EXEC/ADMIN COMMITTEE MEETING
November 1, 2017; 10:30 a.m.
Conference Call
Dial 1-888-296-6500 and enter Guest Code 966582

TENTATIVE AGENDA

*Action Item*
I. Call to Order/Roll Call
II. Public Comment
III. Review of Credit Card Statements
IV. Approval of August 9, 2017 Exec Admin Committee Minutes*
V. Approval of Episcopal Children’s Services 2017/2018 Contract Amendment #0003-17*
VI. Approval of the 2017/2018 OEL/ELC University of Florida/Lastinger Center Pay for Performance Contract effective 09/15/17 – 07/31/18 (#SR400)*
    RETRO ACTIVE Approval (effective 09/26/17)
VII. Approval of the 2017/2018 ELC/ECS University of Florida/Lastinger Center Pay for Performance Contract effective 09/15/17 – 07/31/18 (#SR400)*
VIII. Approval of the Early Learning Coalition of North Florida School Readiness Plan 2017-19 Certification*
IX. Approval of District Superintendent of Schools or Designee, Kristi Simpkins, 2nd Term.* (Dec. 2017 Dec. 2021)
X. Approval of Consulting Agreement with Kim Brumfield*
XI. Approval of Moultrie Place Lease Continuation (St. Aug Office)*
XII. Review of Board Membership
XIII. Committee Absenteeism Log – Informational
XIV. Committee Comment
XV. Next Meeting – February 7, 2018 10:30 a.m.
XVI. Adjournment*
I. Call to Order/Roll Call

II. Public Comment
III. Review of Credit Card Statements

- Statements are provided to **Board/Committee Members ONLY** for review and have been emailed at the time meeting packets were emailed.
IV. Approval of August 9th, 2017 Exec/Admin Committee Meeting Minutes*

*ACTION ITEM
CALL TO ORDER/ROLL CALL
The meeting was called to order at 10:34 a.m. by N. Pearson and roll was called; quorum was present with 7 of 8 committee members in attendance.

PUBLIC COMMENT
No Comments.

REVIEW OF CREDIT CARD STATEMENTS
Employee Credit card statements were presented to the committee for the review of the months of April, May and June (Amex and Visa cards issued to D. Bell, K. Brumfield) We not only keep documented backup but we are also monitored on these cc statements. There were no comments or questions.
APPROVAL OF FEBRUARY 1, 2017 EXEC ADMIN MEETING MINUTES *

1. V. Delcomyn motioned to approve the February 1, 2017 Exec Admin Meeting Minutes, as presented. J. Stanton seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF FINANCIALS AS OF JUNE 30, 2017*

The following reports were included in the packet for review of Financials ending June 30, 2017:

- Finance Manager Report
- Balance Sheet
- Profit & Loss Budget vs. Actual
- Profit & Loss YTD Comparison

2. R. Williams motioned to approve the Financials as of June 30, 2017. J. Stanton seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF ELCNF BUDGET REVISION #5*

The Coalition received a new VPK Notice of Award dated July 14, 2017. This award increased funding by $83,000 due to a re-obligation of funds to cover fiscal year 2016-2017 anticipated expenditures.

3. R. Williams motioned to approve the ELCNF Budget Revision #5. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF ECS 2017-18 CONTRACT AMENDMENT #0001-17*

Revisions:

A. Item #1 was added to the 2016/2017 contract with contract amendment #4 due to an extended award to July 31, 2017. However, the 2017/2018 contract did not include this language. This item is to add the same language to this year’s contract and will remain in the contract for all renewal years.
B. Items #2, 3, and 7 were to update the School Readiness budgeted amounts per the July 1, 2017 Notice of Award.

C. Items #3 and 7 were to update the Performance Funding Project budgeted amounts per the July 1, 2017 Notice of Award. And, to delete language regarding the University of Florida/Lastinger Center for Learning (Early Learning Florida) contracts, as they were not funded for 2017/2018.

D. Items #4, 5, 6, and 8 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2017 Notices of Awards.

4. R. Williams motioned to approve the ECS 2017/18 Contract Amendment #0001-17. J. Stanton seconded the motion. No discussion – motion passed unanimously. T. Matheny abstained from the vote.

APPROVAL OF THE NORTH FLROIDA 16/17 OAMI GRANT AGREEMENT*

 RETRO ACTIVE Board Approval of VPK OAMI Grant Agreement for FY 2017-18, effective July 1, 2017.

If this is not done, the following would occur:

- The Coalition would not receive the required grant funding to perform outreach and awareness of the VPK programs nor the monitoring initiative for VPK.

