



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

DC Child Care Subsidy Program

Fiscal Year 2025 (FY25) Provider Trainings

This document outlines dates and descriptions of trainings the Office of the State Superintendent of Education (OSSE) will host for subsidized child care providers and eligibility workers from October 2024 to March 2025. These trainings are designed to support child care providers and eligibility workers to understand and implement key policies, procedures and requirements related to the DC Child Care Subsidy Program. Trainings will take place in person or online. In-person trainings will be held at OSSE headquarters located at 1050 First St. NE. Registration details for each session will be sent to child care providers and eligibility workers from OSSE.DELCommunications@dc.gov. For questions, email OSSE.Subsidy@dc.gov. Note: Dates are subject to change.

October 2024				
Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Level I and Level II Providers	Oct. 30, 2024	Mini OSSE Attendance Tracking System (OATS) Training	Virtual	Review attendance and error reporting policies and procedures
Level II Providers	Oct. 31, 2024	Eligibility Institute and Procedural Guide Training	In-person	An in-depth look at subsidy procedures and forms

November 2024

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Level I and Level II Providers	Nov. 6, 2024	Subsidy Monitoring Kickoff: Reviewing the Agreement to Ensure Compliance	Virtual	Overview of the FY24 Agreement monitoring process
Level II Providers	Nov. 20, 2024	Intake and Record Keeping	Virtual	A best practice session on maintaining compliant case files
Level I and Level II Providers	Nov. 21, 2024	Attendance and Error Report Training	In-person	An in-depth look at the attendance and error reporting policies and procedures

December 2024

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Level II Providers/ Department of Human Services Child Care Services Division (DHS CCSD)	Dec. 4, 2024	Subsidy Eligibility Assignment (SEA) Training	In-person	An in-depth look at the SEA portal
Level II Providers/ DHS CCSD	Dec. 18, 2024	Eligibility Policies Refresher Training	Virtual	Review of subsidy eligibility policies and procedures

January 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Level II Providers	Jan. 10, 2025	Brown Bag: Preparing for the Annual Eligibility Assessment	In-person	Overview of the Eligibility Monitoring Process
Level I and Level II Providers	Jan. 15, 2025	Mini OATS Training	Virtual	Review attendance and error reporting policies and procedures
Level I and Level II Providers	Jan. 22, 2025	Eligibility Institute	In-person	An in-depth look at the eligibility policies and procedures; pre-requisite for the Eligibility Exam

February 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
By Invitation Only	Feb. 5, 2025	Eligibility Proficiency Exam	In-person	Required exam to become a Level II provider
Level I and Level II Providers	Feb. 19, 2025	Eligibility Policies Refresher Training	Virtual	Review of subsidy eligibility policies and procedures
By Invitation Only	Feb. 22, 2025	Eligibility Proficiency Exam	In-person	Required exam to become a Level II provider
Level I and Level II Providers	Feb. 26, 2025	Attendance and Error Report Training	In-person	An in-depth look at the attendance and error reporting policies and procedures

March 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Level II Providers/ DHS CCSD	March 11, 2025	SEA Training	In person	An in-depth look at the SEA portal
By Invitation Only	March 15, 2025	Eligibility Proficiency Exam	In person	Exam to become a Level II provider
Level II Providers/ DHS CCSD	March 19, 2025	Intake and Record Keeping	Virtual	A best practice session on maintaining compliant case files