



Mixed Delivery Program Guidelines – FY27



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KEY

RR Req: = Requirements for Ready Regions

ECCE Site Req: = Requirements for ECCE sites

Why: = The reason for a requirement

Info: = Additional information related to a requirement

Defined word = First use of a word that is defined in the Definitions section in the Appendix

INTRODUCTION

PURPOSE OF DOCUMENT

These Mixed Delivery Program Guidelines lay out program requirements and additional information to help Ready Region lead agencies (Ready Regions) oversee Mixed Delivery in participating **early childhood care and education (ECCE)** sites. Ready Regions should use these guidelines to help set up and run Mixed Delivery in their regions and ensure **ECCE sites** follow the program requirements. This document begins with an introduction, including the purpose of the program, legislation and funding, and organizational descriptions and roles. The rest of the document gives Ready Region lead agencies and ECCE sites details about FY27 Mixed Delivery requirements.

PURPOSES OF MIXED DELIVERY

VECF's Mixed Delivery program provides public funding for ECCE services for **eligible** children from birth to age five. This helps meet the growing demand for **publicly funded** ECCE services. Mixed Delivery funding allows private sites to offer a range of options to fit families' needs and preferences. Many families need affordable, **full-day, year-round** ECCE services so they can work or go to school. Most families also prefer that these services are high-quality and close to home or work. The Mixed Delivery program is designed to provide these services for children and families and to provide tuition payments and support from Ready Regions to ECCE sites. Part of the purpose of these tuition payments is to make it possible for ECCE site leaders to increase teacher salaries to competitive levels that will encourage talented teachers to accept and stay in their jobs over time, leading to benefits for children, families, and ECCE sites.

In addition to helping more children and families in Virginia access affordable, high-quality ECCE services and supporting ECCE sites, Mixed Delivery was designed as a place to test strategies to solve the tough issues that site leaders and families face each day. We appreciate the partnership and willingness of Ready Regions and Mixed Delivery sites to try new ways to help make the **ECCE system** work better!

LEGISLATION AND FUNDING

Each year, the General Assembly and Governor include funds in the Virginia Department of Education (VDOE) budget to support the Mixed Delivery program. The Division of Early Childhood Care and Education (part of VDOE) works with VECF to oversee the Mixed Delivery program. VECF awards Mixed Delivery slots to the nine (9) Ready Regions each year through a competitive grant application process. Each Ready Region leads the Mixed Delivery program in their region of Virginia, with support from VECF. VECF and Mixed Delivery operate according to the state fiscal year, which for 2027 runs from July 1, 2026 through June 30, 2027.

ORGANIZATIONAL STRUCTURE

Core Mixed Delivery Organization Descriptions

Virginia Department of Education (VDOE): *Lead State Agency.* Oversees all aspects of the Mixed Delivery program. Provides program funds to VECF.

Virginia Early Childhood Foundation (VECF): *Lead Partner Agency.* Contractor that runs the competitive process with Ready Regions and oversees and manages agreements, called Memoranda of Understanding (MOUs) between itself and Ready Regions.

Ready Region Lead Agencies (Ready Regions): *Regional grant awardees, also called subrecipients.* VECF identifies Ready Region lead agencies every three years. Each Ready Region runs Mixed Delivery in their region and oversees contracts with local ECCE sites.

Ready Region Shared Governance Bodies: *Governance bodies.* Groups of representatives from key **stakeholder** groups, including families of young children, who help make high-level decisions related to the design of Mixed Delivery in each Ready Region.

Ready Region Family Councils: *Family leadership groups.* Groups of families of young children who provide input so that each Ready Region's Mixed Delivery program reflects and responds to the needs and preferences of families within their region.

Early Childhood Care and Education (ECCE) Sites: *Contracted ECCE sites, including local child care centers and family day homes.* ECCE sites are selected by their Ready Region to provide ECCE slots and services as part of the Mixed Delivery program.

Core Mixed Delivery Organization Roles

VDOE will:

- Provide resources, guidance, and oversight for the Mixed Delivery program to VECF.
- Work directly with VECF to provide and expand services in community-based settings.
- Provide monthly funding to VECF and review requests to change how funds are used, if needed.
- Update VECF about licensing compliance among Mixed Delivery ECCE sites.
- Help Ready Regions and local departments of social services coordinate their Mixed Delivery and Child Care Subsidy Programs.

VECF will:

- Be the primary administrator of Mixed Delivery statewide.
- Provide Ready Regions orientation, training, guidance, tools, and templates related to

Mixed Delivery.

- Ensure Ready Regions meet their MOU terms, including Mixed Delivery requirements and financial reporting on budgets and invoicing.
- Provide monthly funding to Ready Regions, identify needed changes to how funds are used, and review requests to change how funds are used.
- Follow all budgetary and financial requirements of Mixed Delivery and the state, and ensure resources are used effectively.
- Oversee performance by reviewing data at least once a month and doing audits at least once a year.
- Share any program changes with Ready Regions, including changes to program design, administration, or reporting requirements.
- Collect, use, and report data to administer, evaluate, and improve Mixed Delivery.

Each Ready Region Lead Agency will:

- Be the primary coordinator of Mixed Delivery in their region.
- Provide participating ECCE sites accessible orientation, training, support, and guidance related to Mixed Delivery.
- Support shared decision-making for Mixed Delivery in their region through their shared governance body and Family Council.
- Follow all budgetary and financial requirements and ensure resources are used effectively.
- Have at least one Full-Time Equivalent (FTE) Mixed Delivery coordinator. This role can be split between more than one staff member and/or contractor. There must be a second Mixed Delivery staff member who is familiar enough with the Mixed Delivery Program Guidelines and Mixed Delivery Data Portal to be able to cover all key activities if the primary Mixed Delivery coordinator is unavailable. This may be another Mixed Delivery coordinator, a supervisor, etc.
- Take part in technical assistance activities and continuous improvement efforts (one-on-one meetings with VECF staff, Orientation, Office Hours, Community of Practice, etc.) provided by VECF.
- **Execute** one-year contracts with selected eligible ECCE sites capable of managing a specific number of slots per child age at the correct regional rate.
- Ensure Ready Region staff, contractors, and Mixed Delivery ECCE sites have information on and follow all relevant laws, regulations, and contract terms, including those in this document.

Ready Region Shared Governance Bodies will:

- Take part in high-level decision-making related to their region's Mixed Delivery program. This includes:

- o Reviewing data and analyses about supply and demand and other related topics,
- o Helping develop the upcoming year's Mixed Delivery Pre-application & Application,
- o Helping make decisions about how sites are chosen and the number, type, and location of slots requested during the Mixed Delivery Application process,
- o Helping make decisions about the Ready Region's regional eligibility criteria,
- o Providing input on proposed ECCE site additions or contract terminations during the program year,
- o Providing input on any proposed major procedural changes in how the Ready Region runs Mixed Delivery during the program year,
- o Providing input on potential participation in any pilot programs run through Mixed Delivery, and
- o Participating in other activities as needed.

Ready Region Family Councils will:

- Take part in high-level decision-making related to their region's Mixed Delivery program. This includes:
 - o Reviewing data and analyses about supply and demand and other related topics,
 - o Helping develop the upcoming year's Mixed Delivery Pre-application & Application,
 - o Helping make decisions about how sites are chosen and the number, type, and location of slots requested during the Mixed Delivery Application process,
 - o Helping make decisions about the Ready Region's regional eligibility criteria,
 - o Providing suggestions for improving family-facing Mixed Delivery materials when requested, and
 - o Participating in other activities as needed.

Mixed Delivery ECCE Sites will:

- Follow all ECCE site requirements listed in this and other Mixed Delivery documents.
 - o This includes working toward teacher salary goals, as outlined in the [Mixed Delivery Lead Teacher Salary Expectations & Requirements](#) section (new for FY27). Sites will share budget information with the Ready Region and VECF and consider using budgeting or business practices that will help meet those goals.
- Work in partnership with their Ready Region to meet program requirements and consider testing strategies to strengthen their business and the ECCE system.
- Take part in technical assistance activities provided by the Ready Region.
 - o Technical assistance includes trainings, meetings, or other types of support to help ECCE sites run Mixed Delivery effectively.
 - o Some of these opportunities may be optional and some may be required.

MIXED DELIVERY REQUIREMENTS FOR READY REGIONS & ECCE SITES

Most of the requirements in this section apply directly to the ECCE site since they provide direct services to families. However, the Ready Region is always responsible for monitoring ECCE site compliance. If there are any issues with a site not following requirements, the Ready Regions must work with the site and VECF to correct them.

NOTES:

Ready Region Policies and Procedures

Ready Regions may establish policies and procedures to help manage Mixed Delivery in their region if none of these policies or procedures conflict with the requirements outlined in this document.

Waiver Requests

If a Ready Region believes there is a good reason for an exception to a requirement in a particular case, they may request a waiver from VECF by email. VECF will review each request individually. There is no guarantee that a waiver will be approved.

SITES

RR Req: The Ready Region must have a clear process for identifying eligible and capable Mixed Delivery ECCE sites.

Why: So that Mixed Delivery can deliver high-quality ECCE services to communities through sites that can meet all Mixed Delivery requirements and intentions.

Info: Mixed Delivery is meant to be a stable, reliable, and predictable source of income for the Mixed Delivery ECCE site. This stability depends on the site keeping children healthy and safe, meeting families' needs and preferences, and complying with VDOE OCCHS licensing standards and Mixed Delivery requirements. Each year, the Ready Region, with input from their shared governance bodies and Family Councils, chooses high-quality ECCE sites based on these and other factors, including changes in family needs and preferences in the region.

ECCE Site Req: The Mixed Delivery ECCE site must notify the Ready Region within 48 hours if the ECCE site closes, plans to close, or plans to change locations, either temporarily or permanently.

RR Req: The Ready Region must then notify VECF as soon as possible and within 48 hours.

Why: So that children enrolled in Mixed Delivery are receiving the services that the ECCE site is being paid to offer.

Info: VECF will then work with the Ready Region, ECCE site, and VDOE (if necessary) to determine what additional actions may be necessary.

RESOURCE:

See the **Mixed Delivery in FY27: ECCE Site Considerations** document provided to Ready Regions for more information on what makes a site a good fit for Mixed Delivery.

Settings

ECCE Site Req: The Mixed Delivery ECCE site must meet licensing standards set by VDOE’s Office of Child Care Health and Safety (OCCHS). This means the site must:

- Have a regular or conditional license from VDOE OCCHS.
- Meet all additional VDOE OCCHS licensing requirements described in the **Compliance** section starting on **page 44**.

ECCE Site Req: The Mixed Delivery ECCE site must also be non-faith-based and non-school-based.

Info: Most Mixed Delivery classrooms are in private, community-based, non-public school settings such as child care centers and family day homes.

Mixed Delivery classrooms can be in buildings owned by faith-based organizations as long as (1) the license is not held by a faith-based organization and (2) curriculum, activities, and environments are not faith-based.

Mixed Delivery classrooms can be in a school building if (1) they are licensed and run by a private ECCE site leader who rents or uses the space and (2) the private site leader pays teacher salaries. School divisions can enroll children in **Head Start** or **Early Head Start** + Mixed Delivery Wraparound classrooms in non-school-based settings if they have a Head Start grant (comparable to **Virginia Preschool Initiative (VPI)** Community Providers). In all cases, all other Mixed Delivery program guidelines must be followed.

