



**Submission Instructions**

1. Download and fill out this application in its entirety.
2. Save the document and email it with a copy of your receipts or paid invoice to [ccmsi@agendaforchildren.org](mailto:ccmsi@agendaforchildren.org)

**Child Care Management Software (CCMS) provider purchase application**

The Louisiana Department of Education is committed to supporting Type III and registered Family Child Care (eligible to accept CCAP) providers to increase efficiencies in centers and to strengthen business operations as a whole. Type III and CCAP-eligible registered Family Child Care (FCC’s) are eligible for a reimbursement for a CCMS annual subscription. Providers utilizing eligible CCMS products can receive 80% of the annual subscription (up to \$1,000). Please follow the steps below to receive your reimbursement.

Step 1 - Learn about Child Care Management Software (CCMS) by reviewing the Child Care Management Software Guidebook.

Step 2 - Purchase an annual subscription from an eligible CCMS vendor listed in the guidebook.

Step 3 - Contact your local Resource & Referral Agency for reimbursement steps.

Step 4 - Schedule training (through the CCMS vendor) and CCMS Implementation Support Contractor (if needed).

Step 5 - Receive training and initial set-up of the CCMS.

Step 6- Enjoy saving time and money with your new automated operations.

**\*NOTE:** If your purchase is less than \$1,000, you will receive a reimbursement of 80% of your total purchase cost (ex. total purchase is \$800 – you will receive a reimbursement of \$640). If your purchase is over \$1,000, you will receive a maximum reimbursement of \$1,000 (ex. total purchase is \$2,000 – you will receive a reimbursement of \$1,000).

<b>Name of individual to be reimbursed:</b>		
<b>Are you a Type III Early Learning Center: Y/N</b>		
Yes	No	
<b>Are you a registered CCAP eligible Family Child Care (FCC): Y/N</b>		
Yes	No	
<b>Name of Type III Early Learning Center or name of CCAP eligible FCC:</b>		
<b>Physical Address of Type III Early Learning Center or CCAP eligible FCC:</b>		
<b>License #:</b>	<b>Site Code:</b>	<b>Email Address:</b>
<b>Mailing Address of Type III Early Learning Center or CCAP eligible FCC (if different from physical):</b>		
<b>Name of Owner:</b>		
<b>Name of Director (if different from owner):</b>		
<b>Primary Contact Name &amp; Title:</b>		<b>Telephone:</b>
<b>Resource &amp; Referral Agency:</b> Agenda for Children		
<b>Total Amount of Receipt(s):</b>		

Please indicate the CCMS subscription purchased from the list below (maximum of one subscription purchased):

**Child Care Management Software- Products**

- Brightwheel\*
- Childwatch Remarkable Systems, Inc\*
- Alliance CORE, powered by Early Learning Ventures\*
- Smartcare\*, a Vanco Company

**\*FCC Compatible**

**Child Care Management Software Assurances for Child Care Providers**

I have demonstrated commitment to providing high quality care and overall strengthening my business practices by purchasing a CCMS reviewed by the Louisiana Department of Education.

I will be reimbursed for 80% (*maximum \$1000*) of the cost of my purchase of up to one annual CCMS subscription cost if I agree to the following assurances:

- ✓ Allow the Louisiana Department of Education patch via Application Programming Interface (API) your CCMS to the states database (EdLink) to communicate the following information: time and attendance for staff and children, and fee collection. Understand and accept that the LDOE or any of its representatives may review the implementation of this process.
- ✓ Purchase an annual CCMS subscription and use a CCMS on the list of companies and products reviewed by the Louisiana Department of Education beginning around December 1, 2021.
- ✓ Complete an application for the CCMS initiative with required documentation, invoice receipts, and submit to my Resource & Referral Agency within 30 days of my purchase of a CCMS subscription.
- ✓ Receive partial reimbursement for the purchase of up to one annual CCMS subscription cost through the CCMS initiative (CCMSi).
- ✓ Maintain Academic Approval and remain a Type III or a registered family child care center through June 30, 2022.
- ✓ Ensure the child care director and all lead and assistant teachers receive a general training on CCMS implementation through the entity identified through The LDOE such as vendors, contractors, etc.
- ✓ Share progress and insights on CCMS use at Early Childhood Network meetings, with the LDOE and with other LDOE determined entities.
- ✓ Participate in any follow-up activities or reports for the state.

I understand and agree to the above requirements. I also understand that my center will be poised to operate more efficiently and effectively if a Child Care Management Software is fully implemented. I am aware that all documentation I submit to my Child Care Resource & Referral Agency regarding the Child Care Management Software Initiative is subject to federal and state audits.

**Please Note:** Failure to perform or comply with any of these assurances may lead to the cancellation of your purchased Child Care Management Software subscription.

<b>Signature of Owner:</b> X	<b>Date:</b>
<b>Signature of Director:</b> X	<b>Date:</b>

OFFICE USE ONLY	
Date Received: _____	Date _____
Reviewed: _____	Date Reimbursed: _____