



**Ronald E. Richter**  
Commissioner

**Myung J. Lee**  
Deputy Commissioner  
Division of Early Care and Education

**Maria Benejan**  
Associate Commissioner,  
Program Development  
Division of Early Care and Education

**Ayleen Guzman**  
Assistant Commissioner,  
Program Management  
Division of Early Care and Education

66 John Street, 8<sup>th</sup> floor  
New York, NY 10038

Email:  
[EarlyCare&Education@dfa.state.ny.us](mailto:EarlyCare&Education@dfa.state.ny.us)

## MEMORANDUM

**TO:** EarlyLearn NYC Contractors  
**FROM:** Ayleen Guzman, Assistant Commissioner, Program Management  
**RE:** Enrollment of EarlyLearn Four-Year Old Children in UPK  
**DATE:** September 6, 2013

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This memo contains important information and guidance around the enrollment of four-year old children in your EarlyLearn program.

**UPK packages must be submitted to the DOE Field Offices by 4pm on October 2, 2013.**

**Programs should aim to submit their Child Care applications to ACS Resource Areas by September 17, 2013 to allow ACS staff time to process the paperwork; ACS will process past this date as well.**

***All EarlyLearn sites awarded preschool slots have UPK funding incorporated in their preschool daily rate; UPK services are integrated directly within the EarlyLearn service day.***

In order to maximize the number of EarlyLearn children participating in UPK and support the full drawdown of ACS' UPK funding stream, **it is imperative that programs recruit and enroll as many four-year old children in EarlyLearn and in DOE's PreKIDS as possible up until ACS notifies you otherwise.**

Toward that end, programs must concentrate their efforts on children who are currently four-years old or will be turning four by the end of this calendar year (i.e. **born in 2009**). At a minimum, you are expected to enroll approximately 50% of your EarlyLearn preschool award as four-year olds and must refrain from recruiting three-year olds to fill slots originally set aside for UPK eligible children.

Please review your roster in WES to identify the children born in 2009 – these children are eligible for UPK services. **If you have not already done so, you must immediately begin requesting the necessary UPK documentation from these families and enroll them in UPK.**



## **UPK Submission Protocol to the Department of Education (DOE)**

*It is crucial to note that while all four-year old children residing in NYC are eligible for Universal Prekindergarten (UPK) services, not all four-year old children are eligible for EarlyLearn services.*

Therefore, the child must be successfully enrolled in ACS' WES under your EarlyLearn program **prior** to being enrolled in the DOE PreKIDS system: all of your UPK submissions to the DOE are for children that have current, active ACS eligibility and are attending UPK through an EarlyLearn program.

ACS' WES and the DOE PreKIDS system are separate and **you must use both systems** to ensure that the four-year-old children in your EarlyLearn program are counted as UPK children.

Again, unless you were awarded a separate contract directly from DOE for the provision of full-day UPK services, you should not be operating a standalone UPK program and submit children in PreKIDS that are not enrolled in WES. **In recognition of this, EarlyLearn programs must note the child's 10 digit ACS case number on the cover of the DOE PreKIDS application.**

**For programs that also have a direct DOE contract for full-day UPK services:** There is no income eligibility requirement for your direct DOE full-day UPK classrooms. The only requirements are that the students live in New York City and have a birth date in 2009. Therefore, children in full-day UPK classrooms will not be required to have an ACS case number on the PreKIDS Enrollment page.

**For programs that also accept ACS vouchers:** UPK funding is not included within ACS vouchers. Even if the child is receiving an ACS voucher, you should **not** submit a UPK application for this child to DOE unless you have a separate contract directly from DOE to provide UPK services.

## **Child Care Application Submission Protocol to ACS Resource Areas (this section is not applicable for Head Start seats)**

To expedite the paperwork processing, follow the steps below when submitting applications for children born in 2009 to the Resource Areas:

1. Label the cover page of the application with "UPK" in red ink. If this is a resubmission, write "UPK resubmission" in red ink on the cover page.
2. Utilize the "UPK Application Log" (attached) and enter in all of the requested information for each case.
3. Separate these applications from your other (non-UPK) age-groups; please sort the applications in the order that they are listed on the UPK Application Log.



### **UPK Application Log for use at ACS Resource Areas**

Please include this log as part of your submission of applications for children born in 2009. This will enable the Resource Areas to communicate efficiently with your program on the status of these cases. ACS will be emailing you the log after we have reviewed the cases. It is important that the UPK contact person listed on the sheet check their email frequently for these updates. Review the “To be completed by Resource Area” section and act immediately on any follow-up items needed.

### **Important Notes & Reminders for Child Care & Dual Eligible Programs around ACS Resource Areas (this section is not applicable for Head Start seats)**

- The ACS Resource Areas must certify the Child Care application as part of the eligibility determination process.
- Once the application is certified, the ACS worker will create a “reservation” for that child in ACCIS (Automated Child Care Information System) under your program in which can be viewed in WES (Web-Based Enrollment System). Programs must check for the case under the reservation section of WES and complete the process of creating an enrollment for each child.
- **Programs can only receive reimbursement for services rendered after the Child Care case is certified as eligible and the child is enrolled successfully by the program in WES.**
- The Resource Area averages 10 business days or less to certify eligible and complete cases.
- If information is missing, it is incumbent upon the program to stress to the parent that they must provide the information as soon as possible. Once the additional information is submitted, ACS may take an additional 10 days to review the information.
- Given that ACS requires time to work on the cases, it is advised that programs aim to submit all of their UPK-eligible applications by **September 17**. Programs may and should continue to submit UPK-eligible applications past this date. Certifying UPK-eligible cases is an ACS priority as well; ACS will do its best to review the applications expeditiously.

Thank you for your work in recruiting and serving the families of New York City. Should you have any questions about the contents of this letter, please do not hesitate to reach out to Ayleen Guzman, Assistant Commissioner for Program Management, at [ayleen.guzman@dfa.state.ny.us](mailto:ayleen.guzman@dfa.state.ny.us) or 212.393.5156.