Minimum Hours

ECCE Site Req: The Mixed Delivery ECCE site must provide at least 2,400 hours of ECCE services each year (July 1 – June 30) to children enrolled in Mixed Delivery.

Why: So that families can access full-day, year-round services that support their work, education, or job search.

Info: This requirement can be met through either Full-time Mixed Delivery slots or through combining Mixed Delivery Wraparound slots with other sources, including Head Start, Early Head Start, or VPI.

This requirement assumes that an ECCE site typically offers services 10+ hours a day, 5 days a week, with about 20 non-operating days each year (including 12 federal and state holidays and

up to 8 additional planned program closures).

- 52 weeks * 5 days/week = 260 weekdays
- Subtract 20 non-operating days to reach 240 service days
- 10 hours per service day * 240 service days = 2400 hours

The 2,400-hour requirement is based on the total number of planned-for hours that children in Mixed Delivery can receive services, not the ECCE site's operating hours (which sometimes include administrative time). Sites do not need to "make up" missed hours caused by temporary, unexpected closures, such as bad weather.

VECF encourages sites to consider offering non-traditional hours if these meet families' needs and preferences. In these cases, Mixed Delivery coordinators can discuss the specific circumstances with VECF.

Curriculum

ECCE Site Req: The Mixed Delivery ECCE site must use a VDOE-approved, non-faith-based curriculum in all classrooms serving children in Mixed Delivery.

Why: So that children receive high-quality educational experiences. A research-based curriculum, when fully implemented, gives teachers the guidance and tools they need to implement activities that support children in their social-emotional, physical, and cognitive development.

Info: The Mixed Delivery ECCE site must either use a VDOE-approved curriculum for use in Virginia's birth to five programs or request approval for a different curriculum. Approved curricula can be found on VDOE's [Early Childhood Curriculum webpage](#), along with information about how VDOE reviews curricula. VDOE-approved curricula align with Virginia's [Early Learning & Development Standards \(ELDS\)](#), Birth-Five Learning Guidelines.

The Mixed Delivery ECCE site can use Mixed Delivery tuition funding to help implement their chosen curriculum by:

- Providing teachers with introductory and ongoing training and support.
- Providing teachers with necessary materials to support implementation.

IMPROVING THE ECCE SYSTEM USING COMPETITIVE TEACHER SALARIES

Several Mixed Delivery features were designed to help stabilize ECCE site budgets, improve the quality of children's experiences, and address the ongoing challenges of teacher recruitment and retention. These features include:

- A contract model
- A minimum contract size for each ECCE site
- Mixed Delivery tuition rates that are based on the estimated cost of quality
- Mixed Delivery lead teacher salary expectations and requirements

Contract Model

RR Req: The Ready Region must sign 12-month (full-year) contracts with each Mixed Delivery ECCE site for a set number of slots.

Why: So that payments to the Mixed Delivery ECCE site are stable, reliable, and predictable.

Info: The ECCE site is paid based on the number of contracted and enrolled (filled) slots, not on a child's daily attendance.

Minimum Contract Size for Each ECCE Site

RR Req: The Ready Region must ensure that:

- Each center-based site has a contract of at least 10 Mixed Delivery slots.
- Each family day home has a contract of at least half (rounded down) Mixed Delivery slots of the total number of children served.

Why: So that the Mixed Delivery ECCE site has enough Mixed Delivery funding to help cover the costs of providing high-quality ECCE services, including competitive teacher salaries.

Info: The minimum contract size requirement can be met with any mix of age groups from birth to 5: infants, toddlers, 2-year-olds and preschoolers (ages 3 and 4).

Mixed Delivery Tuition Rates Based on Cost of Quality

Mixed Delivery tuition rates are based on Virginia's federally approved [cost estimation model for determining the cost-of-quality \(CoQ\)](#) as of 2022. These rates are intended to help the Mixed Delivery ECCE site remain financially stable and invest in quality, including competitive teacher salaries. This model estimates what it costs providers to meet health, safety, and quality standards. It factors in things like teacher-child ratios, food, materials and supplies, rent or mortgage costs, utilities, salaries and benefits, and other non-personnel administrative costs. It also reflects differences in cost factors across regions, program types, and age groups.

RR Req: The Ready Region must pay the Mixed Delivery ECCE site the established age-based per-slot tuition rates, minus parent copayment amounts.

Why: To help the ECCE site remain financially stable and invest in quality, including competitive teacher salaries.

Mixed Delivery Lead Teacher Salary Expectations and Requirements

ECCE Site Req: The Mixed Delivery ECCE site must meet the following teacher salary requirements and related expectations.

- **Mid-year Check-in:** At least one **lead teacher** in each Mixed Delivery classroom is expected to have a salary at or above the 65% teacher salary target in their region (see the **table** below) by January 1, 2027.
 - If the Mixed Delivery ECCE site does not meet this benchmark, they must participate in additional supports from their Ready Region as they work toward meeting the year-end requirement.
- **Year-end Requirement:** At least one lead teacher in each Mixed Delivery classroom must have a salary at or above the 75% teacher salary target in their region (see the **table** below) by June 30, 2027.
 - If the site does not meet this requirement, they may lose the ability to participate in the Mixed Delivery program in FY28, which starts July 1, 2027.
- **Business Academy Budgeting Tool:** The Mixed Delivery ECCE site will be required to participate in training related to the Business Academy Budgeting Tool, use the tool to plan and examine their budgets, and allow their Ready Region to see their progress in the tool as they work toward the teacher salary requirement.

Info: Mixed Delivery is testing an important teacher recruitment and retention solution. It was designed with the features described above to allow ECCE sites to significantly increase teacher salaries in Mixed Delivery classrooms. The **table** below shows the 65% mid-year check-in salary targets and 75% year-end requirement salary targets for each Ready Region.

Mixed Delivery Lead Teacher Salary Targets for FY27

Ready Region	65% (1/1/27 Mid-Year Check-in)		75% (6/30/27 Year-End Requirement)	
	Hourly	Annual	Hourly	Annual
Blue Ridge	\$20.98	\$43,630	\$24.20	\$50,342
Capital Area	\$29.85	\$62,098	\$34.45	\$71,651
Central	\$20.57	\$42,777	\$23.73	\$49,358
Chesapeake Bay	\$19.88	\$41,357	\$22.94	\$47,720
North Central	\$25.53	\$53,094	\$29.45	\$61,262
Southeastern	\$21.05	\$43,791	\$24.29	\$50,528
Southside	\$18.57	\$38,627	\$21.43	\$44,570
Southwest	\$18.03	\$37,504	\$20.79	\$43,252
West	\$19.71	\$40,993	\$22.74	\$47,300

DATA AND RECORDS

Mixed Delivery Data Portal

The Mixed Delivery Data Portal (MDDP) is a secure database that stores real-time information about Mixed Delivery sites, classrooms, teachers, and enrolled children. This information is used to: enroll eligible children in Mixed Delivery; verify reimbursement to Mixed Delivery ECCE sites from the Ready Regions; support administration, oversight, and evaluation of the program; and assign State Testing Identifiers (STIs) as required by law.

VECF provides training and technical assistance to MDDP Ready Region users (typically Mixed Delivery coordinators).

RR Req: The Ready Region must train and provide technical assistance to MDDP ECCE site users. This includes training at or before the beginning of the fiscal year, when new MDDP ECCE site users are added to the MDDP, and throughout the year as needed and as directed by VECF.

Why: So that ECCE site leaders know how to use the MDDP effectively.

RESOURCE:

MDDP Ready Region users will receive two **MDDP User Guides**, one for their own use, and one for Mixed Delivery ECCE site users.

ECCE Site Req: The Mixed Delivery ECCE site (with the Ready Region's support, as needed) must submit any changes to site-, classroom-, teacher-, and child-level information (including enrollment) in the MDDP within 48 hours of any change.

Why: To help Ready Regions and VECF manage the Mixed Delivery program and provide up-to-date, accurate data for planning, decision-making, and financial purposes.

Data Monitoring

ECCE Site Req: The Mixed Delivery ECCE site must check data in the MDDP upon request by their Ready Region.

ECCE Site Req: The Mixed Delivery ECCE site must participate in audits conducted by their Ready Region at the frequency requested, once a year at a minimum.

RR Req: The Ready Region must check data in the MDDP as often as needed to meet Mixed Delivery requirements and upon request by VECF.

RR Req: The Ready Region must participate in audits conducted by VECF, once a year at a minimum.

Why: To ensure the ECCE site's **compliance** with Mixed Delivery requirements and the accuracy of data in the MDDP.

Data Security

ECCE Site Req & RR Req: Mixed Delivery ECCE site and Ready Region MDDP users must never share their login information.

- If someone else at the Mixed Delivery ECCE site needs access to the MDDP, the site’s data manager—typically the site leader—must contact their Mixed Delivery coordinator. The coordinator will work with VECF to set up access.

ECCE Site Req & RR Req: The Mixed Delivery ECCE site and Ready Region must notify VECF within 48 hours if individuals in their organizations with MDDP access leave or change positions so that VECF can remove their access.

Info: This task can be completed by changing the portal contact name and information in the MDDP or the ECCE site may ask their Mixed Delivery coordinator to complete this process.

ECCE Site Req & RR Req: Mixed Delivery ECCE site and Ready Region MDDP users must not email **personally identifiable information (PII)** about participants to VECF, Ready Regions, or others.

- For example, when sharing enrollment updates or possible licensing violations.
- Instead, they must use the ‘Data Change Request’ function in the MDDP Main Menu to share this information securely.

RR Req: Ready Region MDDP users must follow their Ready Region’s data security and operating procedures, which comply with the guidance in their Memorandum of Understanding with VECF.

Why: To protect the privacy and security of participants’ PII.

RESOURCE:

ECCE site-level data managers - for assistance with data updates, contact your Mixed Delivery coordinator. For MDDP technical problems or glitches, email mixeddelivery@vecf.org.

FREQUENTLY ASKED QUESTION:

What should I do if a parent expresses concern about the privacy of their information when considering adding their child to the Mixed Delivery waitlist or enrolling in Mixed Delivery?
Children should only be added to the Mixed Delivery waitlist or enrolled in Mixed Delivery after a parent shows interest. ECCE site staff can let the parent know that all information is kept private and securely stored in the Mixed Delivery Data Portal. Some information is shared securely with the Virginia Department of Education—the same organization that collects information when their child registers for kindergarten. This helps VDOE understand who is being served by Mixed Delivery and how many children not already enrolled in Mixed Delivery services need and want them. Waitlist information helps the state understand the true parent need for Mixed Delivery slots and determine how much funding to put in the state budget for child care services.

Record Retention

ECCE Site Req & RR Req: The Ready Region and Mixed Delivery ECCE site must keep all financial and programmatic records related to Mixed Delivery for five (5) years after final payment by VECF, or until audited by the Commonwealth of Virginia, whichever is later.

- Programmatic records include documents such as Attestation Forms, Family Income Forms, CCSP to MD Transfer Forms, waiver and exception documentation, payment records, documentation required by VDOE OCHS's Licensing Standards, etc.
- Records may be kept in hard copy or electronic format.
- The Ready Region and Mixed Delivery ECCE site must allow VDOE and VECF, their authorized agents, and/or state auditors full access to, and the ability to examine, any of these records during that time.

