



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 April to September 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	Mini OSSE Attendance Tracking System (OATS) Training	Virtual	Review attendance and error reporting policies and procedures
Level II Providers	Oct. 31	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	Subsidy Monitoring Kickoff: Reviewing the Agreement to Ensure Compliance	Virtual	Overview of the FY24 Agreement monitoring process
Level II Providers	Nov. 20	Intake and Record Keeping	Virtual	A best practice session on maintaining compliant case files
Level I and Level II Providers	Nov. 21	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	Subsidy Eligibility Assignment (SEA) Training	In-person	An in-depth look at the SEA portal
Level II Providers/ DHS CCSD	Dec. 18	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	Brown Bag: Preparing for the Annual Eligibility Assessment	In-person	Overview of the Eligibility Monitoring Process
Level I and Level II Providers	Jan. 15	Mini OATS Training	Virtual	Review attendance and error reporting policies and procedures
Level I and Level II Providers	Jan. 22	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	Eligibility Proficiency Exam	In-person	Required exam to become a Level II provider
Level I and Level II Providers	Feb. 19	Eligibility Policies Refresher Training	Virtual	Review of subsidy eligibility policies and procedures
By Invitation Only	Feb. 22	Eligibility Proficiency Exam	In-person	Required exam to become a Level II provider
Level I and Level II Providers	Feb. 26	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	SEA Training	In person	An in-depth look at the SEA portal
Level II Providers/ DHS CCSD	March 19	Intake and Record Keeping	Virtual	A best practice session on maintaining compliant case files

April 2025

Eligible Participants	Date of Training	Training Name	In person or virtual	Training Description
Level II Providers/ DHS CCSD	April 9	Subsidy Eligibility and Assignment (SEA) Training	In person	An in-depth look at the SEA application
Providers that have been in the subsidy program for at least one year	April 23-24	Eligibility Institute	In person	An in-depth look at the eligibility policies and procedures; pre-requisite for the Eligibility Exam
Level I and Level II providers	April 30	Mini OSSE Attendance Tracking System (OATS) Training	Virtual	A step-by-step walk through of monthly attendance submission procedures

May 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
By invitation only	May 5	Eligibility Proficiency Exam	In person	Required exam to become a Level II provider
By invitation only	May 15	Eligibility Proficiency Exam	In person	Required exam to become a Level II provider
Level I and Level II providers	May 21	Attendance and Error Report Training	Virtual	An in-depth look at the attendance and error reporting policies and procedures
Level II providers and DHS CCSD	May 28	SEA Rate Designation	Virtual	Best practices for assigning rates in SEA
Level II providers and DHS CCSD	May 29	Brown Bag: Self-Employed	Virtual	Best practices for verifying self-employment for the eligibility factor: <i>Income</i>

June 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Level II providers and DHS CCSD	June 4	SEA Training	In person	An in-depth look at the SEA portal

July 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Providers that have been in the subsidy program for at least one year	July 23-24	Eligibility Institute	In person	An in-depth look at the eligibility policies and procedures; pre-requisite for the Eligibility Exam
Level I and Level II providers	July 30	Mini OATS Training	Virtual	A step-by-step walk through of monthly attendance submission procedures

August 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
By invitation only	Aug. 6	Eligibility Proficiency Exam	In person	Required exam to become a Level II provider
Level I and Level II providers	Aug. 27	Attendance and Error Report Training	In person	An in-depth look at the attendance and error reporting policies and procedures

September 2025

Eligible Providers	Date of Training	Training Name	In person or virtual	Training Description
Level II providers and DHS CCSD	Sept. 3	Brown Bag: Preparing for the Annual Eligibility Assessment	Virtual	Overview of the Eligibility Monitoring process
By invitation only	Sept. 6	Eligibility Proficiency Exam	In person	Exam to become a Level II provider
Level I and Level II providers	Sept. 24	Mini OATS Training	Virtual	A step-by-step walk through of monthly attendance submission procedures
Level II providers and DHS CCSD	Sept. 24	SEA Training	In person	An in-depth look at the SEA portal