5. V. Delcomyn motioned to approve the North Florida 16/17 OAMI Grant Agreement. J. Stanton seconded the motion. No discussion – motion passed unanimously. T. Matheny abstained from voting.

REVIEW AND APPROVAL OF THE COOP*

The COOP (Continuity Of Operation Plan) establishes policy and guidance to ensure the continued execution of the mission-essential functions continue should an emergency threaten or incapacitates operations and require the relocation of selected personnel and functions of the Coalition and/or its subcontractor(s).

The COOP is to be revised if needed and submitted to OEL by October 1st of every year. The revisions made to this year’s COOP are:
• Changes in names, titles and contact information.

6. R. Williams motioned to approve the 17/18 COOP. V. Delcomyn seconded the motion. No discussion- motion passed unanimously with modification noted.

APPROVAL OF CONTRACT WITH WORLDWIDE IT*
THIS ITEM WAS PULLED FROM THE AGENDA.

K. Brumfield explained that WWIT is now Compass MSP, and due to the company change that just took place on August 8th with new tax id we are redoing the contract to reflect the new company information. This will be part of the September board meeting for approval. No vote was taken.

REVIEW OF BOARD MEMBERSHIP
INFORMATIONAL

COMMITTEE ABSENTEEISM LOG
Informational; no comments.

COMMITTEE COMMENT
No comments

NEXT MEETING
September 20, 2017 10:30 a.m. – ANNUAL Board Meeting at World Golf Renaissance Resort Convention Center
November 1, 2017 10:30 a.m. – Executive Administrative Committee Meeting, Conference Call

ADJOURNMENT*

7. R. Williams motioned to approve adjournment. M. Allen seconded the motion. 10:55 am No discussion- motion passed unanimously.
V. Approval of the ECS 2017-18 Contract Amendment #0003-17*

*ACTION ITEM*
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Episcopal Children’s Services 2017/2018 Contract Amendment #0003-17:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Recommended Action</td>
<td>Revisions:</td>
</tr>
<tr>
<td></td>
<td>A. Items #1 and #2 were to add (back) language regarding the University of Florida/Lastinger Center for Learning (Early Learning Florida) contract, as this is now funded for 2017/2018.</td>
</tr>
<tr>
<td></td>
<td>B. Items #2 and #3 were to add the dollar amount of the University of Florida/Lastinger Center for Learning (Early Learning Florida) contract, as this is now funded for 2017/2018.</td>
</tr>
<tr>
<td></td>
<td><strong>If this is not done, the following would occur:</strong></td>
</tr>
<tr>
<td></td>
<td>ECS’s contract would not contain the necessary language or dollar amount regarding the Early Learning Florida contract that is now funded for 2017/2018.</td>
</tr>
<tr>
<td>How the Action will be accomplished</td>
<td>Approval of ECS 2017/2018 amendment #0003-17, and party signatures.</td>
</tr>
</tbody>
</table>
Amendment 0003-17 to Primary Services Contract
Episcopal Children’s Services

THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida, Inc. hereinafter referred to as the Coalition, and Episcopal Children’s Services, hereinafter referred to as the Contractor, amends the 2017-18 primary services contract as follows:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Page #</th>
<th>Headings and Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>F. <strong>Collaboration:</strong> (School Readiness/Quality/Performance Funding Project – PFP)</td>
</tr>
</tbody>
</table>

The Contractor will administer OEL's **Performance Funding Project/OEL Grant Agreement Contract with the Coalition** (OEL NOA #PP438) which is incorporated by reference as if set forth in its entirety herein except that to the extent that any terms or conditions as provided for under the Project Contract/Grant conflict with the terms and conditions as stated in this agreement, the language of this agreement shall control. Administering OEL's Performance Funding Project will include providing Classroom Assessment Scoring System (CLASS) observation-based assessments to all participating providers and Making the Most of Classroom Interactions (MMCI) training to providers assigned to the provider group. The Contractor will also perform administrative, contract management, and project management responsibilities as listed in the 2017/2018 OEL Grant Agreement (Exhibit 2 C (8), (8.1.1, 8.2, and 8.3) in support of the Early Learning Performance Funding Project. This funding is exclusive of the annual OEL School Readiness Grant Award funding. Contractor reimbursements will be based on all provisions as set forth in the OEL Performance Funding Project Contract/OEL Grant Agreement.

