

ECEAP Monthly Report in ELMS Procedure

Purpose

This explains how ECEAP Staff complete the monthly report in ELMS.

Guidance

Each month, ECEAP contractors submit a monthly report to the Department of Children, Youth, and Families (DCYF) as part of their billing process. The monthly report documents activities that centers/sites are billing for and verifies or updates specific child and staffing information that has changed from month to month.

Procedure

Follow the instructions posted on the [ELMS page](#) on www.earlylearningwa.org called “Completing your Monthly Report in ELMS.”

- PSESD ECEAP sub-contractor staff complete the monthly report by the 5th of the following month.
- Center leaders review the monthly report data from their staff and submit it to PSESD by the 10th of the following month.
- PSESD then submits the monthly report for all ECEAP sites by the 15th of the following month (except for June, which is due by July 10th) to DCYF.