Why: To ensure important Mixed Delivery documents are available for audits, reviews, or other actions.

TEACHERS

Teacher Qualifications

ECCE Site Req: The Mixed Delivery ECCE site must ensure that lead teachers in Mixed Delivery classrooms meet VDOE OCCHS staff qualifications for [program leads](#) in centers and for [providers](#) in family day homes.

Info: Lead teachers do not have to hold a teaching license, like teachers in public school settings, per [Virginia's Appropriation Act of 2025-2026, Chapter 725, Item 125.10](#).

Site Professional Development Plan

ECCE Site Req: The Mixed Delivery ECCE site must follow VDOE OCCHS standards for professional development and provide professional development opportunities to their staff.

Why: To support Mixed Delivery teachers in providing high-quality environments for children and improving their practice over time.

RESOURCE:

The professional development standards for teachers working in licensed ECCE centers and family day homes can be found here: [Standards for Licensed Child Day Centers](#) and [Standards for Licensed Family Day Homes](#).

Info: In addition to the required training, Mixed Delivery funds may assist ECCE site leaders in creating a professional development plan that:

- Includes both program-wide and individual training based on each teacher’s needs.
- Uses information from CLASS® observations and child assessment results to guide improvement in teacher-child interactions and child growth and development.
- Takes advantage of existing quality supports from quality improvement partners such as:
 - o CLASS® Foundational Training and Observer Training offered through Ready Regions
 - o Infant & Toddler Specialist Network (VA-ITSN)
 - o Advancing Effective Interactions and Instruction (AEII)
 - o Training and Technical Assistance Centers (TTAC)
 - o VDOE’s Child Care Provider Scholarship
 - o Project Pathfinders Scholarship
 - o Virginia G3 Tuition Assistance for Community College Program
 - o VAConnects for Kids
 - o Other local or regional improvement supports aligned with VQB5

Check with your Ready Region for professional development options in your area.

VQB5

ECCE Site Req: The Mixed Delivery ECCE site must fully participate in VQB5.

RESOURCE:

See the [VQB5 - Virginia’s Quality Measurement and Improvement System website](#) for the most up-to-date information and resources regarding VQB5. See [this one-pager](#) for a summary of 2026-2027 VQB5 participation requirements.

Why: To prepare all children for kindergarten, and in response to state law, Virginia developed the Unified Virginia Quality Birth to Five System (VQB5) to measure and improve the quality of all publicly funded birth-to-five classrooms and support families to choose quality programming across all types of programs.

Info: Mixed Delivery sites that do not complete the participation requirements will be out of compliance with the law and may lose their public funding. Additional details about requirements and consequences will be available in the 2026-2027 VQB5 Guidelines.

Mixed Delivery sites or classrooms that open after October 1 of a program year are not required to register or complete VQB5 measurement activities until the start of the next program year. They are also not eligible for VQB5 rating until the next program year. However, VECF strongly recommends that Mixed Delivery sites or classrooms that open after October 1 begin preparing for the next year’s requirements. They can work with Ready Region Systems Coordination staff and participate in some VQB5 activities like adding site information in LinkB5, completing CLASS® training or receiving a local CLASS® observation for professional development. These VQB5 preparation activities may be paid for with Mixed Delivery funds. For all other Mixed Delivery

sites and classrooms that are already registered and participating in VQB5, these VQB5 participation activities must be supported by the Ready Region Systems Coordination grant, not Mixed Delivery funds.



CHILDREN AND FAMILIES

Child and Family Eligibility

Here is a summary of all Mixed Delivery child and family eligibility requirements. Each requirement is described in more detail below. Note that some requirements indicate the ECCE site *and/or* Ready Region because eligibility is handled at the site level in some Ready Regions and at the regional level in others.

Summary of Mixed Delivery Child and Family Eligibility Requirements

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must:

- Prioritize families who want, need, and plan to use full-day, year-round ECCE services when enrolling children,
- Ensure that all children in Mixed Delivery meet at least one Mixed Delivery child eligibility criteria,
- Support families in completing the Mixed Delivery *Family Income Form*,
- Ensure that all children in Mixed Delivery are age-eligible,
- Ensure that all children in Mixed Delivery are Virginia residents,
- Ensure that all parents in each household are participating in an eligible parental activity,
- Ensure that child eligibility is determined when a family first enrolls in Mixed Delivery and before the new fiscal year starts, if a child will be moving from a 2-year-old slot to a preschool slot,
- Ensure that parental activity is determined when a family first enrolls in Mixed Delivery and before each new fiscal year starts,
- Determine eligibility by reviewing acceptable documents or signed and dated parental statements and ensure that proper documentation is completed and maintained (e.g., Attestation Forms, Family Income Forms, CCSP/MD Transfer Forms [when necessary]).

RR Req: The Ready Region must have a clear, consistent process for determining both child eligibility and parental activity eligibility for the Mixed Delivery program.

RR Req: Regardless of who determines eligibility, a Ready Region staff member must verify the information on the completed Attestation Form for every child enrolled in Mixed Delivery.

RR Req: The Ready Region must have a completed Attestation Form (or VECF-approved alternative) for each child enrolled in Mixed Delivery.

Why: So that Mixed Delivery funding is used to serve the intended children and families.

Prioritization of Children and Families

Mixed Delivery was designed for families who want, need, and plan to use full-day, year-round ECCE services so that they can:

- go to work,
- attend school or training programs, or
- search for work.

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must prioritize families who want, need, and plan to use full-day, year-round ECCE services when enrolling children.

Child Eligibility Criteria

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must ensure that all children in Mixed Delivery meet at least one Mixed Delivery child eligibility criteria.

- The **family's** income is at or below 200% of the federal poverty level (see the **table** on **page 20**).
- The family is experiencing **homelessness**.
- The child's **parent(s)** did not finish high school.
- The child has an identified disability, an Individualized Family Service Plan (IFSP), an Individualized Education Program (IEP), or may later be identified as needing special education and/or related services.
- The child's family meets regional eligibility criteria set by the Ready Region.
 - o Up to 15 percent of a Ready Region's Mixed Delivery slots may be filled using additional criteria chosen by the region. These region-specific criteria focus on factors that may affect children's school readiness.
 - o The Ready Region's shared governance body and Family Council must help select the regional eligibility criteria.
 - o Ready Regions must review and approve any ECCE site requests to use regional eligibility criteria. They must also ensure the region-wide total of slots filled this way does not go over 15 percent.

NOTE:

Families of children who qualify for Mixed Delivery based on non-income-related factors do not have to meet an income limit. However, a family's income will determine their copayment amount (see **Per-Child Family Copayments** section on **page 40**).

Determining if a Child is Eligible Based on Income

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must support families in completing the *Mixed Delivery Family Income Form*.

Why: To determine whether a child is eligible for Mixed Delivery based on income.

Info: The Ready Region or ECCE site can use the [table](#) below to get a general sense for whether a child may be eligible for Mixed Delivery based on having a family income below 200% of the Federal Poverty Level.

Income at 200% of FPL based on Number of Family Members in the Home: 2026

Number of Family Members in Home	200% of Federal Poverty Levels
1	\$31,920
2	\$43,280
3	\$54,640
4	\$66,000
5	\$77,360
6	\$88,720
7	\$100,080
8	\$111,440

NOTE:

Each year, the federal Department of Health and Human Services releases updated income thresholds for the federal poverty level across the country. The [table](#) above is for calendar year 2026. VECF will provide an updated table in early 2027.

Child Age Eligibility

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must ensure that all children in Mixed Delivery are age-eligible.

Info: A child's slot type is determined by how many months old they are on September 30, 2026. The age groups are:

- Infants (0 to 15 months)
- Toddlers (16 to 23 months)
- 2-year-olds (24 to 35 months)
- 3- and 4-year-olds (36 months to kindergarten entry)

Children Eligible for Mixed Delivery and Kindergarten

Only children who are 4 years old and younger on July 1, 2026, and meet all other Mixed Delivery

eligibility requirements are eligible to enroll or stay enrolled in Mixed Delivery during FY27. Some of these children are also age-eligible for kindergarten if their fifth birthday is between July 2, 2026 and September 30, 2026. In such cases, families should make a thoughtful decision with the input of their child's teacher and other relevant professionals based on their child's developmental needs. If they choose Mixed Delivery, they should notify their elementary school that they will not be enrolling their child in kindergarten this year.

Child Residential Eligibility

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must ensure that all children in Mixed Delivery are Virginia residents.

Info: If a child moves out of state during a program year, Mixed Delivery funds can no longer support their ECCE services starting the day they leave Virginia.

If a child is a Virginia resident and lives in one Ready Region but attends a Mixed Delivery ECCE site in another Ready Region, the Ready Region where the site is located manages that child's slot.

Family Eligibility: Parental Activity Requirements

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must ensure that all parents in each household are participating in an eligible parental activity. Eligible parental activities include:

- **Working:** This can include full-time or part-time work, self-employment, contract work, virtual or hybrid jobs, gig work, temporary or seasonal work, etc.
- **Going to school or training:** This can include high school, basic adult education, GED classes, English as a Second Language (ESL) classes, certificate programs, career or technical training, registered apprenticeships, or classes at community colleges, colleges, or universities.
- **Searching for a job:** Families can count job search activities toward this requirement for up to 90 days. They then have an additional 30-day window to show proof of new employment or enrollment in an education/training program. The MDDP is used to track compliance with this limitation.
 - **90-day time limit:** this limit for job search applies only to families in which one or more parents are job searching and not working or attending education/training programs.
 - **Extension for extenuating circumstances:** Families may be eligible for one 90-day extension of the job search period per eligibility cycle if the Ready Region determines there are extenuating circumstances that temporarily prevent the family from beginning a job or continuing their job search. For example:
 - A delay in obtaining employment records, proof of school enrollment, etc.

- The parent is in the final stages of the job search process and needs additional time to complete it (i.e., is actively interviewing, awaiting a potential offer, has offer contingent on a reference check, background check, or drug screen).
- The parent or a household member experienced a serious illness or hospitalization that paused their search for a job.
- The community and/or household experienced a natural disaster that paused their search for a job.

NOTE:

There are no minimum hour expectations for eligible parental activities.

Exceptions for Good Cause

If one or both parents in the household are not working, studying, or searching for a job because something is disrupting their ability to look for or obtain employment and they have a good reason for needing ECCE services for their child, the parent(s) can request an exception to the parental activity requirement. They must provide a brief written statement, signed and dated, describing the reason (“good cause”). The ECCE site must then share the statement with the Ready Region, which will review it and decide whether to approve the exception. Good cause may include, but is not limited to, a disability, illness, domestic violence, becoming unhoused or other factors that hinder the parent’s ability to work or attend school.

Child and Family Eligibility Determination

RR Req: The Ready Region must have a clear, consistent process for determining both child eligibility and parental activity eligibility for the Mixed Delivery program.

- Eligibility determination can be managed by the Ready Region and/or the ECCE site.
- If the ECCE site helps determine eligibility, their staff must be retrained at least annually to ensure eligibility is determined consistently.
- Families must receive guidance and support throughout the eligibility determination process.