The Contractor will administer OEL's **Early Learning Florida Contract** [in cooperation with The University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning (“University”)] with the Coalition which is incorporated by reference as if set forth in its entirety herein except that to the extent that any terms or conditions as provided for under the Early Learning Florida Contracts conflict with the terms and conditions as stated in this agreement, the language of this agreement shall control. The Contractor will perform the services described within each contract’s defined scope of services. The Contractor will be reimbursed based on the payment schedules and terms and conditions as set forth within each contract.

| 2 | 19 | VII. **Method of Payment** (SR) |

This is a cost-reimbursement contract. The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms of this contract for a total dollar amount up to and not to exceed $14,997,291. This funding is inclusive of the annual OEL School Readiness Grant Award which does not include local match funds or CCEP, and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Up to and no more than $358,142 (97BBA) may be allocated to administrative expenditures.
Local match will be reimbursed based on funding from match raised from local grants up to the amount earned or the amount of the local grants, whichever is less.

In addition, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL’s Performance Funding Project Contract/OEL Grant Agreement with the Coalition (OEL NOA #PP438) for a total dollar amount up to and not to exceed $234,216. This funding is exclusive of the annual OEL School Readiness Grant Award funding. Contractor reimbursements will be based on all provisions as set forth in the OEL Performance Funding Project Contract/OEL Grant Agreement.

AND, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL’s Pay for Performance Contract [in cooperation with The University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning (“University”)] with the Coalition for a total dollar amount up to and not to exceed $35,000.

### 3 64-65 Attachment 9 School Readiness Budget

(Attached, Pages 3-4, replaces original contract attachment and is incorporated as part of this amendment)

**END OF AMENDMENTS**
## ATTACHMENT 9
### SCHOOL READINESS BUDGET

**State of Florida Notice of Award No. SR438**

**DUNS # 130220796**

<table>
<thead>
<tr>
<th>CFDA# / Name</th>
<th>Federal Award #</th>
<th>Description</th>
<th>OCA</th>
<th>ECS Dollar Amounts</th>
<th>Coalition Dollar Amounts</th>
<th>TOTALS (NOA Amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.558 / TANF</td>
<td>G1702FLTANF (27.83%)</td>
<td>General Administration</td>
<td>97BBA, 97FIR,</td>
<td>$358,142</td>
<td>$425,000</td>
<td>$783,142</td>
</tr>
<tr>
<td>93.575 / CCDF Discretionary</td>
<td>G1702FLCCDF (40.63%)</td>
<td>Non-direct Services</td>
<td>97BBD</td>
<td>250,205</td>
<td>0</td>
<td>250,205</td>
</tr>
<tr>
<td>93.596 / CCDF Mandatory</td>
<td>G1702FLCCDF (31.45%)</td>
<td>Systems</td>
<td>97SYS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>93.667 / SSBG</td>
<td>G1701FLS0SR (0.08%)</td>
<td>Eligibility Determination</td>
<td>97BDE</td>
<td>666,835</td>
<td>0</td>
<td>666,835</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quality</td>
<td>97QQO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT</td>
<td>770,043</td>
<td>260,669</td>
<td>1,030,712</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Infant &amp; Toddler Services</td>
<td>97INT, 97ICR, 97IAS, 97ICS</td>
<td>263,803</td>
<td>0</td>
<td>263,803</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inclusion</td>
<td>97Q1N</td>
<td>116,481</td>
<td>0</td>
<td>116,481</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resource &amp; Referral</td>
<td>97Q14</td>
<td>234,647</td>
<td>0</td>
<td>234,647</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Non-Slots</strong></td>
<td></td>
<td><strong>$2,660,156</strong></td>
<td><strong>$685,669</strong></td>
<td><strong>$3,345,825</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gold Seal Payments</td>
<td>97GSD</td>
<td>520,000</td>
<td>0</td>
<td>520,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Slots, to include:</strong></td>
<td></td>
<td>11,817,135</td>
<td>0</td>
<td>11,817,135</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CCEP funding of $20,118</strong></td>
<td></td>
<td><strong>$12,337,135</strong></td>
<td><strong>$0</strong></td>
<td><strong>$12,337,135</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>$14,997,291</strong></td>
<td><strong>$685,669</strong></td>
<td><strong>$15,682,960</strong></td>
</tr>
</tbody>
</table>
## Supplemental Contracts
(Exclusive of OEL School Readiness Grant Award Funding)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance Funding Project</strong> (OEL NOA #PP438) (CFDA# 93.575 CCDF, Federal Award No. G1702FLCCDF – 100% funding) (DUNS #130220796)</td>
<td><strong>$234,216</strong></td>
</tr>
<tr>
<td><strong>Total</strong> (total dollar amount up to and not to exceed)</td>
<td></td>
</tr>
<tr>
<td><strong>Pay for Performance</strong> (through the University of Florida)</td>
<td><strong>$35,000</strong></td>
</tr>
<tr>
<td><strong>Contract SR400</strong></td>
<td></td>
</tr>
<tr>
<td>(total dollar amount up to and not to exceed)</td>
<td></td>
</tr>
</tbody>
</table>
THIS AMENDMENT shall begin on November 1, 2017, or the date, on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment is hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this page amendment to be executed by their officials thereunto duly authorized.

