

The Early Childhood Education and Care Department's (ECECD) Child Care Services Bureau (CCSB)

Provider Discussion



NEW MEXICO

Early Childhood

Education & Care Department

Regulatory Roundtable Discussion Presentation



Agenda

- Overview of Updated Regulations
- Background Checks
- COVID-19
- Training
- FOCUS
- Business Toolkit
- Common Deficiencies
- Reminders



New Administrative Code and Regulation Updates

8.9.4.1 ISSUING AGENCY: Early Childhood Education and Care Department (“ECECD”)

New number is 8.9.4

Title 8: Social Services

Chapter 9: ECECD

Part 4: Child Care Licensing; Child Care Centers, Out of School Time Programs, Family Child Care Homes, And other Early Care And Education Programs

New number is 8.9.5

Title 8: Social Services

Chapter 9: ECECD

Part 5: Non-Licensed Child Care; Requirements Governing Registration Of Non-Licensed Family Child Care Homes

Licensed Regulation Updates

Cell Phone Usage *for Centers*

8.9.4.22 D(2)(o) - employee cellular telephone usage policy that directs and defines safe and appropriate use.



Revised Language *for* Director Qualifications for Centers

8.9.4.23 (B) 1 - A bachelor's degree or higher in early childhood education or a related field. Related fields include: early childhood special education, family studies, family and consumer sciences, elementary education with early childhood endorsement or other degree with successful completion of courses in early childhood or any bachelor's degree with a transcript containing **two or more Early Childhood courses**.



Licensed Homes Regulation

8.9.4.36 (A) HEALTH AND SAFETY REQUIREMENTS FOR HOMES: (3) - If a home promotes tooth brushing activities, the provider will store toothbrushes so that they do not drip on other toothbrushes and so that they are separate from one another, with bristles exposed to the air to dry, labeled and not in contact with any other surface.





Tribal Government License

8.9.4.11A (6) TRIBAL GOVERNMENT LICENSE:

(a) Centers and homes operating on sovereign tribal lands are governed and inspected by the federal Tribal Child Care and Development Fund (CCDF) Lead Agency. Therefore, such centers and homes do not require an inspection by the New Mexico licensing authority. (b) Providers licensed by the Tribal CCDF Lead Agency program must submit the following to obtain licensure from ECECD: (i) Licensing application; (ii) Proof of Tribal CCDF Lead Agency approval; (iii) Annual submission of a letter or memorandum attesting that the Tribal CCDF's programs' director and all staff are in compliance with state, federal or Tribal background check clearances; (iv) Annual submission of a list of the director and all staff employed by the Tribal CCDF program, listing each individual staff member's name, date of birth, and home address; and (v) W-9 form and supporting documentation, if applicable.



Non-licensed Regulation Update

8.9.5.22 (S) - In case of a fire, the caregiver's first responsibility is to evacuate the children to safety. An up to date emergency evacuation and disaster preparedness plan must be available by the caregiver, which shall include steps for evacuation, relocation, shelter in-place, lock-down, communication, reunification with parents, individual plans for children with special needs and children with chronic medical conditions, accommodations of infants and toddlers, and continuity of operations. The plans shall be approved annually by the registered authority and the department will provide guidance on developing these plans.

What's New with Background Check Regulations?

8.9.6.1 ISSUING AGENCY:

Early Childhood Education and Care Department (“ECECD”).

New number is 8.9.6

Title 8: Social Services

Chapter 9: ECECD

Part 6: Governing Background Checks
and Employment History

For more information visit

nmeccd.org/comprehensive-background-check-process/



Background Check Process


- Register for fingerprinting at: <https://nm.state.identogo.com>
 - Select: Schedule a New Appointment
 - ORI # **NM931220Z**
 - Fingerprint Reason:
 - 5 year background check renewal, select NMSA 9-29-8-1 ECECD EMPL-facilities, homes programs, depart-cont prov
 - Volunteer, select NMSA 9-29-8-1 ECECD VOLS-facilities, home programs, depart-cont prov
 - New Applicant, select NMSA 9-29-8-1 ECECD applicant facility/ home program
 - Schedule the Location along with a date and time to be fingerprinted.
- Second, it is very important to submit the ECECD Child Care Center Packet along with your TCN number and/or receipt immediately to: ECECD.BCU@ececd.nm.gov. They will not know you have been fingerprinted unless they receive your form.

