

## ELRC 18 Updates

**NEW Germantown Avenue Location** – Our new facility at 2816 Germantown Avenue (19133) opened today (staff only)! While we are not yet open to the public, there is now a drop box at this location that is available to accept paperwork M-F from 8a to 5p.

**End-of-the-year Reminder** – ELRC 18 operates on a fiscal year that runs from July 1<sup>st</sup> through June 30<sup>th</sup>. While you typically have 60 days to submit your monthly attendance invoice, please remember that June invoices are due no later than July 31<sup>st</sup>. Invoices received after this date cannot be paid. Although you should be checking your attendance invoices and payment summaries every month to make sure we are paying for all of your subsidized enrollments (with the correct care schedules), June is a CRITICAL time for you to take care of this task. Again, if you notify us after July 30<sup>th</sup> that you have not been paid correctly for a particular child (or children), there is very little that we can do about it. NOW IS THE TIME!

**STAR Renewal Process** – There has been quite a bit of confusion around STAR 2, 3 and 4 designations recently. While it is true that a STAR 2, 3 or 4 designation is good for three years, it must be renewed annually (what we call a paperwork renewal). In years 1 and 2, your quality coach will reach out to you 120 days before your designation expiration date to begin the paperwork renewal process. Because of the volume of providers in Philadelphia, it is important that you turn in your documents two months in advance of your expiration date in order to give us time to process and have it reviewed by our designators. If you have not submitted a complete paperwork renewal 30 days before expiration, your quality coach will reach out to you to make sure you understand the consequences of an untimely renewal. Seven days before your expiration, you will receive a call from either me or Shira Badanes (our Provider/STARS Manager) to again make sure you understand the consequences of not renewing timely. We hope that it NEVER comes to this, but if your renewal is not complete the day before your expiration, you will be moved down to a STAR 1. This means loss of any Keystone STARS add-on, as well as having to start the movement process all over! The renewal process is similar for providers in Year 3 of their designation, except that it starts much earlier than 120 days before your expiration. This is to ensure that there is enough time to complete all of the additional tasks (IAP if needed, pre-designation visit, designation visit, etc.). If you have any questions, please contact your Keystone STARS quality coach. S/he is available to support you through this process!!

**Lesson Planning and Early Learning Standards** – **Friday, June 28th at naptime, 1:00-3:00**  
Instructor: Monica Stanoch      Sponsored by ELRC 18

Register on the PA PDRRegistry at [www.papdregistry.org](http://www.papdregistry.org)  
Explore the lesson planning cycle for infants, toddlers and preschoolers. Use a lesson planning template to document planned activities. Discuss how to individualize to meet the needs of specific children by adjusting the environment, materials and activities. Learn how to connect your lesson plans to the PA Early Learning Standards and meet STARS standard EC2.2. Center Staff and Directors are encouraged to attend!

**Upcoming Provider Networking Meetings** – Find the meeting the best below that fits your interests and schedule, and join us for updates from ELRC 18's eligibility, finance, provider services and STARS teams. This is a great opportunity to ask your questions, meet with like-minded providers and get the information you need FIRST HAND! All meetings will be held virtually on Microsoft Teams. No need to pre-register; just click on the date below when it's time to join the meeting. *If you're not familiar with Teams, but would like to participate in the*

*meeting, please call me anytime while you're in front of this e-mail (but well before the meeting starts!), and I'll help you get set up. My direct dial is (267) 504-4179.*

- Fourth Thursday – South/West Directors from 1-3p (**June 24<sup>th</sup>**)
- First Thursday – Northeast Directors from 1-3p (**July 1<sup>st</sup>**)
- First Thursday – Night Owl Networking from 7p-9p (**July 1<sup>st</sup>**)
- Second Thursday – Northwest Directors from 1-3p (**July 8<sup>th</sup>**)
- Segundo Jueves – Proveedores de habla hispana de 6p-8p (**Julio 8**)
- Second Saturday – Family and Group Child Care from 1-3p (**July 10<sup>th</sup>**)
- Third Thursday – North Directors from 1-3p (**July 15<sup>th</sup>**)
- Third Saturday – Teachers/classroom staff from 1-3p (**July 17<sup>th</sup>**)

*Please be sure to share this opportunity with your teachers. We will be sharing general subsidy updates and listening to how ELRC can help support them – with their education, their own subsidy, etc.*