EARLY LEARNING COALITION OF NORTH FLORIDA

NAME ____________________________  NAME ____________________________
TITLE ____________________________  TITLE ____________________________
SIGNED ____________________________  SIGNED ____________________________
DATE ____________________________  DATE ____________________________
VI. Approval of the 2017/2018 OEL/ELC University of Florida/Lastinger Center Pay for Performance Contract effective 9/15/17 – 07/31/18 (#SR400)*

Retro Active Approval (effective 09/26/17)

*ACTION ITEM*
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>RETRO ACTIVE Approval (effective 09/26/17) of the 2017/2018 OEL/ELC University of Florida/Lastinger Center Pay for Performance Contract effective 09/15/17 – 07/31/18 (#SR400)</th>
</tr>
</thead>
</table>
| Reason for Recommended Action | This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.  
This is a quality initiative in its third year and is being OEL mandated. (It is also known as the “Early Learning Florida” initiative.)  
THIS CONTRACT is for Early Learning Florida courses that support local quality improvement/provider professional development goals.  
**The Scope of Services for this contract is to:**  
**A.** Conduct pre-Classroom Assessment Scoring System (CLASS) observations.  
**B.** Conduct post-CLASS observations.  
**C.** Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS).  

If this is not done, the following would occur:  
- The Coalition would not be able to extend this professional development opportunity to the selected providers in the Coalition’s service area. |
| How the Action will be accomplished | RETRO ACTIVE Approval (effective 09/26/17) of this Contract and party signatures. |
CONTRACT FOR SERVICES

This Contract for Services (this “Contract”) is made and entered into as of this 15th day of September 2017, by and between The University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning (“Contractor”), and Early Learning Coalition of North Florida (“Subcontractor”) pursuant to the University contract SR400 with the Office of Early Learning (OEL) and authorized Standard Contract Attachment 1, Section 23, Subcontracts and Attachment 5, Section C. 1.10.

Contractor hereby engages Subcontractor to provide the Services (hereinafter defined), and Subcontractor hereby accepts such engagement, on the terms and conditions set forth in this Contract.

1. Services. Subcontractor shall perform the services described on Exhibit A, attached hereto and incorporated herein by reference (the “Services”). All Services shall be performed in a timely, diligent and professional manner, consistent with the best practices of Subcontractor’s industry.

2. Term. The term of this Contract is set forth on Exhibit A.

3. Compensation and Payment. Contractor shall pay Subcontractor as the total compensation for the Services the amount set forth on Exhibit A, on the payment schedule set forth on Exhibit A. Subcontractor shall not be entitled to any other fees, reimbursements or compensation under this Contract. Subcontractor shall be responsible for the payment of all general excise taxes, income taxes and any other taxes required to be paid to federal, state and local taxing authorities with respect to any fees or other amounts paid to Subcontractor. Payment shall be made within thirty (30) days of satisfactory completion of the Services and presentation of a properly completed invoice.

4. Addresses for Notices. All Notices under this Contract shall be made in writing the addresses set forth on Exhibit A.

5. Standard Terms. The standard terms and conditions of this Contract are set forth on Exhibit B, attached hereto and incorporated herein by reference. All capitalized terms, unless otherwise defined herein, shall have the meanings given to them in the Standard Terms. In the event of a conflict between the terms contained herein and the Standard Terms, the terms contained herein shall prevail.

6. Additional Terms. The additional terms and conditions of this Contract prescribed by University of Florida Contract SR400 are set forth on Exhibit C, attached hereto and incorporated herein by reference. In the event of a conflict between the terms contained herein and the Standard Terms, the terms contained herein shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first set forth above.