Timing of Child Eligibility Determination

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must ensure that child eligibility is determined:

- When a family first enrolls in Mixed Delivery, and
- Before the new fiscal year starts, if a child will be moving from a 2-year-old slot to a preschool slot

Timing of Parental Activity Determination

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must ensure that parental activity is determined:

- When a family first enrolls in Mixed Delivery, and
- Before each new fiscal year starts



Documenting Proof of Eligibility

RR Req and/or ECCE Site Req: The Ready Region and/or ECCE site must determine eligibility by reviewing acceptable documents or signed and dated parental statements and ensure that proper documentation is completed and maintained (e.g., Attestation Forms, Family Income Forms, CCSP/MD Transfer Forms [when necessary]).

Info: The [table](#) on [page 24](#) includes acceptable documents for each child and family eligibility criterion. Please note that all families need to provide income information using the *Mixed Delivery Family Income Form* for determination of copayment level, regardless of whether their eligibility criterion is income-based or not. See the [Per-Child Family Copayments](#) section on [page 40](#). Families only need to provide one (1) of the forms of documentation listed within a category.

Acceptable Documents for Eligibility Determination

Determination Type	Acceptable Documentation & Notes
Child Eligibility	
Income-based (200% or below)	Pay stub, earning notice, income tax return, W-2 Parental statement with signature and date
Non-income-based (homelessness; no high school completion; child disability; regional eligibility criteria)	Parental statement with signature and date
Parental Activity	
Employment	Pay stub, work schedule, letter from employer, earning notice, income tax return, W-2 Parental statement with signature and date
Education/Training	Letter from educational institution, transcript showing active enrollment in courses, class schedule Parental statement with signature and date
Job Search (90-Day Limit)	Parental statement with signature and date
Job Search: 90-Day Extension for Extenuating Circumstances	Employer letter or email about pending employment or educational program, medical documentation, emergency services documentation Parental statement with signature and date <i>Note: Must include the reason for the extension request. These extensions must be reviewed and approved by the Ready Region. See Extension for Extenuating circumstances on page 21.</i>
Exception for Good Cause	Parental statement with signature and date <i>Note: Must include the reason for the exception request. These exceptions must be reviewed and approved by the Ready Region. See Exceptions for Good Cause on page 22 for potential exceptions.</i>

Child and Family Eligibility Verification

RR Req: Regardless of who determines eligibility, a Ready Region staff member must verify the information on the completed Attestation Form for every child enrolled in Mixed Delivery.

- For new enrollments, children must be verified within seven days of enrollment.
- For **reallocations**, children must be verified before they are added to a slot in the MDDP.

Attestation Forms

RR Req: The Ready Region must have a completed Attestation Form (or VECF-approved alternative) for each child enrolled in Mixed Delivery.

- The Attestation Form (or VECF-approved alternative) must be signed and dated by the person who reviewed the primary eligibility documents (e.g., proof of income, child name and date of birth, etc.).

Info: Attestation forms are a way for Ready Regions to keep a record of key information required for the enrollment of each child and family in Mixed Delivery. Ready Regions may use the Mixed Delivery Attestation Form – FY27 template, an electronic version of the form, or another form that includes all the information from the template and has been approved by VECF.

Child and Family Enrollment

Enrollment

Efficient child enrollment is key to keeping Mixed Delivery slots filled, serving as many eligible children and families as possible, and being good stewards of Mixed Delivery funding.

In Mixed Delivery, a child is considered enrolled only when all the following are true:

- The child is enrolled or in the process of enrolling at the ECCE site,
- Required information has been entered into the MDDP,
- The child has been assigned a slot and classroom in the MDDP, and
- The child will start attending the ECCE site within 14 days of entry into the MDDP.

RR Req and/or ECCE Site Req: While enrolling children and families, the Ready Region and/or Mixed Delivery ECCE site must:

- Prioritize family choice as much as possible within the available options,
- Ensure public funds (Mixed Delivery, Head Start, Early Head Start, VPI or Child Care Subsidy) are used alone or in allowable combinations to best support each child's care, and
- Prioritize continuity of care for children enrolled in Mixed Delivery whose families want

them to remain enrolled across fiscal years and/or until kindergarten entry (no later than August 30).

Why: So that enrollment decisions are guided by what is best for families and make the best use of public funds.

Info: Mixed Delivery helps deliver consistent care so children enter kindergarten ready to learn. To support this, VECF encourages Ready Regions and Mixed Delivery ECCE sites to prioritize continuity of care for continuing families whenever possible. This means allowing kindergarten-eligible children who participated in Mixed Delivery in the previous fiscal to stay in the program until they enter kindergarten, and no later than August 30.

Re-enrollment

The Ready Region has the authority to decide if a child that has been withdrawn due to a Mixed Delivery policy (e.g., attendance or parental activity) can re-enroll. For example:

- A change in the family's ability to get their child to the ECCE site.
- A change in the family's parental activity that changes their ability and intent to use Mixed Delivery.

RR Req: If the Ready Region decides to re-enroll a child, they must:

- Ensure that re-enrollments are only for cases in which the family's circumstances have changed in a documented way that addresses the previous barrier.
- Make re-enrollment decisions consistently across families with similar circumstances.
- Collect a brief written statement (signed and dated) from the family explaining what circumstances have changed to make re-enrollment appropriate and expressing an understanding of the policy that resulted in previous withdrawal from Mixed Delivery.
- Document the re-enrollment decision.

Why: To allow equitable access to Mixed Delivery services and with the knowledge that family circumstances can change over time.

RR Req and/or ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must treat enrollment by a child who has been withdrawn from Mixed Delivery due to a Mixed Delivery policy (e.g., attendance policy or parental activity requirement) or family choice as a new enrollment.

- In these cases, the ECCE site or Ready Region must complete and keep a new Attestation Form (or approved alternative) and Family Income Form.
- If, however, the withdrawal was a mistake on the part of the ECCE site or Ready Region (e.g., if the family should have received an exception for good cause), this would not require new enrollment documentation and the Ready Region should contact VECF.

Enrollment Timing

RR Req and/or ECCE Site Req: At the start of the fiscal year, and any time a slot becomes vacant or is newly allocated to a Mixed Delivery ECCE site, the Ready Region and Mixed Delivery ECCE site must fill it as soon as possible, and within 30 days.

- The Ready Region and Mixed Delivery ECCE site are expected to fill slots as quickly as possible.
- If day 30 falls on a weekend, the slot must be filled by the previous workday.
- If a slot remains unfilled on day 21, the Ready Region must submit an Enrollment/ Reallocation Plan to VECF.
- The Ready Region must submit this plan to VECF no later than day 21, even if there's a possibility it will be filled before day 30.
- If it becomes necessary to reallocate a slot to a new ECCE site, it must be moved to the new site by day 29, so that it is at the site where it will be filled on day 30.
- Slots not filled within the Ready Region by day 30 may be reallocated by VECF to another Ready Region.

Why: To keep Mixed Delivery slots filled, serve as many eligible children and families as possible, and be good stewards of Mixed Delivery funding.

Attendance

The Importance of Attendance

Regular, consistent attendance in ECCE ensures children get the full benefit of their experience, and helps them build routines, strengthen learning and prepare for consistent school attendance in the future.

Mixed Delivery provides full-day, year-round services under a contract model with limited slots. Because there are a lot of families on Mixed Delivery waitlists, these slots should be filled by children whose families need, want, and plan to use full-day, year-round services. Children are expected to attend regularly, but some **absences** are normal and expected.

ECCE sites should talk with families about why regular attendance matters, remind them that the program is designed for those who need, want and plan to use full-day, year-round ECCE services, and approach attendance concerns in a supportive manner.

The Mixed Delivery Attendance Policy

ECCE Site Req: The Mixed Delivery ECCE site must use the Mixed Delivery attendance policy for children enrolled in Mixed Delivery.

MIXED DELIVERY CHILD ATTENDANCE POLICY:

If a child in Mixed Delivery misses 50% or more of the **school days** in any two (2) consecutive months, they will be withdrawn from Mixed Delivery at the end of the second month.

Why: So that children get the full benefit of participating in high-quality ECCE services and funding is used responsibly and serves the intended children and families.

Info: Mixed Delivery sites may request an exception to this policy for individual children. See the **Exceptions for Good Cause** section below.

A site's own attendance policy can be used along with the Mixed Delivery policy if it does not directly conflict with any other Mixed Delivery requirements and the policy is applied consistently to all children. If the site's attendance policy calls for withdrawing a child sooner than the Mixed Delivery attendance policy does, the site may choose to follow its own policy but is not required to.

EXAMPLE:

- A child is enrolled in Mixed Delivery in mid-July.
- The child misses 4 out of 22 school days in August.
 - Fewer than 50% of the school days were missed, so no action is necessary.
- The child misses 14 out of 20 school days in September.
 - More than 50% of the school days were missed, so they must attend more than 50% of the school days in October to stay enrolled.
 - The ECCE site must notify the family that attendance in October will determine whether the child can stay enrolled.
- Situation A: The child misses 6 school days in October. They missed less than 50% of the school days, so no action is necessary.
- Situation B: The child misses 15 of 21 school days in October, so they will be withdrawn from Mixed Delivery on October 31.

Flexibility in Attendance Policy

Guiding principle: Mixed Delivery is meant for families who need, want, and plan to use full-day, year-round ECCE services.

Exceptions for Good Cause

In special situations, a Ready Region can approve an exception to the attendance policy for good cause. The decision is based on the ECCE site's written request and explanation of a family's circumstances. When a Ready Region approves an exception, VECF is notified through the Attendance Policy module in the MDDP. Example situations that may qualify for an exception (not comprehensive or guaranteed) include: chronic illness; domestic violence; a significant barrier to access that the family is working to resolve (e.g., temporary loss of housing or transportation). Example situations that do not qualify for an exception (not comprehensive) include: a family does not need, want, or plan to use ECCE services during the summer; a family's living arrangement means the child will attend the site for fewer than 50% of the days each month.

ECCE Site Req: When a family is facing a barrier to attendance that may qualify for an exception for good cause, before withdrawing the child due to the attendance policy, the Mixed Delivery ECCE site must request an exception for good cause from the Ready region.

ECCE Site Req: When a family in Mixed Delivery faces a barrier to attendance, the Mixed Delivery ECCE site must work with the family to offer support and connect them to community resources to help them overcome the barrier.

Why: So that families are supported to overcome attendance barriers and do not lose their Mixed Delivery slot unless they do not want, need, and intend to use full-day, year-round ECCE services.

Info: Ready Regions can assist ECCE sites in connecting families to support.

Families not using Mixed Delivery as Intended

Ready Regions have the authority to determine if a child should be withdrawn from Mixed Delivery because of ongoing attendance issues, especially if it is clear the family does not need, want, and plan to use full-day, year-round ECCE services. For example, if a child is absent over 50% of the school days every other month and just under 50% for the months in between, the Ready Region may decide the child should be withdrawn.

Communicating with Families about the Mixed Delivery Attendance Policy

ECCE Site Req: The Mixed Delivery ECCE site must share the attendance policy with families at enrollment using the Mixed Delivery Family Letter.

Why: So that all families enrolled in the program are aware of the Mixed Delivery Attendance Policy.

RESOURCE:

The **Mixed Delivery Family Letter** has been provided to Mixed Delivery ECCE sites by their Ready Region.

