

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Child and Family Services
11 State House Station
2 Anthony Avenue
Augusta, Maine 04333-0011
Tel.: (207) 624-7900; Toll Free: (877) 680-5866
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

MEMORANDUM

TO: Early Care and Education Programs

FROM: Office of Child and Family Services

DATE: April 24, 2023

SUBJECT: **Early Care & Education Program Enrollment Data Collection Project**

The Department of Health and Human Services (DHHS) Office of Child and Family Services (OCFS) announces the Early Care & Education (ECE) Program Enrollment Data Collection Project. By collecting this data from providers, the Department hopes to gain more knowledge of Maine's supply and demand as it applies to the [Child Care Supply/Demand Analysis](#). The Department will ultimately use this data to inform ongoing work on the [Child Care Plan for Maine](#) with the goal of ensuring that all families in our state have access to affordable, reliable, and quality care for their children.

Beginning on May 1, 2023, providers can begin entering their program's current enrollment data within the Early Childhood Educator Salary Supplement Program portal through a new Enrollment Data Collection section. Providers are asked to enter the following data once per month:

- Current Infant (6 weeks thru 12 months) Enrollment Number
- Current Toddler (13 months thru 36 months) Enrollment Number
- Current Preschool (3 years thru 5 years) Enrollment Number
- Current School Age Enrollment Number
- County

An additional \$50 per month stipend will be provided to the licensed family child care or facility for each month a provider completes the section. The \$50 stipend will be included in the provider's regular monthly Salary Supplement check from OCFS. The data collection program will open on May 1, 2023, and close on April 30, 2024.

Programs MUST enter enrollment data once per calendar month in order to qualify for the \$50 per month stipend.

Below is a link to a webinar containing guidance and detailed instructions for how to complete the Enrollment Data Collection form. Attached are the webinar's PowerPoint slides. Please review both the webinar and the slides carefully prior to May 1, 2023.

[Enrollment Data Project Webinar Link](#)

For questions or more information, please contact ECEWageProgram.DHHS@Maine.gov

Please note, Enrollment Data is not to be confused with conveying a program's [child care openings](#) displayed to the public.