**Single Point of Entry Policies and Procedures**

Single point of entry is an integrated information system that allows parents to access the Unified Waiting List for School Readiness Services and enroll in anywhere that the parent has access to the internet, in person at any of our offices located in Putnam, St. Johns, Bradford, Baker, Nassau and Clay Counties or at our central office in Jacksonville. Parents may also access the Unified Wait List and CCRR services by calling our office or any of our locations. In our offices, when possible, ECS provides a kiosk for parents to access the SPE. We also offer instructions on how to set up a free email account and offer suggestions to parents without internet access on places where they may access the internet for free.

VPK will process all applications received through the online system and use the system to notify parents of their status in the program. These forms will be available at https://vpkcp.floridaearlylearning.com/,the ECS website or by contacting ECS directly. The online applications (through the SPE website) are checked daily by a VPK Specialist. Approved records are entered into EFS and given eligibility. Please see VPK enrollment procedures for more details on the enrollment process.

Parents applying for SR must complete a waitlist application which will result in a call from staff to confirm their information and place them on the waiting list if eligible. At this time, if there is no waiting list, a parent will not need to complete the SPE UWL application but may apply in person. However, it is anticipated that the SPE will be the replacement for EFS in the coming year and at that point, all parents must apply for SR services through the SPE. Parents will be enrolled from the SPE/UWL in accordance with the ELC approved plan by county and then based on the date their waiting list application was originally validated with the oldest applications being enrolled first. Please see policies on the Waiting List for more detail.

**Changes/Revisions:**

|  |  |  |
| --- | --- | --- |
| **Date of Change/Revision** | **Person making change/revision** | **Change/Revision** |
|  |  |  |
|  |  |  |