ECCE Site Req: If a child misses 50% or more of the school days in a month, the Mixed Delivery ECCE site must contact the family to remind them of the Mixed Delivery attendance policy and explain that if their child misses 50% or more of the school days next month, they will be withdrawn from Mixed Delivery.

Why: So that families have time to make adjustments if they are at risk of being withdrawn from Mixed Delivery due to poor attendance.

ECCE Site Req: If a child must be withdrawn from Mixed Delivery due to attendance, the site must make every effort to inform the family of other options, whether at the current site or at other sites.

Tracking and Reporting Attendance and Absences

ECCE Site Req: The Mixed Delivery ECCE site must:

- Keep accurate, up-to-date attendance records.
- Make these records available to the Ready Region and/or VECF at any time upon request.
- Submit a monthly absence report in the MDDP by the 5th of the following month.

Why: To meet VDOE OCCHS licensing requirements and to help sites follow the Mixed Delivery attendance policy.

Info: This monthly absence report helps:

- Identify parents and families that may need extra support and resources to fully participate in ECCE services;
- Ensure all slots are filled and being used;
- Monitor compliance with the attendance policy; and
- Provide VDOE and VECF with important information about attendance patterns to guide future program design and policy improvements.

Mixed Delivery Waitlists

ECCE Site Req: The Mixed Delivery ECCE site must have a Mixed Delivery waitlist screening process. This includes asking families for permission to screen their children for the waitlist and assisting them in voluntarily completing the waitlist screening, if needed. Sites can accept a parent's verbal statement for the waitlist screening and do not need to view or collect eligibility

documents at that time.

ECCE Site Req: The Mixed Delivery site must ensure that all potentially eligible families are offered the voluntary opportunity to be screened for and join the Mixed Delivery waitlist. This includes:

- Families of children attending the ECCE site who are interested in Mixed Delivery but not yet enrolled in it,
- Families who are newly enrolling at the ECCE site (e.g., as part of completing an enrollment packet), and
- Families whose children are not yet enrolled or offered a slot at the ECCE site and are put on the site’s regular waitlist.

ECCE Site Req: Mixed Delivery ECCE sites must keep their Mixed Delivery-specific waitlist updated in the MDDP on an ongoing basis and confirm (by the 15th of each month) that it is accurate and complete.

Why: To help parents and families access services quickly and show the Ready Region and state where there are not enough slots to meet family demand.

Info: The Ready Region may also maintain a regional waitlist. These waitlists help estimate unmet demand for publicly funded ECCE slots. It is important that these waitlists accurately reflect the true demand for Mixed Delivery. They provide data that may guide future funding and program adjustments. While no waitlist can show the full level of demand, it is important that Mixed Delivery ECCE sites include as many eligible families as possible who need and want Mixed Delivery services.

If a child is likely to be eligible but the site has no Mixed Delivery slots for that child’s age range, the child should still be added to the waitlist if the family prefers that program and ECCE site.

SAMPLE COMMUNICATION:

“We do not have any Mixed Delivery slots open right now for your child’s age group, but with your permission, I would like to add your information to our Mixed Delivery waitlist. This helps us understand how many families are interested in Mixed Delivery for *[insert age range: infants, toddlers, 2-year-olds, preschoolers]* and strengthens our case for requesting more Mixed Delivery slots in the future.

VECF and VDOE reserve the right to request waitlist data for program monitoring, including but not limited to Mixed Delivery program audits.

Supporting All Children

To ensure that appropriate ECCE services are available to all children and families who need and want them whenever possible, Mixed Delivery ECCE sites must try to support all children in their care by following best practices.

Inclusion of Children with Disabilities

Mixed Delivery funding is intended to serve all eligible children, including those who have identified disabilities. This includes children with an Individualized Family Service Plan (IFSP), an Individualized Education Program (IEP), or those who may later be identified as needing special education and/or related services.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) require that all early childhood programs make **reasonable accommodations** to provide access for children with disabilities or developmental delays. Research shows that inclusion helps children with disabilities reach their full potential and benefits all children (whether or not they have a disability), families, and communities.

Children receiving disability-related services through early intervention, special education, or related service providers may receive such services at the ECCE site or at an alternate location (e.g., in public school ECSE classroom). In these cases, full-day, year-round ECCE will be made available to the child and family across these ECCE sites and services.

RESOURCES:

Some resources for supporting children with disabilities include [About Specific Disabilities - Center for Parent Information and Resources](#); [Children with Disabilities | HeadStart.gov](#); [Providing Adaptations for Children with Disabilities](#); [Helping Staff Adapt the Learning Environment](#); [Rocking and Rolling: Empowering Infants' and Toddlers' Learning Through](#)

Support for Dual Language Learners

Mixed Delivery ECCE sites are encouraged to support families with children who are learning more than one language. Programs should respect and value a child's home language while also helping the child develop all their language skills, including newly emerging English skills. Children who are Dual Language Learners are defined as those between the ages of 2.5 and 5.5 who are learning two (or more) languages at the same time or are learning a second language while continuing to develop their first language.

RESOURCES:

Some resources for supporting dual language learners include [NAEYC's Dual Language Learners page](#) and [WIDA's Making Connections: Using the Virginia Early Learning and Development Standards and WIDA Early Years Resource to Plan Instruction for Young Multilingual Children](#).

Exclusionary Discipline/Suspension/Expulsion

Suspending and expelling young children takes away enriching learning experiences and negatively impacts them into elementary school and beyond. However, recent data show that these practices occur regularly in early childhood settings serving children from birth to age five.

The Virginia Board of Education's approved [Virginia Guidelines for the Prevention of Suspension and Expulsion of Young Children: Supporting Children with Challenging Behaviors in Early Childhood Settings](#) can guide Mixed Delivery programs in preventing suspensions and expulsions. Mixed Delivery ECCE sites should have and review this document. It provides guidance about policies and best practices for creating developmentally appropriate experiences that can prevent suspension and expulsion. Recommended research-based practices promote family-professional collaboration and focus on effective classroom management and social-emotional skill development to support healthy child development.

Understanding and Supporting School Readiness

A child's readiness for school includes both academic and social-emotional skills developed at home, in ECCE settings, and in their community. To understand and support each child's development, teachers in Virginia use several assessment tools each year.

Child Assessments

Teachers in all Virginia public kindergarten, VPI, and Mixed Delivery classrooms assess children each fall and spring using the following assessment tools that align with Virginia's Early Learning and Development Standards:

- The [Virginia Kindergarten Readiness Program \(VKRP\)](#) which measures mathematics, self-regulation, and social skills
- The [Virginia Literacy Partnerships' \(VLP\)](#) literacy assessment, called VALLS: Pre-K

These tools help teachers and families see where children are thriving and where extra support may be needed. The results guide instruction and help families support learning at home.

ECCE Site Req: The Mixed Delivery ECCE site must assess all 3- and 4-year-old children (age as of September 30, 2026) using the VKRP and VALLS: Pre-K assessments in fall 2026 and spring 2027.

Why: To help teachers understand each child's skills and development, plan instruction, and share this information with parents and families.

ECCE Site Req: Each Mixed Delivery site must identify a VKRP School Contact and a School Literacy contact, assigned in VAConnects.

Why: So that Mixed Delivery ECCE site staff are prepared to use these assessments and resources effectively.

Info: VKRP and Literacy Contacts with the support of the Mixed Delivery Coordinator and University of Virginia staff ensure educators have materials, training information, and resources to prepare, administer assessments, and use reports and resources to inform instruction.

Note that contacts assigned in VAConnects will have access to children’s personally identifiable information (PII). Because of this, individuals selected to serve in VKRP and VALLSS roles should be authorized to view student data. In many organizations, this means staff employed by the site and not from an outside agency.

RESOURCE:

Educators and Leaders are encouraged to utilize the Resources pages in VAConnects to complete training modules, explore demonstration videos and other resources before completing VKRP or VALLS: Pre-K. The VKRP and VLP Hotlines are available for any questions about training and assessment implementation and reporting.

NOTE:

These assessments apply only to 3- and 4-year-olds. For infants, toddlers, and 2-year-olds teachers are encouraged to select and use other age-appropriate tools – ideally ones that align with their chosen curriculum – to track progress and milestones.

Family Engagement

RR Req: The Ready Region must support ongoing family engagement opportunities at the systems level.

- These can include, but are not limited to, Family Council participation.
- Ready Regions Family Engagement staff will take the lead in helping Mixed Delivery families participate in Family Councils. Mixed Delivery staff may help by connecting their Family Engagement team members to Mixed Delivery to identify potential Family Council members.

ECCE Site Req: The Mixed Delivery ECCE site must build relationships with the families of children in Mixed Delivery to promote children’s growth and development during their time at the ECCE site.

Why: To ensure families are involved in their children’s ECCE experiences and that this involvement benefits both their children and the ECCE system.

CONTRACTING AND FISCAL MATTERS

Contracting with ECCE Sites

RR Req: The Ready Region must:

- Execute contracts with each Mixed Delivery ECCE site at the beginning of the fiscal year.

This means finalizing site contracts within 14 days of executing their Memorandum of Understanding (MOU) with VECF or informing VECF as soon as possible if more time is needed due to extenuating circumstances.

- Upload Electronic copies of all executed contracts in the MDDP within 14 days of contract execution.

Why: So that families in Mixed Delivery can count on seamless year-round services, and Mixed Delivery sites can count on timely tuition payments and support from Ready Regions.

RR Req and ECCE Site Req: The Ready Region and ECCE site leader(s) must review and complete the Site Requirements Checklist within 7 days of contract execution.

Why: To ensure that ECCE site leaders are aware of all Mixed Delivery requirements.

RESOURCE:

The **Mixed Delivery Site Requirements Checklist** will be provided with your Mixed Delivery contract.

Ending Contracts

Ready Regions and VECF reserve the right to terminate Mixed Delivery contracts with ECCE sites for reasons related to noncompliance with Mixed Delivery program requirements, VDOE OCCHS licensing regulations, or any other applicable local, state, or federal regulations. See the **Mixed Delivery Contract Termination** sections on [pages 47](#) and [49](#).

Ready Regions also reserve the right to not renew a contract with a Mixed Delivery ECCE site in the next fiscal year.

If the Ready Region is considering not renewing an ECCE site's contract, best practice is to:

- Discuss the concerns and the plan to not renew the contract with the ECCE site before sending the Contract Nonrenewal Letter, and
- Inform VECF by forwarding the Contract Nonrenewal Letter.

Mixed Delivery Tuition

Tuition for Full-day, Year-round ECCE Services

Mixed Delivery tuition rates were determined based on the assumption that participating families want, need, and plan to use full-day, year-round ECCE services. ECCE sites can meet the full-day, year-round requirement in two ways: Full-time Mixed Delivery or Mixed Delivery Wraparound. Both models achieve full-day, year-round care by providing 2,400 hours of services each year (July 1 to June 30) for eligible children. See Minimum Hours section on [page 9](#) of this document.

Full-time Mixed Delivery

In the Full-time Mixed Delivery model, slots are funded by Mixed Delivery only, no other funding sources are used. Each slot provides 2,400 hours of ECCE services each year.

Per-slot tuition rates for Full-time Mixed Delivery slots depend on the Ready Region and the child's age as of September 30, 2026.

ECCE sites that provide full-day, year-round ECCE services for a child solely funded through Mixed Delivery will receive 100% of the per-slot Mixed Delivery rate for the Ready Region and child's age as of September 30, 2026.