The form may also be mailed to: **ECECD Background Check Unit, PO Drawer 5619, Santa Fe, NM 87502**

8.9.6 NMAC | JULY 31, 2023

NEW MEXICO
Early Childhood
Education & Care Department

Comprehensive Background Check Process



Child Care Centers

Step 1: Register for fingerprinting at: <https://nm.state.identogo.com>

Step 2: Select Schedule a New Appointment

Step 3: ECECD's Originating Agency Identifier (ORI)#: NM931220Z

Step 4: Select a Fingerprint Reason:

- 5-year background check renewal, select: NMSA 9-29-8-1 ECECD EMPL-facilities, home programs, depart-cont prov
- Volunteer, select: NMSA 9-29-8-1 ECECD VOLS-facilities, home programs, depart-cont prov
- New Applicant, select: NMSA 9-29-8-1 ECECD applicant facility/home program

Step 5: Schedule location along with date and time to be fingerprinted.

Step 6: Choose Payment Method

- Select Billing Account
 - Enter Billing Account Number: ZNMOF0059
 - (Note: Please ensure all your information has been entered correctly prior to submitting)

Step 7: Submit the ECECD Licensed-Registered Home Packet Updated 07.27.23.pdf along with your fingerprint registration receipt immediately to: ececd.bcu@ececd.nm.gov. **We will not know you have been fingerprinted unless we receive your form!**

The form may also be mailed to:

ECECD Background Check Unit
PO Drawer 5619
Santa Fe, NM 87502

► **Out of State Background Checks**
If an applicant has lived in another state within the past 5 years, we require them to obtain a background check from that state(s). The background check unit will provide the state's appropriate forms and instructions to the center or home for completing criminal history and abuse and neglect requests. Completion of these requests is essential in preventing delays.

► **ECECD Website** | [Comprehensive Background Check Process](#)

Learn more about ECECD at nmececd.org
Toll free: (800) 832-1321 | ececd-ecs-customerservice@ececd.nm.gov

f @ NewMexicoECECD

Guides steps can be found at:
nmececd.org/comprehensive-background-check-process/

Background Check FAQ's

Out-of-State Background Checks

If an applicant has lived in another state within the past 5 years, we require them to obtain a background check from that state(s). The background check unit will provide the state's appropriate forms and instructions to the center or home for completing criminal history and abuse and neglect requests. Completion of these requests is essential in preventing delays.

How Fast are background checks being processed?

A Background check may take up to 45 days. If an applicant has resided out of New Mexico in the past 5 years there are required additional checks however a determination will be made at the 45 day mark.

Are Provisional Clearances being sent?

Yes, currently the BCU is issuing Provisionals for applications received after 10/5/2023. We are in compliance with our regulations which states the notice of provisional employment will be issued within 5 days.

Where can I get my fingerprints taken?

<http://www.identogo.com/locations>

When should I contact the Background Check Unit to check on my Status?

Please allow 5 business days for processing. If you have not received a response within 5 days, please reach out to them at the information below.

Who can I contact for more information?

Background Check Unit at 505-827-9910 or
ECECD.BCU@eecd.nm.gov

COVID-19 Updated Information





Required Practices

- Licensed providers may operate at group sizes and ratios according to their licensed Star level
- Training on health and safety practices is required for all staff, including cooks and transportation staff.
- Good hygiene practices are required, including frequent handwashing/sanitizing
- Frequently touched surfaces should be cleaned often throughout the day and disinfected at the end of each day.