CONTRACTOR:

The University of Florida Board of Trustees
for the benefit of Lastinger Center for Learning

Signature: __________________________
Name: __________________________
Title: __________________________
Date: __________________________

SUBCONTRACTOR:

Early Learning Coalition of North Florida

Signature: __________________________
Name: __________________________
Title: __________________________
Date: __________________________
EXHIBIT A

1. **Scope of Services (Section 1).**

   A. Conduct pre-Classroom Assessment Scoring System® (CLASS®) observations.

      1. Assessors and ELC staff must hold a valid certificate for any CLASS® tools, and all ELCs must submit CLASS® certifications for staff conducting observations.
      2. Make contact with provider and schedule observations using approved observer script.
      3. All pre-CLASS® observations, with four (4) cycles of twenty (20) minutes, must be completed by 10/20/17.
      4. Enter all CLASS numerical scores into WELS within two (2) business days of conducting assessment.
      5. Compose and enter observation notes for every observation dimension into WELS within two (2) business days of conducting assessment.
      6. CLASS observations may be submitted for invoicing if they were designated by the Office of Early Learning as “active” at the time of the observation, regardless of their status at the end of the assessment period.

   B. Conduct post-CLASS® observations.

      1. Assessors and ELC staff must hold a valid certificate for any CLASS® tools, and all ELCs must submit CLASS® certifications for staff conducting observations.
      2. Make contact with provider and schedule observations using approved observer script.
      3. All post-CLASS® observations must be conducted between 4/1/2018 and 6/30/2018.
      4. Conduct each post-assessment, with four (4) cycles of twenty (20) minutes, using the appropriate CLASS® tool.
      5. Enter all CLASS numerical scores into WELS within two (2) business days of conducting assessment.
      6. Compose and enter observation notes for every observation dimension into WELS within two (2) business days of conducting assessment.
      7. CLASS observations may be submitted for invoicing if they were designated by the Office of Early Learning as “active” at the time of the observation, regardless of their status at the end of the assessment period.

2. **Term (Section 2).** The term of this Contract shall begin on September 15, 2017 and terminate on July 31, 2018. The term of this Contract may be extended by Contractor for an additional period of six (6) months. If Contractor desires to exercise this extension right, it shall so notify Subcontractor no later than thirty (30) days prior to the date the initial term expires.
3. **Compensation and Payment Schedule (Section 3).**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Evidence of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-CLASS® observation</td>
<td>$350 per observation</td>
<td>Record of observation uploaded into WELS</td>
</tr>
<tr>
<td>Post- CLASS® observation</td>
<td>$350 per observation</td>
<td>Record of observation uploaded into WELS</td>
</tr>
</tbody>
</table>

The total amount payable under this Agreement for Assessor duties shall not exceed $35,000.

4. **Notices (Section 4).**

**Contractor:**

Lastinger Center for Learning
P. O. Box 11705
Gainesville, FL 32611

Attention: Donald Pemberton, Director
Phone: (352) 273-4108
Fax: (352) 392-3505
Email: dpemberton@coe.ufl.edu

**Subcontractor:**

Early Learning Coalition of North Florida
2450 Old Moultrie Road Suite 103
St. Augustine, FL 32086

Attention: ____________________________
Phone: 904-342-2267
Email: plarkin@elcnorthflorida.org
Availability of Funds. The Contractor’s performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Legislature of the State of Florida and/or the allocation of funds through contractor or grant programs.


Payment. Subcontractor shall submit bills for compensation for services or expenses in detail sufficient for a proper pre-and post-audit. Subcontractor is responsible for any taxes due under this Agreement. UF’s performance and obligation to pay under the Agreement is contingent upon the State of Florida Legislature’s annual appropriation and/or the allocation of funds through contractor or grant programs. UF will make payment in accordance with UF Regulation 6C1-3.022. If UF does not issue payment within 30 days of receipt of a proper invoice, UF will pay to Subcontractor, an interest penalty at the rate established pursuant to §55.03(1) Fla. Stat. Subcontractors experiencing payment problems may contact the Vendor Ombudsman at (352) 392-1241.

Relationship of the Parties. Subcontractor is an independent contractor, and neither Subcontractor nor Subcontractor’s employees, agents, or other representatives shall be considered UF employees or agents. It is understood and agreed by the parties that nothing contained in this Contract shall be construed to create a joint venture, partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relationship is and shall remain that of independent parties to a contractual relationship as set forth in this Contract. Subcontractor shall not use UF’s name, trademarks, logos, or marks without UF’s prior written approval. Subcontractor represents and warrants that it is not on the Convicted Vendor List (see Fla. Stat. § 287.133(2)(a)). Each party hereby assumes any and all risk of personal injury and property damage attributable to the willful or negligent acts or omissions of that party and the officers, employees, and agents thereof. Subcontractor also assumes such risk with respect to the willful or negligent acts or omissions of Subcontractor’s subcontractors or persons otherwise acting or engaged to act at the instance of Subcontractor in furtherance of Subcontractor fulfilling Subcontractor's obligations under the Agreement.