Mixed Delivery Wraparound

Some eligible families may need, want, and plan to use full-day, year-round ECCE services and be interested or already participating in VPI, Head Start or Early Head Start. Mixed Delivery Wraparound slots allow private ECCE sites use Mixed Delivery funds to add hours to these school-day, school-year programs

RR Req and ECCE Site Req: The Ready Region and Mixed Delivery ECCE site must ensure that if a child receives Mixed Delivery and VPI, HS, or EHS, they are enrolled in a Mixed Delivery Wraparound slot, not a Full-time Mixed Delivery slot.

Why: To ensure the proper use of funds and serve as many children and families as possible.

RR Req and ECCE Site Req: Mixed Delivery Wraparound slots must be located in Mixed Delivery eligible sites, and children must not be bused from one site to another during the day (see the [Settings](#) section on [page 9](#)).

Why: So that Mixed Delivery is delivered as it was designed, using public funds in private sites.

RR Req and ECCE Site Req: The Ready Region and Mixed Delivery ECCE site must not use both Mixed Delivery and the Child Care Subsidy Program (CCSP) to fund the same slot.

Why: So that funding is used responsibly and serves as many children and families as possible.

Info: Mixed Delivery per-slot tuition rates cover the full cost of a child's full-day, full-year ECCE services, CCSP funds are not needed to supplement that cost.

However, children in Mixed Delivery may receive CCSP-funded services outside of Mixed Delivery program hours and at a different site (for example, for evening, overnight, or weekend care). Families interested in this option should contact their local department of social services to see if they qualify.

Transferring a Child from CCSP to Mixed Delivery

RR Req and ECCE Site Req: If a child is transferring from CCSP to Mixed Delivery, the Ready Region or ECCE site must complete the Ready Region's *Child Transfer Form* and send it to the child's Local Department of Social Services caseworker before enrolling the child in Mixed Delivery.

ECCE Site Req: In Ready Regions where enrollment is handled at the site level, the ECCE site must send a copy of the *Child Transfer Form* to their Ready Region.

Why: So that funding is used responsibly and serves as many children and families as possible.

Making the Best Use of Publicly Funded Options

Communities are encouraged to think about how they can use all their publicly funded ECCE programs together to provide the choice of a high-quality ECCE experience for as many children and families as possible. Coordinated enrollment across programs allows partners to use public funds effectively, while meeting children's and families' needs and preferences.

ECCE sites are encouraged to serve children supported by other publicly funded programs in the same classrooms as children enrolled in Mixed Delivery.

Family Choice

Families can choose between Mixed Delivery and other program options based on their eligibility, needs and preferences, and availability, depending on which program best fits their situation.

Mixed Delivery Wraparound Payments

Mixed Delivery Wraparound rates make up roughly half of the 2,400 minimum hours of care that must be provided annual by Mixed Delivery ECCE sites. They are intended to cover extended care hours on school days, full-day care during the summer, and full-day care on non-holiday days when school is closed during the school year.

Mixed Delivery Wraparound funding is divided into 12 monthly payments throughout the fiscal year. ECCE sites will not receive higher payments during months when other programs (like VPI, Head Start, or Early Head Start) are not in session. Knowing this, ECCE sites should budget accordingly.

Tuition Funding and Invoicing

RR Req: The Ready Region must pay the Mixed Delivery ECCE site monthly based on per-slot tuition rates set using the cost of quality formula (see [page 11](#)) and number of allocated slots.

RR Req: The Ready Region must pay the Mixed Delivery ECCE site as soon as possible once they receive funding from VECF. This should be as close as possible to the beginning of the month for

which the payment is being issued, with the possible exception of the first and last months of the fiscal year.

Why: So that ECCE sites receive timely payments for the services they provide to children enrolled in Mixed Delivery.

Info: Accurate tracking of filled and unfilled Mixed Delivery slots in the MDDP is critical to generating accurate invoices. See the [Enrollment](#) section on [page 25](#).

The [table](#) on [page 39](#) shows the Mixed Delivery per-slot tuition rates based on region, child age range, and program type (Full-time Mixed Delivery or Mixed Delivery Wraparound). These are the only ways to combine Mixed Delivery funding with other public ECCE funding in FY27. Mixed Delivery Wraparound reimbursement rates are calculated based on a percentage of the Full-time Mixed Delivery (100%) rate.

NOTE:

If a child moves into a new age-based classroom during the fiscal year, their slot type does not change. The ECCE site's reimbursement is based on the child's age as of September 30, 2026. For instance, if a child who is 20 months old on September 30, 2026, and in a toddler slot moves into a 2-year-old classroom when she turns 2, her slot goes with her and remains a toddler slot.

RESOURCE:

ECCE sites, please see your [Mixed Delivery contract](#) with your Ready Region for details on the timing of payments.



Mixed Delivery Per-slot Tuition Rates for ECCE Sites

	Infants and Toddlers						Preschool		
Age Range	Infants	Toddlers	2-year-olds	Infants	Toddlers	2-year-olds	3- and 4-yearolds		
Months	0 to 15 mos.	16 to 23 mos.	24 to 35 mos.	0 to 15 mos.	16 to 23 mos.	24 to 35 mos.	36 mos. to school entry		
Programs	MD Only			EHS + MD Wraparound			MD only	HS + MD Wraparound	VPI CP + MD Wraparound
Scenario	This child attends Mixed Delivery full-day year-round, and nothing else.			This child attends Early Head Start. Mixed Delivery extends this to full day care during the school year and summers.			This child attends Mixed Delivery full-day year-round, and nothing else.	This child attends Head Start. Mixed Delivery extends this to full day care during the school year and summers.	This child attends VPI in a community setting that receives a VPI per pupil rate. Mixed Delivery extends this to full day care during the school year and summers.
Southwest	\$21,840	\$18,980	\$14,820	\$10,920	\$9,490	\$7,410	\$13,260	\$6,630	\$2,538
West	\$23,140	\$20,020	\$15,538	\$11,570	\$10,010	\$7,769	\$14,040	\$7,020	\$3,318
Southside	\$22,100	\$19,240	\$14,929	\$11,050	\$9,620	\$7,465	\$13,520	\$6,760	\$2,798
Central	\$23,920	\$20,800	\$15,995	\$11,960	\$10,400	\$7,998	\$14,300	\$7,150	\$3,578
Southeastern	\$24,440	\$21,060	\$16,250	\$12,220	\$10,530	\$8,125	\$14,560	\$7,280	\$3,838
Chesapeake Bay	\$23,400	\$20,280	\$15,629	\$11,700	\$10,140	\$7,815	\$14,560	\$7,280	\$3,318
Capital Area	\$32,500	\$28,080	\$21,341	\$16,250	\$14,040	\$10,671	\$18,980	\$9,490	\$5,779
North Central	\$28,860	\$24,960	\$19,045	\$14,430	\$12,480	\$9,523	\$17,160	\$8,580	\$6,073
Blue Ridge	\$24,180	\$21,060	\$16,206	\$12,090	\$10,530	\$8,103	\$14,560	\$7,280	\$3,802

READY REGION

Per-Child Family Copayments

RR Req and ECCE Site Req: The Ready Region and/or Mixed Delivery ECCE site must collect household income information using the *Mixed Delivery Family Income Form – FY27* for all eligible, enrolled children. This information will be used to determine a family’s copayment (a flat monthly rate per child participating in Mixed Delivery).

Why: To ensure that families help cover part of the cost of their child’s ECCE services and to stretch state funds to serve more children and families.

How Copayment Rates were Developed

VECF and VDOE worked together to design these copayment rates to keep family copayments affordable while allowing ECCE sites to continue receiving Mixed Delivery per-slot tuition funding at the estimated cost of quality as of 2022. These policies align with the CCSP copayment policies.

At the end of each month, the MDDP calculates the ECCE site’s Mixed Delivery tuition payment based on the total slot **allocation**, minus any assigned family copayments. Copayments are proportionally adjusted based on enrollment each month. This ensures a site’s Mixed Delivery tuition rate is calculated at 100% of the cost of quality rate (family copayment + Mixed Delivery tuition from Ready Region = total cost of quality tuition rate) as of 2022.

FY27 Per-child Copayment Rates

FPL % Threshold	0	0 - 100%	101 - 125%	126 - 150%	151 - 175%	176 - 200%	201 - 250%	251 - 300%	301 - 350%	351+%
Monthly Copayment Amount	\$0	\$5	\$85	\$110	\$130	\$155	\$200	\$275	\$325	\$375

Family Affordability & Adjusting Copayments

To keep services affordable and accessible to as many eligible families as possible, a family’s total copayment for all children enrolled in Mixed Delivery will not exceed 5% of their countable income. VECF will help determine the copayment rate when more than one child in a family is enrolled in Mixed Delivery through the MDDP.

If a family’s financial circumstances change during the fiscal year while they remain enrolled in Mixed Delivery, their copayment will not increase, but it may decrease.

RR Req and ECCE Site Req: If a family reports an income decrease to their ECCE site, the ECCE site must report this to their Mixed Delivery coordinator so the appropriate adjustment can be made. The family's copayment will be reduced, if appropriate, beginning the following month.

Why: So that families whose income decreases during the fiscal year receive the appropriate adjustment to their per-child copayment.

Collecting Copayments

- Families pay their copayments directly to the Mixed Delivery ECCE site.
- ECCE sites are allowed to have site-level rules about consequences for not paying copayments if they are fair, communicated in advance, and consistent across all families.
- Sites are strongly encouraged to collect family copayments from all Mixed Delivery families assigned a copayment. Collecting copayments aligns with the design of the Mixed Delivery funding model. Family copayments make up a portion of the total Mixed Delivery tuition rate and support sites' ability to use Mixed Delivery funding to invest in quality, including teacher salaries.

Other Fees and Expenses

The Mixed Delivery program provides low-cost, full-day, year-round ECCE services to eligible enrolled children and families. However, sometimes ECCE site leaders may want to charge additional fees or other expenses for purposes beyond delivering high-quality ECCE experiences.

ECCE Site Req: Mixed Delivery ECCE sites cannot charge families in Mixed Delivery tuition beyond state-established copayments.

ECCE Site Req: Mixed Delivery ECCE sites cannot charge families in Mixed Delivery for activities and supplies essential to providing all enrolled children at the site high-quality ECCE experiences.

Why: To keep Mixed Delivery affordable for families.

Info: To request permission to charge families in Mixed Delivery fees not listed in the chart below, site leaders must submit a request to the Ready Region for review. The Ready Region can either deny the request or pass it on with a recommendation for consideration and potential final approval from VECF.

The [table](#) on [pages 42 and 43](#) includes some common fees and expenses and indicates whether they are allowable or not for Mixed Delivery families.