For more information visit nmeccd.org/covid-19/

Processes

What Families Should Expect of Early Childhood Providers

Child care providers in New Mexico are required to follow the health and safety requirements listed above. Staying home when you are sick or have symptoms of a contagious illness protects your own health and those around you.

What Early Childhood Professionals Expect of Families

Consistently follow the COVID-19 health and safety requirements listed above. Staying home when you are sick or have symptoms of a contagious illness protects your own health and those around you.

How is ECECD helping child care facilities keep their staff and children healthy and safe?

When a positive case occurs, ECECD implements its Rapid Response process. Providers are still required to report positive cases.

Rapid Response Portal for Child Care Programs

If you need assistance with making an online report, you can call the ECECD Rapid Response Hotline (1-833-866-3272) and provide your email address, your EPICS or license ID if available, your phone number, and whether it is a positive case or close contact. Calls will be returned in the order received between the hours of 8 AM – 5 PM, Monday through Friday. If you need further assistance, please contact your local office. For access to the portal visit: <https://ececd.vaccinerm.org/>

Need to meet the CCDF Training Requirements

- You can do this online through Quorum
 - Quorum is a unique online professional development program for early education professionals. Quorum annual memberships include unlimited online training for staff and providers.
- Cut the Cooties: Communicable Disease Prevention – 2 hours
- Safe Sleep & Sweet Dreams for Infants – 2 Hours
- From food to Physical Activity - 4 hours
- Understanding Child Abuse & Prevention – 3 Hours
- Keeping our Children Safe: Planning Ahead and Being Prepared - 4 hours
- Traveling with Precious Cargo -3 hours

Please note the Back to Basics training is still a recommended training and available on NMELS



FOCUS Tiered Quality Rating and Improvement System

Benefits

- An increase of the per-child subsidy rate provided upon successful verification of each subsequent star level
- A consultant-guided pathway to continuous improvement with adaptive support to meet program needs
- Access to on-site or community-based training, professional development, and technical assistance
- Supportive networking opportunities among providers

Eligibility

The FOCUS Program and Verification process is free to any licensed early childhood family child care home, child care center, or out-of-school time program in New Mexico that meets the entry-level, 2-star criteria. In order to become eligible, Head Start and other early care and education programs operated by the military or tribal communities must show compliance with the relevant regulatory agency

