECEAP-Performance-Standards.pdf\)](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2024-25-ECEAP-Performance-Standards.pdf) PAO-52 Enrollment.

## SOW 9. B-5 ECEAP Eligibility and Enrollment

b. Make every effort to maintain enrollment in line with ECEAP Enrollment Policy. DCYF reserves the right to reclaim slots and funds, or reallocate slots to other Contractors, if the Contractor cannot maintain full enrollment.

## PAO-52 Enrollment

(1) Contractors must ensure B-5 ECEAP providers:

- (a) Begin all B-3 ECEAP and PreK ECEAP Working Day classes no later than the first business day in July of each state fiscal year.
- (b) Begin all PreK ECEAP Part Day and School Day classes no later than September 30 of each state fiscal year.
- (c) Fill each funded ECEAP slot within 45 calendar days. To establish 45 calendar days:
  - (i) At the beginning of the year, count the first day of class as day one.
  - (ii) When a child exits, count the last day the child attended class in person as day one.
  - (iii) When an expected child did not attend, count the first day of class or the last day a child attended in that slot as day one.
- (d) Consider a slot full when a child attends class in person and their actual start date is entered in ELMS.
- (e) Create an enrollment policy with processes for application completions and enrollment timelines. The policy must include how the program will:
  - (i) Plan for and implement accommodations for children with developmental delays or disabilities and/or individual care plans.
  - (ii) Ensure enrollment timelines in (1)(a) are met.
- (f) Contact their CQI Specialist for support when they are unable to fill a vacant slot within the 45-day timeline or if timelines were not met and there are vacant slots with children on the waitlist.



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## Reclaiming Vacant Slots

If a contractor does not meet the 85% enrollment requirement by December 1, DCYF will connect with contractors about unfilled slots. Conversations with Contractors may include moving of vacant slots to another site or classroom or providing additional Exceeds SMI Eligibility (ESE) slots. In extreme under enrollment cases, such as a classroom staffing issues, DCYF may require contractors to return vacant slots. ECEAP will work with Contractors in partnership to find the best solution.

At any time throughout the Enrollment Monitoring period, Contractors may identify slots that need to be returned to DCYF. Contractors may communicate this with DCYF and begin the process of returning slots.

## Reallocation of Returned Slots

DCYF will reallocate slots to ECEAP Contractors based on a maintained list of requests.

If additional slots need to be allocated after the list of requests is exhausted, DCYF will issue a survey to place remaining slots.

DCYF anticipates allocating returned slots between January 1 and January 31 of the school year, and as needed throughout the remainder of the year.

## Enrollment Monitoring Flow Chart