Expenses ECCE Sites May and May Not Charge Families in Mixed Delivery

Type of Expense	Can Families be Charged?	Explanation/Example
Tuition (2,400+ hours, full-day, year-round)	No, not beyond copayment determined in line with Mixed Delivery policies	<ul style="list-style-type: none"> Mixed Delivery families may not be charged for tuition (beyond copayment) at any point during the year for children enrolled in Mixed Delivery. Tuition, even when referred to by a different term (e.g., summer camp fee) is not an allowable charge.
Fees for extended care	No	<ul style="list-style-type: none"> Extended care fees (i.e., any charges for care during hours when the site is normally open to children) are considered tuition and may not be charged to families enrolled in Mixed Delivery.
Enrollment or Registration Fees	No	<ul style="list-style-type: none"> A site that typically charges an enrollment or registration fee to new families may not charge one to families whose child is enrolled in Mixed Delivery at the time the fee is due.
Fees for food	Sometimes	<ul style="list-style-type: none"> A site that provides lunches or snacks for children may not charge Mixed Delivery families for lunch or snacks. A site that requires all other families to pay for or provide their own food may follow the same procedure for children in Mixed Delivery.
Supplies	No	<ul style="list-style-type: none"> A site that charges a supply fee may not charge Mixed Delivery families for this.
Fees for late pickup	Yes	<ul style="list-style-type: none"> Sites can charge late pickup fees (i.e., fees for time after the center/family day home closes to children) if they are also charged in the same way to any families with children at the site. If such fees are charged, they must be documented in writing in an email to the Mixed Delivery coordinator with the following information: site name, typical hours, fee(s) charged outside of typical hours, confirmation that this is a typical fee for any family. MD coordinators must share this information via email with VECF.

(Table continued on next page)

Expenses ECCE Sites May and May Not Charge Families in Mixed Delivery (Cont.)

Type of Expense	Can Families be Charged?	Explanation/Example
Fees for optional enrichment activities that take place during the site's normal hours (e.g., extracurricular activities provided by a contractor, like soccer)	Yes	<ul style="list-style-type: none"> • For example, a site may contract with an organization that provides soccer lessons during the site's normal operating hours. Families can choose to sign up and pay the fee for this optional activity. Mixed Delivery families can opt to pay for participation or not. • A site may offer an optional field trip opportunity to children. Mixed Delivery families can opt to pay for participation or not. • Sites must offer typical ECCE services to families whose children are enrolled in Mixed Delivery and do not choose to pay for optional activities that take place during normal operating hours
Fees for optional materials that families can either provide themselves or pay extra to have the site provide	Yes	<ul style="list-style-type: none"> • For example, a site may charge an extra fee for providing diapers for infants. Mixed Delivery families can choose to pay this fee or provide their own diapers.



Use of Mixed Delivery Funding

To provide Mixed Delivery ECCE sites with the funding they need to operate and Ready Regions with resources to support them, Mixed Delivery funding is divided into two types: (1) tuition and (2) coordination. Each type is meant for different recipients and has its own approved uses.

Mixed Delivery Tuition Funding

Mixed Delivery tuition funding is paid per slot and helps Mixed Delivery ECCE sites cover the costs of providing full-day, year-round ECCE services. ECCE sites may use these funds for essential operating expenses, such as staffing, materials, curriculum, facilities, training and other professional development, utilities, etc. Starting in FY27, Mixed Delivery has teacher salary requirements (see [page 12](#)), so ECCE sites must consider how they use Mixed Delivery and other funding sources to meet these important goals.

ECCE Site Req: When the ECCE site combines Mixed Delivery funds with other funding sources, they must track each one carefully to ensure all expenses are allowable.

Why: So that expenses meet the requirements of their funding sources.

Mixed Delivery Coordination Funding

Mixed Delivery coordination funding is based on the total number of slots in a Ready Region. This funding helps Ready Regions cover the costs of required coordination activities, such as staffing, materials, professional development of Ready Regions Mixed Delivery staff, indirect expenses, etc.

RESOURCE

Ready Regions can refer to the **Mixed Delivery Budget Template** (available summer 2026) for information on allowable expenses for Mixed Delivery coordination funding.

COMPLIANCE

Mixed Delivery plays a critical role in Virginia’s efforts to increase access to quality ECCE services and choice for families. Mixed Delivery slots are funded at 100% of the estimated “true cost” of operating a quality ECCE program as of 2022. Because this is a major financial investment, ECCE sites must meet high standards to ensure every child in Mixed Delivery receives quality ECCE services. At a minimum, that means ECCE sites must keep children healthy and safe at all times. In Mixed Delivery, quality also means complying with the Mixed Delivery program requirements in this document, so children who receive ECCE services are well-prepared to enter school.

Compliance with Applicable Health and Safety Standards

ECCE Site Req: The Mixed Delivery ECCE site must follow the health and safety standards set out by VDOE’s Office of Child Care Health and Safety (OCCHS). All sites that are also Child Care Subsidy Program vendors must also follow the requirements of that program.

Why: To ensure that children enrolled in Mixed Delivery receive ECCE services in safe and healthy settings.

RESOURCE:

See [Standards for Licensed Child Day Centers](#) and [Standards for Licensed Family Day Homes](#) for licensing standards. See [Subsidy Program Vendor Requirements for Child Day Centers](#) and [Subsidy Program Vendor Requirements for Family Day Homes](#) for CCSP requirements.

Compliance with Applicable Health and Safety Standards Before the New Fiscal Year

RR Req: Before submitting the new fiscal year’s Mixed Delivery Application to VECF, the Ready Region must assess each participating ECCE site and confirm that they are eligible to participate in Mixed Delivery.

Why: To confirm that selected Mixed Delivery sites can meet all applicable health and safety standards.

Info: This assessment, along with additional factors (see the [Sites](#) section on [page 8](#)), helps Ready Regions determine whether to continue sites’ Mixed Delivery contracts in the coming year.

An ECCE site is not eligible to participate in Mixed Delivery at the start of a new fiscal year if they:

- Have a [provisional license](#) or [probationary status](#),
- Have had a [special order](#) from VDOE OCCHS that will be active at the start of the new fiscal year, or
- Have received a Notice of Intent for license denial/revocation and have not entered into a [consent agreement](#).

VECF may consider and approve waiver requests from Ready Regions for these exclusions.

Ready Regions should work with ECCE sites that have consistently shown they can meet applicable health and safety standards and protect children’s well-being. An ECCE site with repeated health and safety violations (even if they are minor) may have administrative challenges that could make it difficult to meet the additional Mixed Delivery program requirements.

Compliance with Applicable Health and Safety Standards During the Fiscal Year

RR Req: The Ready Region staff members or contractors acting on behalf of their Mixed Delivery program (e.g., Ready Region Mixed Delivery coordinator) who see potential child abuse or neglect while visiting a participating ECCE site must report it to VDOE OCCHS, following the guidance set out in the [Virginia Department of Education’s Mandated Training and Reporting Requirements for VDOE Improvement Subgrantees](#).

Why: To protect children from abuse or neglect.

Info: The document noted above provides information on training and reporting requirements for VDOE subgrantee staff, including Mixed Delivery staff, who visit ECCE settings. This will help guide Ready Region practices and responsibilities about observing and reporting suspected abuse, neglect, and other health and safety concerns.

The Ready Region staff members or contractors:

- Who see other potential licensing violations at a Mixed Delivery site that cause concern should file a licensing report and notify VECF without sharing any PII.
- Who learn of any licensing compliance and/or performance issues at a Mixed Delivery site from other sources must notify VECF without sharing any PII.

ECCE Site Req: The Mixed Delivery ECCE site must contact their Mixed Delivery coordinator and provide any related documents within 48 hours of having a potential health and safety incident, being made aware that a health and safety investigation will occur, being made aware of a licensing status change, or receiving a licensing waiver.

RR Req: The Ready Region must then notify VECF and upload these documents to the MDDP within 48 hours of receiving them from the ECCE site.

Why: To alert the Ready Region and VECF of any potential licensing concerns and protect children's health and safety.

Actions in Response to VDOE OCCHS Licensing Noncompliance During the Fiscal Year

VDOE OCCHS is the licensing authority and the only agency that can issue a Notice of Intent, Special Order or change in licensing status. However, to address ECCE site noncompliance the Ready Region may take action related to the Mixed Delivery program if there are health and safety concerns.

Ready Region actions may include, but are not limited to:

- Supporting an ECCE site during its implementation of a corrective action plan required by VDOE OCCHS
- Issuing a Letter of Notice
- Conducting additional audits
- Amending the ECCE site's contract
- Terminating the Mixed Delivery contract, which may include reallocating slots and helping parents and families find a new Mixed Delivery site or other services
- Prohibiting the ECCE site's participation in Mixed Delivery in the next fiscal year

VECF reserves the right to take action up to and including requiring the Ready Region to terminate a Mixed Delivery contract with a participating ECCE site.

Letter of Notice

The Ready Region may send a Letter of Notice to a Mixed Delivery ECCE site if there is potential or credible noncompliance with VDOE OCCHS licensing regulations. A Letter of Notice may be used in cases where the noncompliance is significant enough that the Ready Region wants to formally indicate that they are aware of an investigation or instance of noncompliance and may take further action.

If the Ready Region plans to send a Letter of Notice, best practice is to:

- Discuss the concern with the ECCE site before sending the Letter of Notice
- Email and mail the Letter of Notice to the ECCE site
- Inform VECF by forwarding the Letter of Notice

Mixed Delivery Contract Termination

Mixed Delivery contracts can be terminated for failure to comply with VDOE OCCHS licensing regulations or any other applicable local, state, or federal regulations.

The Ready Region and/or VECF may consider contract termination for reasons such as, but not limited to:

- A Special Order issued by VDOE OCCHS
 - o Indicating that the site is on probation
 - o Prohibiting the admission of children in the age range of the allocated Mixed Delivery slots
 - o Other Special Orders
- A change in licensure status to provisional
- Failure to ensure the physical/mental health and safety of children
- Failure to comply with an investigation
- Legal action being taken against the ECCE site related to the provision of care or business operations
- Fraud

RR Req: If the Ready Region is considering whether to terminate an ECCE site's contract, they must notify VECF and discuss the planned contract termination.

Info: If the Ready Region decides to terminate the ECCE site's Mixed Delivery contract, best

practice is to:

- Consider how serious and lasting the noncompliance is
- Discuss the concerns and the plan to terminate the contract with the ECCE site before sending the Contract Termination Letter
- Forward the Contract Termination Letter to VECF

Mixed Delivery Program Compliance

Mixed Delivery Program Compliance Before the New Fiscal Year

RR Req: Before submitting the new fiscal year’s Mixed Delivery Application to VECF, the Ready Region must assess each participating ECCE site.

Why: To confirm that selected Mixed Delivery sites can meet all Mixed Delivery program requirements.

Info: This assessment, along with additional factors (see the [Sites](#) section on [page 8](#)), helps Ready Regions determine whether to continue sites’ Mixed Delivery contracts in the coming year.

Mixed Delivery Program Compliance During the Fiscal Year

RR Req: The Ready Region must ensure that the Mixed Delivery site leader is aware of and follows all Mixed Delivery program requirements.

Why: To meet the purposes of the Mixed Delivery program, be good stewards of Mixed Delivery funding, and ensure quality services for all children enrolled in Mixed Delivery.

ECCE Site Req: The Mixed Delivery ECCE site must contact their Mixed Delivery coordinator within 48 hours if they anticipate or become aware of an instance of Mixed Delivery program noncompliance.

RR Req: The Ready Region must then notify VECF within 48 hours of the instance of noncompliance.

NOTE:

VECF’s Mixed Delivery program requirements **do not** replace or override any VDOE OCCHS health and safety standards. However, Ready Regions may take actions, up to and including contract termination, if an ECCE site fails to meet Mixed Delivery program requirements, even if VDOE OCCHS has not taken action against an ECCE site for health and safety violations.

