



February 3, 2022

Child Care Manual Procedure Letter No. 148A

TO: All Child Care Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Revised Child Care SUTQ Curriculum and Assessment Tool Request Form

This letter replaces Child Care Manual Procedure Letter No. 148. Information about who is eligible to receive curriculum and assessments was omitted from the first letter.

Background:

The Ohio Department of Job and Family Services (ODJFS) has revised our Step Up To Quality (SUTQ) curriculum offerings for eligible ODJFS and Ohio Department of Education (ODE) programs. For a program to be eligible to request a state-purchased curriculum and assessment, it must meet all the following requirements:

- Be an ODJFS or an ODE licensed program with an active publicly funded child care provider agreement
- Have provided publicly funded child care (PFCC) services to at least one child within 90 days prior to the request date
- Not be currently using a curriculum or not using curricula purchased by the state for the age group for which you are making the request
- Be currently SUTQ rated or pursuing SUTQ as evidenced by a currently submitted registration for any star rating

The following curriculum, which includes the assessment, can be requested and sent to your program:

- ***The Creative Curriculum® and GOLD® Assessment***
For more information regarding this assessment and curriculum, please visit:
<http://teachingstrategies.com/>

The curriculum is available for infant, toddler, and preschool age groups. You may request one of each of the curriculum that match the age groups of children served in your program who are currently receiving PFCC.

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 curriculum was removed. The Teaching Strategies curriculum 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 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

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	
Curriculum	
<p>Are you currently using Teaching Strategies curriculum? <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 & Twos with Daily Resources, 3rd 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 & Twos with Daily Resources, 3rd 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) <input type="checkbox"/> The Creative Curriculum® for <i>Family Child Care, Second Edition</i> (available for Type A and Type B programs only)
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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	Number of Infant teacher(s)	Number of PFCC Infant(s)
	Number of Toddler teacher(s)	Number of PFCC Toddler(s)
	Number of Pre-School teacher(s)	Number of PFCC Pre-Schooler(s)

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.

Teaching Strategies *The Creative Curriculum* ® GOLD

Total Number of Children (Infant, Toddler, Preschool) Eligible for PFCC
 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.

Teaching Strategies *The Creative Curriculum* ® GOLD

Total Number of Children (Infant, Toddler, Preschool) Eligible for PFCC
 number of children