How to Apply

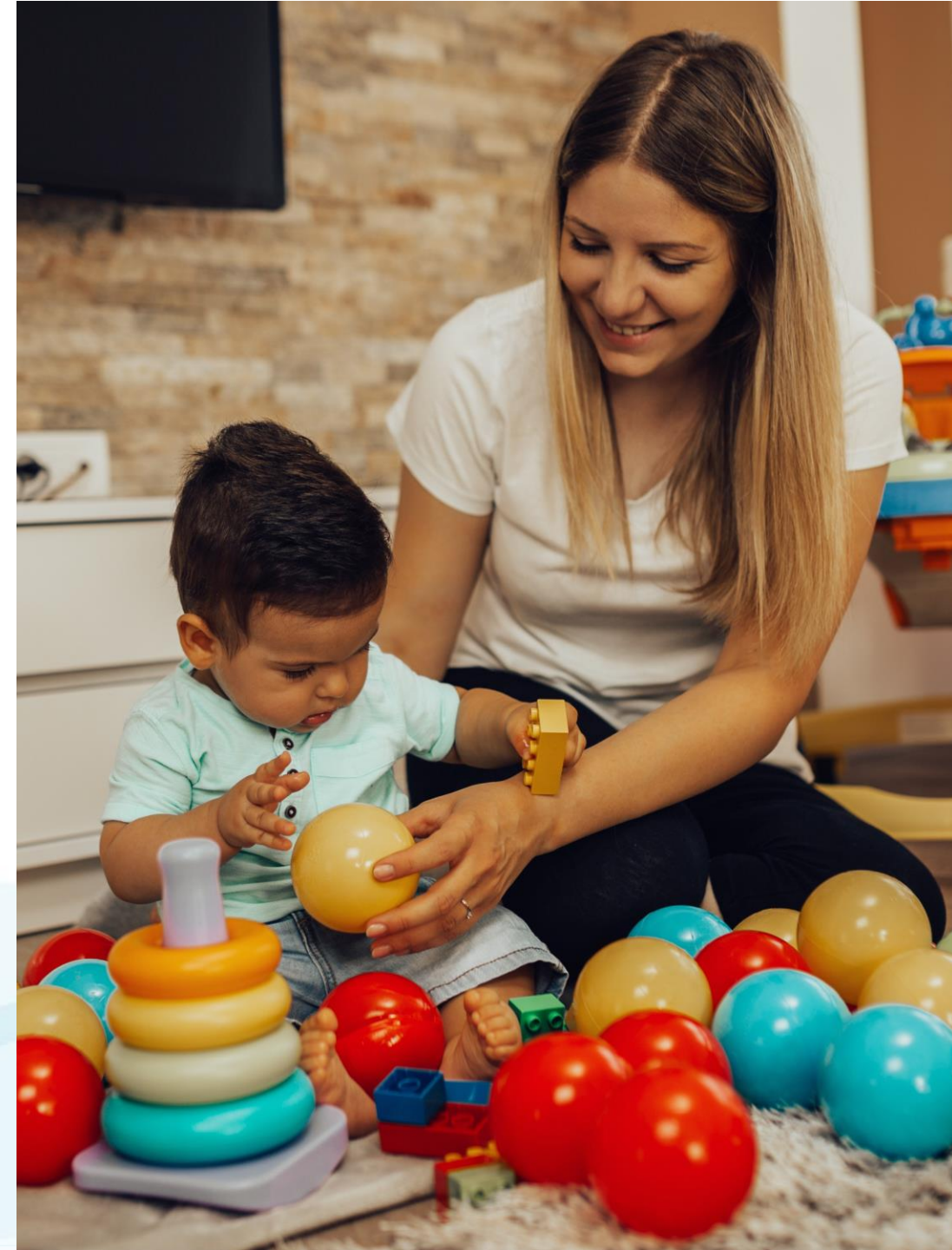
- To access application newmexicokids.org/focus-application
- Contact:
 - TQRIS Manager at 505-629-9783
 - UNM ECSC Verification Team at focusverification@unm.edu
- ECECD is launching a multi-year redesign of FOCUS, New Mexico's tiered quality rating and improvement system. More information can be found with your TQRIS team.

Child Care Business Toolkit

ECECD Partnered with CCA Global Partners to provide a shared services platform to support child care providers. The platform contains robust resources to support child care providers.

ECECD's Child Care Business Toolkit is a foundation for early care and education professionals striving to meet the ever-increasing demands of the field. The toolkit contains thousands of practical and customizable resources, including sample policies, procedures, handbooks, forms, job descriptions, interview guides and much more put valuable hours back in your day.

To sign up visit eecedbiztoolkit.org/.



Common Deficiencies

- **Personnel and Staffing Requirements**
 - ◆ Unattended Children
 - ◆ Staff Qualifications and Training
 - ◆ Personnel and Staffing Requirements
- **Services and Care For Children**
 - ◆ Outdoor Play Areas
 - ◆ Social Emotional Responsive Environment
 - ◆ Physical Environment
- **Building, Ground and Safety Requirements**
 - ◆ Safety Compliance
 - ◆ Housekeeping
 - ◆ Light, lighting fixtures and electrical
- **Administrative Requirements**
 - ◆ Administrative Records
 - ◆ Children's Records
 - ◆ Personnel Records
- **Health and Safety Requirements**
 - ◆ First Aid Kit Requirements
 - ◆ Medications logs
 - ◆ Handwashing