Confidentiality of Information. If Subcontractor is exposed to UF’s confidential information, Subcontractor will keep such information confidential and will act in accordance with any guidelines and applicable laws (such as FERPA and the Gramm-Leach Bliley Act.) Confidential information shall not include information that is a public record pursuant to Florida law (Florida Statutes Chapter 119), and UF will respond to public records requests without any duty to give Subcontractor prior notice. This provision shall survive termination of the Agreement.
**General Provisions.** A. Nothing in this Agreement shall be construed as an indemnification of the Subcontractor by UF or as a waiver of sovereign immunity beyond that provided in Fla. Stat. §768.28. B. This Agreement may not be assigned or modified by either party except as agreed to in writing and signed by the parties, and this Agreement shall be binding upon the parties’ successors and assigns. C. Any clauses in the Agreement regarding: arbitration or mediation, restrictions on the hiring of Subcontractor’s employees or grants of exclusivity to Subcontractor are null and void. D. The Contractor cannot agree to waive trial by jury or any other procedural or substantive right such as the right to a specific type of relief. E. Subcontractor will have and maintain types and amounts of insurance that at a minimum cover the Subcontractor’s (or subcontractor’s) exposure in performing this Agreement. UF is self-insured, and will provide its Certificate of Insurance upon request; UF is not required to obtain additional insurance for this Agreement. F. This Agreement is governed by the laws of the State of Florida and venue of any actions arising out of this Agreement shall be in the state courts in Alachua County, Florida.

**Sovereign Immunity.** The Contractor, as a public entity, is protected by sovereign immunity from tort liability, subject to a limited statutory waiver. The Contractor will not agree to (i) indemnify or hold harmless any Subcontractor; (ii) be liable for Subcontractor’s attorneys’ fees under any circumstances; or (iii) binding arbitration or mediation. The Agreement shall not be construed or interpreted as (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of Contractor or the State of Florida or their agents and agencies to be sued; or (iii) a waiver of either Contractor’s or the State of Florida’s sovereign immunity beyond the limited waiver provided in section 768.28, Florida Statutes.

**Ownership of Works.** All reports, studies, plans, deliverables, strategies, materials, discoveries, inventions, processes, designs, plans, trade secrets, data, information, documents and other work (collectively, "Work"), whether of a technical nature or not, made, developed or obtained by Subcontractor pursuant to this Contract or in connection with the provision of the Services shall be the sole and exclusive property of Contractor and any copyrightable Work shall be deemed a "work made for hire" under the United States copyright laws. Should such Work not constitute a "work made for hire" under the United States copyright laws, Subcontractor hereby grants, transfers, assigns, and conveys to Contractor and its successors and assigns, the entire right, title, and interest in the Work or any part thereof. Immediately upon termination of this Contract for any reason, all Work, in whatever form, shall be turned over to Contractor. This provision shall survive the termination of this Contract.

**Payment Card Industry Data Security Standard.** For e-commerce business and/or credit card transactions, Subcontractor agrees to be bound by the requirements and terms of the Rules of all applicable Card Associations, as amended from time to time, and be solely responsible for security and maintaining confidentiality of Card transactions processed by means of electronic commerce up to the point of receipt of such transactions by Bank.

Proposer is required to be in compliance with the requisites of the SAS 70 and/or
Payment card Industry Data Security Standard.

**Payment and Invoice Information.** All invoices will need to contain either a UF purchase order number or the 8-digit department ID number of the department with which you are doing business. All invoices for payment should be submitted to the University of Florida via:

Email: email a .pdf or .tif file to ufl@invoices.corcentric.com. The file must be attached to the email and not embedded within the email. There can be multiple files per email but each file should only contain one invoice.

or

Mail to: UF – Accounts Payable
PO Box 115350
971 Elmore Drive
Gainesville, FL 32611-5350

**Force Majeure.** “Event of Force Majeure” means any strike (except those involving the employees or agents of the party seeking protection of this clause), lockout, labor dispute, embargo, flood, earthquake, storm, dust storm, lightning, fire, epidemic, act of God, war, national emergency, civil disturbance or disobedience, riot, sabotage, terrorism, restraint by governmental order or any other occurrence beyond the reasonable control of the party in question. Subcontractor shall give prompt notice to University of Florida of any actual or potential labor dispute which may affect performance of this contract.

