

## 2023-24 ECLIPSE Deliverables and Required Activities Calendar

The contractor must submit the following deliverables by the dates indicated below:

Send electronically to [eceap@dcyf.wa.gov](mailto:eceap@dcyf.wa.gov)

For ECLIPSE information visit <https://www.dcyf.wa.gov/services/early-learning-providers/eceap/expansion-of-services>

Due Date	Deliverable or Required Activity	Submit via:
By Oct 30	Submit Agency Organizational Chart to include all staff that will support ECLIPSE service implementation. <b><i>(Only New Contractors and Current Contractors who have had changes to Org Chart)</i></b>	Email
By Oct 30	Submit Operating Budget on DCYF template <i>The budget spreadsheet will contain <b>reporting for all funding sources</b> awarded to contractor.</i>	Email
By Oct 30	Submit Staff Compensation Report on DCYF template <i>The staff compensation report form will contain <b>reporting for all funding sources</b> awarded to contractor.</i>	Email
By December 31	ECLIPSE Staff Training Calendar	Email
By the 15 <sup>th</sup> of each month	ECLIPSE Service Delivery Report via Smartsheet template provided by DCYF	Email
By Dec 31, March 31 and Jun 30.	Submit 1 Individual Care Plan (ICP) per 25 slots	Email