Helpful Reminders

- Report all incidents and complaints to our call center at 1-888-351-0037 or ChildCare.Complaint@eecd.nm.gov
- Complete Applications in full, on time, and with all supporting documents
 - Initials
 - Change of Director
 - Change of Capacity
 - Star Level – submit application by 25th of the month
 - Renewal – 60 days prior
- Mail completed application with your check or money order written to **State of New Mexico**

Address to:

Early Childhood Education and Care Department

Child Care Services Bureau – Licensing Unit

PO Drawer 5619

Santa Fe, NM

87502-5619

Child Care Assistance Roundtable Discussion Presentation



Agenda

- Expanded Eligibility up to 400% FPL
 - Application Process
- Waived Copays and Allowable Fees
- Increased Provider Payment Rates
- PreK Letter and avoiding Dual Payment
- Reporting Non-Attendance
- Provider Dashboard
- Provider CCA Orientation



Support for Families and the Child Care Providers

- Increase income limits for families on the child care assistance program to 400% Federal Poverty Level for new clients and exit at 425% FPL
- Parent copayments for the child care assistance program are waived for all families starting May 1, 2022
- Increase in provider payment rates in July 2021 and August 2023



Income Guidelines

Child Care Assistance Income Guidelines									
April 2023 through March 2024									
Household Size	Annual Poverty Level	100% FPL Monthly	130% FPL Monthly	200% FPL Monthly	250% FPL Monthly	300 % FPL Monthly for Co-Pay Chart	350 % FPL	400 % FPL	425 % FPL
2	\$19,720.00	\$1,643.33	\$2,136.33	\$3,286.67	\$4,108.33	\$4,930.00	\$5,751.67	\$6,573.33	\$6,984.17
3	\$24,860.00	\$2,071.67	\$2,693.17	\$4,143.33	\$5,179.17	\$6,215.00	\$7,250.83	\$8,286.67	\$8,804.58
4	\$30,000.00	\$2,500.00	\$3,250.00	\$5,000.00	\$6,250.00	\$7,500.00	\$8,750.00	\$10,000.00	\$10,625.00
5	\$35,140.00	\$2,928.33	\$3,806.83	\$5,856.67	\$7,320.83	\$8,785.00	\$10,249.17	\$11,713.33	\$12,445.42
6	\$40,280.00	\$3,356.67	\$4,363.67	\$6,713.33	\$8,391.67	\$10,070.00	\$11,748.33	\$13,426.67	\$14,265.83
7	\$45,420.00	\$3,785.00	\$4,920.50	\$7,570.00	\$9,462.50	\$11,355.00	\$13,247.50	\$15,140.00	\$16,086.25
8	\$50,560.00	\$4,213.33	\$5,477.33	\$8,426.67	\$10,533.33	\$12,640.00	\$14,746.67	\$16,853.33	\$17,906.67
9	\$55,700.00	\$4,641.67	\$6,034.17	\$9,283.33	\$11,604.17	\$13,925.00	\$16,245.83	\$18,566.67	\$19,727.08
10	\$60,840.00	\$5,070.00	\$6,591.00	\$10,140.00	\$12,675.00	\$15,210.00	\$17,745.00	\$20,280.00	\$21,547.50
11	\$65,980.00	\$5,498.33	\$7,147.83	\$10,996.67	\$13,745.83	\$16,495.00	\$19,244.17	\$21,993.33	\$23,367.92
12	\$71,120.00	\$5,926.67	\$7,704.67	\$11,853.33	\$14,816.67	\$17,780.00	\$20,743.33	\$23,706.67	\$25,188.33
13	\$76,260.00	\$6,355.00	\$8,261.50	\$12,710.00	\$15,887.50	\$19,065.00	\$22,242.50	\$25,420.00	\$27,008.75
14	\$81,400.00	\$6,783.33	\$8,818.33	\$13,566.67	\$16,958.33	\$20,350.00	\$23,741.67	\$27,133.33	\$28,829.17
15	\$86,540.00	\$7,211.67	\$9,375.17	\$14,423.33	\$18,029.17	\$21,635.00	\$25,240.83	\$28,846.67	\$30,649.58
For Each Additional Family Member add	\$5,140.00	\$428.33	\$556.83	\$856.67	\$1,070.83	\$1,285.00	\$1,499.17	\$1,713.33	\$1,820.42