**Applicable Law.** The Agreement shall be governed by and construed in accordance with the laws of the State of Florida and the rule and regulations of the Florida Board of Governors and the Contractor. Contractor and Subcontractor shall have all remedies afforded each by said law. The venue in any action or litigation commenced to enforce the Agreement shall be instituted in Alachua County, Florida.

**Indemnification.** The Successful Subcontractor shall indemnify, defend, and hold harmless the University of Florida Board of Trustees, the University of Florida, the State of Florida and the Florida Board of Governors, its officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys’ fees and/or litigation expenses, which may be brought or made against or incurred on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Successful Subcontractor, its employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of the Agreement. Successful Subcontractor’s obligation under this provision shall not extend to any liability caused by the sole negligence of the University of Florida Board of Trustees, Contractor, or its officers, agents, and employees. **DUE TO ITS SOVEREIGN IMMUNITY, UF WILL NOT AGREE TO INDEMNIFY**
SUBCONTRACTOR.

Public Records. All contract information becomes subject to Florida Public Records law, F.S. Chapter 119. **IF THE SUBCONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBCONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (352) 846-3903, email: PR-Request@ufl.edu, PO Box 113156, Gainesville, FL 32611-3156**

Travel. Any travel authorized by this Contract and being compensated separately shall be compensated in accordance with the Contractor’s travel policy (http://www.fa.ufl.edu/directives-and-procedures/travel/) and Subcontractor shall be required to provide all back-up documentation required by the policy.

Conflict of Interest. Subcontractors must disclose the name(s) of any officer, director, or agent who is also an employee of the University of Florida. Further, Subcontractor must disclose the name of any University of Florida employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Subcontractor’s business.

State Vendor Lists. Subcontractor represents that neither it nor its affiliates is currently on, and for the past 36 months has been on, the State of Florida’s discriminatory vendor list (F.S. 287.134) or convicted vendor list (F.S. 287.133).

Notices. All notices, consents, approvals and other communications (collectively, “Notices”) which may be or are required to be given by either party shall be properly given only if made in writing and sent to the address of Contractor or Subcontractor, as applicable, set forth in Exhibit A, as the same is modified in accordance herewith, by hand delivery, U.S. Certified Mail (Return Receipt Requested) or nationally recognized overnight delivery service. Telephone and facsimile numbers and e-mail addresses are listed for convenience only. Either party may change its address for Notices by giving written notice to the other party in accordance with this provision.

Termination. UF may terminate this Agreement by giving Subcontractor prior written notice of termination. UF shall only be liable for payment of services rendered and accepted by UF prior to the date of termination.

Unilateral Cancellation. This Contract may be unilaterally canceled by Contractor for refusal by Subcontractor to allow public access to all documents, papers, letters or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received
by Subcontractor in conjunction with this Contract.

**Miscellaneous.** This Contract may be modified or altered only by written agreement signed by both Contractor and Subcontractor. Time is of the essence with respect to this Contract. Subcontractor shall not assign, transfer, delegate, subcontract, or otherwise dispose of, whether voluntarily or involuntarily, or by operation of law, any right or obligation under this Contract. This Contract constitutes the entire agreement of the parties with respect to the subject matter hereof. This Contract may be executed in multiple counterparts, each of which shall be deemed a duplicate original, but all of which taken together shall constitute one and the same instrument.

**Record-Keeping.** Subcontractor agrees to retain all records relating to this Contract during the term and for a period of five (5) years thereafter and to make those records available at all reasonable times for inspection and audit by Contractor and/or the State of Florida Auditor General. In connection with an inspection or audit, the records shall be provided at the Contractor’s Gainesville campus or other location designated by Contractor upon reasonable notice to Subcontractor.
EXHIBIT C
TERMS AND CONDITIONS FROM SR400

Attachment 1, Section 23

Subcontracts

The Contractor shall not subcontract any of the work contemplated under the Contract without prior written approval of the Office. Any subcontract or other transfer of duties and responsibilities without prior approval of the Office shall be null and void.

The Contractor agrees to be responsible for all work performed and all expenses incurred with the Project. If the Office permits the Contractor to subcontract all or part of the work contemplated under the Contract, including entering into subcontracts with vendors for services and commodities, it is understood by the Contractor that all such subcontract arrangements shall be evidenced by a written document which shall include a detailed scope of work, specific deliverables with quantifiable, measurable and verifiable units, performance measures and financial consequences and shall be subject to prior review and approval by the Office. The review of the written subcontract document by the Office will be limited to a determination of whether or not subcontracting is permissible and the inclusion of applicable terms and conditions of the Contract. In subcontracting, the Contractor shall ensure that the subcontractor has the same responsibilities to the Contractor with respect to the subcontracted work that the Contractor has to the Office.

