Dear Early Childhood Education and Care Provider Needing Verification:

The Early Childhood Education and Care Department (ECECD) is contracting with the UNM Early Childhood Service Center (UNM ECSC) to conduct FOCUS verifications.

In the next two weeks, UNM ECSC will contact every licensed early childhood program (e.g. centers, homes, out of school time) **that submitted an application for re-verification or a STAR level change prior to and during the COVID-19 public health emergency** to schedule a virtual meeting. This meeting should not exceed 90 minutes. The purpose of the meeting is (1) to review the verification process (e.g. activities, timelines, roles and responsibilities); (2) plan for the verification visit and (3) respond to questions about the verification process.

Once the verification process is complete, the initial verification results will be shared with program administrators within 10 business days. Programs will then have a designated time period to work on unmet items and upon completion will receive notification of the final outcome within 30 business days. Throughout the verification process, the UNM ECSC verification team will respond to questions and provide guidance.

Please note that the UNM ECSC verification team will adhere to the Health and Safety Guidance for New Mexico Child Care Centers and Early Childhood Professionals - <https://www.newmexicokids.org/wp-content/uploads/child_care_health_and_safety_guidance_english.pdf>

We thank you for your patience and your continued commitment to families and children during these challenging times.

If you have any questions, please contact ECECD FOCUS Manager [**Casey Lafferty**](mailto:Casey.Lafferty@state.nm.us?subject=FOCUS%20application%20support) at (505) 629-9483.