Apply Online

- Apply now: eligibility.ececd.nm.gov
- Submit application via email to ChildCareAssistance@ececd.nm.gov
- Apply in person at a local office near you



Am I Eligible?

Family Services of New Mexico



To Apply for Child Care Assistance:

Please present the following documentation when applying:

- Completed Application for Child Care Assistance
- Current proof of income from Employment or Self-Employment (if applicable)
- Verification of any other countable income
- Birth Verification for all applicant household children (even if you do not need child care for them)
- Verification of Educational Activity/School Schedule for adults (if applicable)
- Picture ID for Applicant
- Current verification of New Mexico Residency (lease agreement, utility bill, mortgage)
- Demonstration of Incapacity (if applicable)
- Proof of Custody/Dependency for household members (if applicable)
- TANF participation (recipients may be required to obtain a Work Participation Agreement for TANF approved activity such as job search; volunteer work, etc. from their TANF caseworker.)
- ECECD Approved Child Care Provider – Center/Home Provider’s information: Name, Address, and Phone number or EPICS ID#

You can find a list of Acceptable Documents for each required type of verification at nmeccd.org/child-care-assistance/

Waived Copays *and* Allowable Fees

- Family's copayments have been paid by ECECD since May 1, 2022, for ALL families and prior for some families as of Sept 1, 2020

NOTE: Copays waived for ALL families approved for Child Care Assistance effective May 1, 2022, until the foreseeable future

- Providers are **not** allowed to charge educational/registration fees or other fees related to education and activities of children/families
 - The department has included these fees in our rates to providers per the Cost Estimation Model
- **Provider are allowed to charge incidental fees and gross receipts tax**
 - Such as field trips, special lunches, etc.
 - Gross receipts tax is determined by county/city/local government



Payment Rates

(see rate table document handout)

Cost Model Reimbursement Rate Flyer (in English and Spanish) can be found at nmeccd.org/child-care-assistance

****Please note new rates went into effect August 1, 2023****

Child Care Assistance Rates

Effective August 2023

The New Mexico Early Childhood Education and Care Department (ECECD) announced updated regulations that will ensure **qualifying New Mexico families will continue to receive the child care assistance program (CCA) to access child care without a copayment and child care providers will receive increased rates** to achieve and maintain quality care and learning environments, including sufficient funding to pay competitive wages to their early childhood professionals.

This document provides information on the reimbursement rates paid by ECECD directly to child care providers for children participating in the Child Care Assistance Program.

- Most New Mexico parents now qualify for **Child Care Assistance**. Compare the rates below to your tuition rates and encourage parents to apply for Child Care Assistance.
- Increasing your **FOCUS Star Level** can increase your revenue \$3,000-10,000 per year for just one child! For more information, visit: nmeccd.org/focus-tqris

Definitions

Full time: Care provided for an average of 30 or more hours per week per month - **pay at 100% of full time rate.**

Part time 1: Care provided for an average of 8-29 hours per week per month - **pay at 75% of full time rate.**

Part time 2 (only for split custody or in cases where a child may have two providers): Care provided for an average of 8-19 hours per week per month - **pay at 50% of full time rate/week per month.**

Part time 3: Care provided for an average of seven or less hours per week per month - **pay at 25% of full time rate.**

Part time 3: Care provided for an average of seven or less hours per week per month - **pay at 25% of full time rate.**

Non-traditional hours of care: Care provided between the **after hours** of 7 p.m. - 7 a.m. Monday through Friday or care provided during **weekend** hours between 12 a.m. Saturday morning and 12 a.m. Monday morning.

