



EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

Monitoring Extension Request Process for the Early Childhood Educator Pay Equity Fund

Child care providers that participate in the Early Childhood Educator Pay Equity Fund are required to participate in monitoring for compliance with program requirements. The monitoring policy is available [here](#). The guide for completing monitoring is available [here](#). The monitoring process is slightly different for providers who participate in the child care subsidy program because this subset of providers complete monitoring at the same time they are monitored for subsidy program requirements.

Providers are given 30 days' notice to complete the monitoring process. The Office of the State Superintendent of Education (OSSE) understands that some child care providers may need additional time to gather and submit the required documentation to complete the monitoring process. Providers may request an extension to allow for additional time to complete the process if they are experiencing challenges that prevent them from meeting the deadline prescribed by OSSE. To receive an extension, a provider must submit a request to OSSE within two weeks of the date they were notified of the monitoring deadline.

Process Overview

Notification of Monitoring

OSSE notifies child care providers via email when monitoring begins. Providers have 30 days from the date of the email notification to submit the required monitoring documentation.

Extension Eligibility

Child care providers experiencing overlapping inspections, administrative burdens or staffing challenges may be eligible for an extension. To receive an extension, a provider must submit a request to OSSE within two weeks of the date they were notified of the monitoring deadline.

Extension Request Submission

To request an extension to the monitoring deadline, a child care provider must submit a request via email to OSSE.ECEPayEquity@dc.gov. The request must include the following information:

- Provider Name
- Facility Name and License Number (for all facilities included in the request)
- Contact Person (Name, Email, Phone)
- Reason for Extension Request
- Proposed New Submission Date (not to exceed 60 days from the original deadline)

Review and Approval

OSSE will review each request on a case-by-case basis. The child care provider will receive a response within five business days of submission of their extension request. OSSE will notify a provider if their request is approved or denied via email. If the request is approved, OSSE will share the provider's new deadline to complete the monitoring process. The decisions rendered by OSSE are final.

Compliance Monitoring

Child care providers granted an extension to complete monitoring must adhere to the new deadline communicated by OSSE to avoid a finding of non-compliance. If a child care provider who is approved for an extension does not meet the new deadline communicated by OSSE, that child care provider will be issued a finding of non-compliance. Child care providers cannot request multiple extensions for the same monitoring period.

Steps for Child Care Providers to Request an Extension for Pay Equity Fund Monitoring

1. **OSSE notifies provider monitoring has launched**
 - OSSE sends an email to the provider detailing the monitoring process and communicating a deadline to complete the process.
2. **Provider submits an extension request to OSSE via email**
 - Provider sends an email to OSSE.ECEPayEquity@dc.gov within two weeks of receiving the notification from OSSE that monitoring is due. The email must include the provider's name, facility name(s) and license number(s) (for all facilities included in the request), contact person, reason for extension request and proposed new submission date.
3. **OSSE reviews request and notifies provider of decision**
 - OSSE reviews the request within five business day of receipt and notifies the provider via email if the request has been approved or denied.

Questions

For questions about the process to request an extension to the monitoring deadline, email OSSE.ECEPayEquity@dc.gov.