



February 2, 2022

**Child Care Manual Procedure Letter No. 148**

**TO:** All Child Care Manual Holders

**FROM:** Matt Damschroder, Director

**SUBJECT:** Revised Child Care SUTQ Curriculum Form

**Background:** The Ohio Department of Job and Family Services (ODJFS) has revised our Step Up To Quality (SUTQ) curriculum offerings and will no longer offer HighScope materials for use in programs.

The following form will be available in ODJFS Forms Central in February 2022.

**Implementation:**

JFS 01598 "Curriculum and Assessment Request For Step Up To Quality" was revised to collect more information about the program and owner. References to HighScope curricula was removed. Teaching Strategies curricula and assessments continue to be offered.

Newly revised rules no longer display a revision date in the e-manual. The most recent version of all ODJFS forms can be accessed through [Forms Central](#). Programs should begin to use the revised forms as of the date of this procedure letter.

**Questions:**

Please contact the Child Care Policy Helpdesk at [childcarepolicy@jfs.ohio.gov](mailto:childcarepolicy@jfs.ohio.gov) or 1-877-302-2347, option 4, if you have any questions.

Ohio Department of Job and Family Services  
**CURRICULUM AND ASSESSMENT REQUEST FOR STEP UP TO QUALITY (SUTQ)**

To request a curriculum or assessment, complete the information below. This information should be completed by the owner or owner's authorized representative for Centers and Type A Family Child Care programs (ODJFS or ODE) or by the business owner as shown on the Provider Agreement for Type B Family Child Care programs.

Email the completed form to [Curriculum-Request@jfs.ohio.gov](mailto:Curriculum-Request@jfs.ohio.gov)

|   |  |
|---|--|
| Provider Name   | Program Number   |
| County  | Program Phone Number   |
| Address of Child Care Program   |  |
| Mailing Address (if different than above)   |  |
| Owner Name  | Program Email Address  |
| Name of the Current Curriculum  |  |
| <b>Curriculum</b>   |  |
| <p>Are you currently using Teaching Strategies curriculum?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>Select all curricula you are currently using:</p> <p><input type="checkbox"/> The Creative Curriculum ® <i>for Infants, Toddlers &amp; Twos with Daily Resources, 3<sup>rd</sup> Edition with daily resources</i> (available for Centers only)</p> <p><input type="checkbox"/> The Creative Curriculum ® <i>for Preschool, 6th Edition with daily resources</i> (available for Centers only)</p> <p><input type="checkbox"/> The Creative Curriculum® <i>for Family Child Care, Second Edition</i> (available for Type A and Type B programs only)</p> |  |
| <p>Select One Requested Curriculum</p> <p><i>Programs cannot request curriculum they have already received.</i></p> <p><i>Assessments are included and will be purchased only for children eligible for</i></p>   | <p><input type="checkbox"/> The Creative Curriculum ® <i>for Infants, Toddlers &amp; Twos with Daily Resources, 3<sup>rd</sup> Edition with daily resources</i> (available for Centers only)</p> |

|   |  |
|---|--|
| <i>Publicly Funded Child Care (PFCC).</i> | <input type="checkbox"/> The Creative Curriculum ® for <i>Preschool, 6th Edition with daily resources</i> (available for Centers only)<br><br><input type="checkbox"/> The Creative Curriculum® for <i>Family Child Care, Second Edition</i> (available for Type A and Type B programs only) |
|---|--|

Check here to indicate if a Spanish curriculum is needed. Bilingual curricula are available from Teaching Strategies.

|  |  |                                       |
|--|--|---------------------------------------|
| Infants, Toddlers, and Pre-School Age Children eligible for PFCC | <b>Number of Infant teacher(s)</b>     | <b>Number of PFCC Infant(s)</b>       |
|  | <b>Number of Toddler teacher(s)</b>    | <b>Number of PFCC Toddler(s)</b>      |
|  | <b>Number of Pre-School teacher(s)</b> | <b>Number of PFCC Pre-Schooler(s)</b> |

**Assessment**

Are you currently using assessments?

Yes                       No

**Select Requested Assessment**

|  |  |
|--|--|
| If you are currently using an older version of the Teaching Strategy Creative Curriculum you are eligible to request the assessment only. Please indicate the number of children receiving PFCC. | <input type="checkbox"/> Teaching Strategies <i>The Creative Curriculum</i> ® GOLD<br><br>Total Number of Children (Infant, Toddler, Preschool) Eligible for PFCC<br><div style="background-color: #cccccc; width: 50px; height: 15px; display: inline-block;"></div> number of children |
|--|--|

**Renewal Assessment Only**

|   |  |
|---|--|
| If you previously were approved for and are using the assessment for the Teaching Strategies Creative Curriculum you are eligible to request a renewal of the assessment every twelve months. Please indicate the number of children eligible for and receiving PFCC. | <input type="checkbox"/> Teaching Strategies <i>The Creative Curriculum</i> ® GOLD<br><br>Total Number of Children (Infant, Toddler, Preschool) Eligible for PFCC<br><div style="background-color: #cccccc; width: 50px; height: 15px; display: inline-block;"></div> number of children |
|---|--|