- PG. 2 **LICENSED CENTER MONTHLY RATES**
- PG. 3 **LICENSED GROUP HOME MONTHLY RATES**
- PG. 4 **REGISTERED HOME MONTHLY RATES**
- PG. 4 **LICENSED FAMILY HOME MONTHLY RATES**
- PG. 5 **NON-TRADITIONAL HOURS**

Learn more about ECECD at nmeccd.org
Toll free: (800) 832-1321
eccd-ecs-customerservice@eecd.nm.gov

LICENSED GROUP HOME MONTHLY RATES

Capacity: 7-12 children)

1-Star FOCUS ★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1040.00	780.00	520.00	260.00
Toddler	1000.00	750.00	500.00	250.00
Preschool	830.00	622.50	415.00	207.50
School Age	475.00	356.25	237.50	118.75

If you offer non-traditional hours of care, ECECD will pay you an additional amount of funding per child equivalent to five to 15 percent of the listed rate. More information is listed on page 5.

2-Star FOCUS ★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1115.00	836.25	557.50	278.75
Toddler	1050.00	787.50	525.00	262.50
Preschool	910.00	682.50	455.00	227.50
School Age	545.00	408.75	272.50	136.25

2 + Star FOCUS ★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1115.00	836.25	557.50	278.75
Toddler	1050.00	787.50	525.00	262.50
Preschool	910.00	682.50	455.00	227.50
School Age	545.00	408.75	272.50	136.25

4-Star FOCUS ★★★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1215.00	911.25	607.50	303.75
Toddler	1175.00	881.25	587.50	293.75
Preschool	1035.00	776.25	517.50	258.75
School Age	625.00	468.75	312.50	156.25

5-Star FOCUS ★★★★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1315.00	986.25	657.50	328.75
Toddler	1250.00	937.50	625.00	312.50
Preschool	1120.00	840.00	560.00	280.00
School Age	670.00	502.50	335.00	167.50



REGISTERED HOME MONTHLY RATES

Registered Homes/In Home Child Care

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	425.00	318.75	212.50	106.25
Toddler	425.00	318.75	212.50	106.25
Preschool	375.00	281.25	187.50	93.75
School Age	350.00	262.50	175.00	87.50



LICENSED FAMILY HOME MONTHLY RATES

2-Star FOCUS ★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1100.00	825.00	550.00	275.00
Toddler	1075.00	806.25	537.50	268.75
Preschool	870.00	652.50	435.00	217.50
School Age	530.00	397.50	265.00	132.50

2 + Star FOCUS ★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1075.00	806.25	537.50	268.75
Toddler	775.00	581.25	387.50	193.75
Preschool	700.00	525.00	350.00	175.00
School Age	500.00	375.00	250.00	125.00

3-Star FOCUS ★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1175.00	881.25	587.50	293.75
Toddler	1125.00	843.75	562.50	281.25
Preschool	950.00	712.50	475.00	237.50
School Age	600.00	450.00	300.00	150.00

3-Star FOCUS ★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1150.00	862.50	575.00	287.50
Toddler	865.00	648.75	432.50	216.25
Preschool	800.00	600.00	400.00	200.00
School Age	550.00	412.50	275.00	137.50

5-Star FOCUS ★★★★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1375.00	1031.25	687.50	343.75
Toddler	1325.00	993.75	662.50	331.25
Preschool	1160.00	870.00	580.00	290.00
School Age	725.00	543.75	362.50	181.25

5-Star FOCUS ★★★★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1925.00	1443.75	962.50	481.25
Toddler	1500.00	1125.00	750.00	375.00
Preschool	1125.00	843.75	562.50	281.25
School Age	750.00	562.50	375.00	187.50

If you offer non-traditional hours of care, ECECD will pay you an additional amount of funding per child equivalent to five to 15 percent of the listed rate. More information is listed on page 5.