Actions in Response to Mixed Delivery Program Noncompliance During the Fiscal Year

To address ECCE site noncompliance with Mixed Delivery program requirements the Ready Region may take actions including, but not limited to:

- Developing and supporting the implementation of a corrective action plan
- Setting a deadline for the ECCE site's compliance with a corrective action plan, with further action taken if the deadline is missed
- Issuing a Letter of Noncompliance
- Conducting additional audits
- Amending the ECCE site's contract
- Terminating the Mixed Delivery contract, which may include reallocating slots and helping parents and families find a new Mixed Delivery site or other ECCE services
- Prohibiting the ECCE site's participation in Mixed Delivery in the next fiscal year

VECF reserves the right to take action up to and including requiring the Ready Region to terminate a Mixed Delivery contract with a participating ECCE site.

Letter of Noncompliance

RR Req: The Ready Region must send a Letter of Noncompliance for significant instances of noncompliance and ongoing patterns of noncompliance.

Why: To notify a Mixed Delivery site that there is an instance of noncompliance and that the Ready Region and/or VECF may take further action.

Info: If the Ready Region plans to send a Letter of Noncompliance, best practice is to:

- Discuss the concern with the ECCE site before sending the Letter of Noncompliance
- Email and mail the Letter of Noncompliance to the ECCE site
- Inform VECF by forwarding the Letter of Noncompliance

Mixed Delivery Contract Termination

Mixed Delivery contracts can be terminated for failure to comply with Mixed Delivery program requirements.

Ready Regions and/or VECF may consider contract termination for reasons such as, but not limited to:

- Noncompliance with the key Mixed Delivery program requirements in this document
- Breaching the Mixed Delivery contract

- Noncompliance with a repayment statement or other fiscal requirements
- Any other significant concerns about the site's operations or performance on the part of the Ready Region, VECF, or VDOE

RR Req: If the Ready Region is considering whether to terminate an ECCE site's contract, they must notify VECF and discuss the planned contract termination.

Info: If the Ready Region decides to terminate the ECCE site's Mixed Delivery contract, best practice is to:

- Consider how serious and lasting the noncompliance is
- Discuss the concerns and the plan to terminate the contract with the ECCE site prior to sending the Contract Termination Letter
- Forward the Contract Termination Letter to VECF

CONTACTS

Mixed Delivery ECCE sites: For any additional questions about Mixed Delivery, please contact your Ready Region's Mixed Delivery coordinator.

Ready Regions: For any additional questions about Mixed Delivery, please contact Abigail Vo at abigail@vecf.org.

APPENDIX: MIXED DELIVERY RESOURCES

Definitions

Mixed Delivery FY27 Timeline Summary: ECCE Sites

Mixed Delivery FY27 Timeline Summary: Ready Regions

Definitions

Absence: When an enrolled child does not attend the ECCE site at all on a day the site is open to children.

- A child who attends part of the day is **not** considered absent.
- A child is **not** considered absent on days when the site is closed.

Allocation (of slots): The assignment of a Mixed Delivery slot to a Ready Region or ECCE site.

- VECF allocates slots to Ready Regions, and Ready Regions allocate slots to ECCE sites.

Compliance: Following applicable requirements, rules, regulations, laws, or standards.

Consent agreement (*VDOE OCCHS Term*): An agreement between the licensee and the department that the licensee will perform specific actions for the purpose of correcting violations to come into compliance with standards or statutes. See [§ 22.1-289.022](#) and [§ 22.1-289.023](#) of the Code of Virginia for a list of sanctions.

Early childhood care and education (ECCE): Any type of care and education for children between birth and age 5. This includes: day care, child care, preschool, family child care, family day homes, VPI, Early Head Start, Head Start, Child Care Subsidy Program, Mixed Delivery, etc.

Early Head Start: A federally funded program that provides ECCE services, health, nutrition, and family support to pregnant women, infants, and toddlers from families meeting income eligibility criteria.

ECCE sites: The place where ECCE services are provided. This may include private sites like child care centers and family day homes or public sites like public schools. Mixed Delivery uses private sites.

ECCE system: The entire system of child care, including centers, family day homes, school-based programs, staff, funding, and regulations that keep programs running for families.

Eligible: Meeting the requirements to take part in a program. For example, a child who qualifies for Mixed Delivery based on age and family income or an ECCE site that qualifies to take part in the Mixed Delivery program.

Execute (a contract or Memorandum of Understanding): Formally completing and signing an agreement between all required parties (for example, between a Ready Region and an ECCE site) so that the agreement becomes legally binding and active.

Family (for the purpose of determining family size): Any of the following individuals living in the household with the child in Mixed Delivery: parents (including: biological parents [both mother and father even if parents are not married]; adoptive parents; stepparent; legal guardian(s); adult(s) standing in loco parentis for children under 18; and adults sharing a home with the natural or adoptive parent of a child under age 18). Also include all of the parents' children under age 18; spouse of an adult standing in loco parentis; and a household member who is temporarily away from the home unless they are gone for more than 60 consecutive days. A parent who is away from home due to active duty in the military services is considered part of the family and will be counted as a household member even if they are expected to be away for more than 60 days.

Family day home: Care and education for children between birth and age 5 provided in a home-based setting. Synonyms include: family child care home, family child care, child day home, home-based child care, in-home day care

Full-day, year-round: ECCE services that last all day (not just the school day) and are offered across the whole year, including summer. This type of schedule meets the needs of families who work, go to school or training, or are searching for jobs.

Head Start: A federally funded program that provides ECCE services, health, nutrition, and family support services to preschool-aged children from families meeting income eligibility criteria.

Homelessness: Defined by the [McKinney-Vento Homeless Assistance Act](#). It is important for Mixed Delivery programs to become familiar with this definition as it is not strictly limited to being completely unhoused.

Lead teacher (for the purposes of meeting the teacher salary expectations and requirements): A teacher who:

- Meets the VDOE OCCHS staff qualifications for [program leads](#) in centers and for [providers](#) in family day homes
- Is identified as a lead teacher in the MDDP
- Serves in this role the majority of the time that Mixed Delivery children are in the classroom, at a minimum: 5 hours per day, 5 days per week

Parent(s) (for the purpose of meeting parental activity requirements and determining family income): Include the parent applying for Mixed Delivery and another parent if they also live in the home with the child. Another "parent" includes: biological parents (both mother and father even if parents are not married); adoptive parent(s); stepparent(s); foster parent(s); legal guardian(s); adult(s) standing in loco parentis for children under 18; and adult(s) sharing a home with the natural or adoptive parent of a child under age 18.

Personally identifiable information (PII): Information that can be used to identify a specific person, like a child or teacher, either directly or indirectly. Examples include: name, date of birth, ECCE site, etc.

Probationary status (*VDOE OCCHS Term*): Placing a licensee on notice that the facility or agency is substantially out of compliance with the terms of its license and the health, safety and well-being of persons in care are at risk. Probationary status is a precursor to more serious action such as revocation, denial or injunctive action unless immediate corrective action occurs.

Provisional license (*VDOE OCCHS Term*): A license that may be issued upon expiration of a regular license when the licensee is temporarily unable to substantially comply with the requirements of the law and regulations.

Publicly funded: Supported either partly or fully by funding from the state and/or federal government.

Reallocation (of slots): When an existing Mixed Delivery slot is moved from one ECCE site to another or one Ready Region to another.

Reasonable accommodations: Changes or supports that make it possible for a child with a disability or special need to fully take part in a program or activity. These might include things like adjusting classroom materials, changing routines, providing special equipment, or offering extra help from teachers or aides. The goal is to make sure every child can learn, play, and participate alongside their peers.

School days: A day when the ECCE site is open to children. This does not include weekends, holidays, or days when the school is closed for inclement weather or teacher professional development days, etc.

Special order (*VDOE OCCHS Term*): An order imposing an administrative sanction issued to any party licensed pursuant to Title 22.1 of the Code of Virginia by the superintendent that has a stated duration of not more than 12 months. A special order shall be considered a case decision as defined in [§ 2.2-4001](#) of the Code of Virginia. The 12-month period begins 30 days after notification of the issuance of a special order or at the conclusion of all appeal steps.

Stakeholders: The people or groups who have a role or interest in a program, like families, teachers, ECCE site leaders, Ready Regions, funders, and state partners.

Virginia Preschool Initiative: A state-funded program that provides ECCE services, health, and family engagement services for preschool-aged children from families meeting income or other eligibility criteria.

Mixed Delivery FY27 Timeline Summary: ECCE Sites

Within 48 Hours

- Notify your Ready Region within 48 hours if your site closes, plans to close, or plans to change locations, either temporarily or permanently. See [page 8](#).
- Submit any changes to site-, classroom-, teacher-, and child-level information (including enrollment) in the MDDP within 48 hours of any change. See [page 13](#).
- Notify VECF within 48 hours if an individual at the site with MDDP access leaves or changes positions so that VECF can remove their access. See [page 14](#).
- Contact your Mixed Delivery coordinator and provide any related documents within 48 hours of having a potential health and safety incident, being made aware that a health and safety investigation will occur, being made aware of a licensing status change, or receiving a licensing waiver. See [page 46](#).
- Contact your Mixed Delivery coordinator within 48 hours if you anticipate or become aware of an instance of Mixed Delivery program noncompliance. See [page 48](#).

Within 7 days

- Review and complete the Site Requirements Checklist with your Ready Region within 7 days of contract execution. See [page 35](#).

Within 14 days

- Ensure that children will begin attending your ECCE site within 14 days of entry into the MDDP. See [page 25](#).

NOTE:

For quick reference only: See **Mixed Delivery Program Guidelines – FY27** for all requirements.

Mixed Delivery FY27 Timeline Summary: Ready Regions

Within 48 Hours

- Notify VECF as soon as possible and within 48 hours of learning from a Mixed Delivery ECCE site that they have closed, plan to close, or plan to change locations, either temporarily or permanently. See [page 8](#).
- Submit any changes to site-, classroom-, teacher-, and child-level information (including enrollment) in the MDDP within 48 hours of any change. See [page 13](#).
- Notify VECF within 48 hours if an individual at the Ready Region with MDDP access leaves or changes positions so that VECF can remove their access. See [page 14](#).
- Notify VECF if a Mixed Delivery site has made the Ready Region aware of a potential health and safety incident, that a health and safety investigation will occur, that licensing status has changed, or that a licensing waiver has been received and upload associated documents to the MDDP within 48 hours. See [page 46](#).
- Notify VECF within 48 hours of becoming aware of an instance of Mixed Delivery noncompliance. See [page 48](#).

Within 7 days

- Review and complete the Site Requirements Checklist within 7 days of Mixed Delivery Contract execution. See [page 35](#).

Within 14 Days

- Finalize ECCE site contracts within 14 days of executing your Memorandum of Understanding (MOU) with VECF or inform VECF as soon as possible if more time is needed due to extenuating circumstances. See [page 34](#).
- Upload Electronic copies of all executed contracts in the MDDP within 14 days of contract execution. See [page 35](#).

NOTE:

For quick reference only: See **Mixed Delivery Program Guidelines – FY27** for all requirements.

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Ready Regions serving Commonwealth of Virginia localities

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