2 + Star FOCUS ★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1150.00	862.50	575.00	287.50
Toddler	865.00	648.75	432.50	216.25
Preschool	800.00	600.00	400.00	200.00
School Age	550.00	412.50	275.00	137.50

4-Star FOCUS ★★★★★

	Full Time	Part Time 1	Part Time 2	Part Time 3
Infant	1500.00	1125.00	750.00	375.00
Toddler	1100.00	825.00	550.00	275.00
Preschool	1000.00	750.00	500.00	250.00
School Age	650.00	487.50	325.00	162.50



FOCUS is New Mexico's Quality Rating and Improvement System for child care programs.
For more information, visit: nmeccd.org/focus-tqris

Non-Traditional Care

Providers may also receive additional money for after-hour and weekend care if approved on the contract

	1-10 hrs/wk	11-20 hrs/wk	21 or more hrs/wk
After hours	5%	10%	15%

	1-10 hrs/wk	11-20 hrs/wk	21 or more hrs/wk
Weekend hours	5%	10%	15%

After hours = After 7 p.m. and before 7 a.m.

Weekend hours = 12 a.m. Saturday – 12 a.m. Monday

DIFFERENTIAL RATES FOR NON-TRADITIONAL HOURS

ECECD pays a differential rate equivalent to five percent, 10 percent or 15 percent of the applicable full-time/part-time rate to providers who provide care during non-traditional hours. Non-traditional care will be paid according to the following chart:

AFTER HOURS			WEEKEND HOURS		
1-10 hrs/wk	11-20 hr/wk	21 or more hr/wk	1-10 hrs/wk	11-20 hr/wk	21 or more hr/wk
5%	10%	15%	5%	10%	15%

See definitions on page 1.

NEW MEXICO
Early Childhood
 Education & Care Department

Learn more about ECECD at nmececd.org
 Toll free: (800) 832-1321 • ececd-ecs-customerservice@ececd.nm.gov

@NewMexicoECECD

PG. 5

Provider Reporting Requirements

- Notify ECECD within 14 calendar days of last day of attendance
- If a child will be out for an extended period of time, up to 6 weeks, provider will notify ECECD of start date of absence, expected return date and reason for absence
 - Documentation may be requested
 - This will allow payment to continue while child remains enrolled



PreK Letter *and* Avoiding Dual Payment

On August 7, 2023 ECECD issued a notice reminding providers that the department will **NOT** pay child care benefits for the hours that children attend Head Start, New Mexico PreK, school or other programs per 8.9.3.11 (J) NMAC.

*** PLEASE report any updates needed to children's contracts to ECECD ***



Provider Dashboard

Sign up for the Provider Dashboard: to approve contracts online, review your payment history, as well as other features.



- Visit: www.nmels.org
- Once you complete your training, it gives you certificate. It will also give a System Access form.
- **Complete this and send with certificate to:**
ECECD-ECS-ProviderGovernance@ececd.nm.gov





Want to learn more about the Child Care Assistance Program?

Visit www.nmels.org and take the Child Care Assistance Provider Orientation training.

Questions?



Quick References

- Comprehensive Background Checks: nmeccd.org/comprehensive-background-check-process/
- Background Check Registration: <https://nm.state.identogo.com>
- Health and Safety Information: nmeccd.org/covid-19/
- COVID-19 Rapid Response Portal: <https://eccd.vaccinenm.org/>
- FOCUS Application: newmexicokids.org/focus-application



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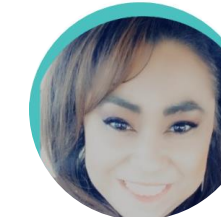


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