The Contractor shall administer the activities of the subcontractor. The Contractor further agrees that the Office shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the Contractor shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The Contractor, at its expense, will defend the Office against such claims. The Contractor retains sole responsibility for the qualifications of all persons working on this Contract whether Contractor’s employees or any Subcontractors’ employees.

In the event the State approves transfer of the Contractor’s obligations, the Contractor remains responsible for all work performed and all expenses incurred in connection with the representatives of the Contractor.

Attachment 5, Section C. 1.10

CLASS coordination

The Contractor may subcontract with other entities to conduct CLASS pre and post observations and/or data entry with participating providers.
VII. Approval of the 2017/2018 ELC/ECS University of Florida/Lastinger Center Pay for Performance Contract effective 09/15/17 – 07/31/18 (#SR400)*

*ACTION ITEM*
**DESCRIPTION**  
Approval of the 2017/2018 ELC/ECS University of Florida/Lastinger Center Pay for Performance Contract effective 09/15/17 – 07/31/18 (#SR400)

| Reason for Recommended Action | This contract is between the ELC and ECS to carry out the University of Florida/Lastinger Center Pay for Performance Contract. This was also added to ECS’s primary contract with amendment #3.

This contract is basically the ‘back-up’ to the Primary ECS Contract Amendment #3.

This Contract for Services is made and entered into by and between Early Learning Coalition of North Florida (“ELC”), and Episcopal Children’s Services (“Contractor”) in cooperation with The University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning (“University”).

THIS CONTRACT is for Early Learning Florida courses that support local quality improvement/provider professional development goals.

The Scope of Services for this contract is to:

A. Conduct pre-Classroom Assessment Scoring System (CLASS) observations.
B. Conduct post-CLASS observations.
C. Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS).

If this is not done, the following would occur:

- The Coalition would not be able to extend this professional development opportunity to the selected providers in the Coalition’s service area (through ECS).

| How the Action will be accomplished | Approval of this Contract and party signatures. |
CONTRACT FOR SERVICES

This Contract for Services (this “Contract”) is made and entered into as of this 15th day of September 2017, by and between Early Learning Coalition of North Florida (“ELC”), and Episcopal Children’s Services (“Contractor”) in cooperation with the University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning (“University”), pursuant to the University contract SR400 with the Office of Early Learning (OEL) and authorized Standard Contract Attachment 1, Section 23, Subcontracts and Attachment 5, Section C. 1.10.

ELC hereby engages Contractor to provide the Services (hereinafter defined), and Contractor hereby accepts such engagement, on the terms and conditions set forth in this Contract.

1. Services. Contractor shall perform the services described on Exhibit A, attached hereto and incorporated herein by reference (the “Services”). All Services shall be performed in a timely, diligent and professional manner, consistent with the best practices of Contractor’s industry.

2. Term. The term of this Contract is set forth on Exhibit A.

3. Compensation and Payment. ELC shall pay Contractor as the total compensation for the Services the amount set forth on Exhibit A, on the payment schedule set forth on Exhibit A. Contractor shall not be entitled to any other fees, reimbursements or compensation under this Contract. Contractor shall be responsible for the payment of all general excise taxes, income taxes and any other taxes required to be paid to federal, state and local taxing authorities with respect to any fees or other amounts paid to Contractor. Payment shall be made within thirty (30) days of satisfactory completion of the Services and presentation of a properly completed invoice.

4. Addresses for Notices. All Notices under this Contract shall be made in writing the addresses set forth on Exhibit A.

5. Standard Terms. The standard terms and conditions of this Contract are set forth on Exhibit B, attached hereto and incorporated herein by reference. All capitalized terms, unless otherwise defined herein, shall have the meanings given to them in the Standard Terms. In the event of a conflict between the terms contained herein and the Standard Terms, the terms contained herein shall prevail.

6. Additional Terms. The additional terms and conditions of this Contract prescribed by University of Florida Contract SR400 are set forth on Exhibit C only, attached hereto and incorporated herein by reference. In the event of a conflict between the terms contained herein and the Standard Terms, the terms contained herein shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first set forth above.

ELC: Early Learning Coalition of North Florida

Contractor: Episcopal Children’s Services

Signature: _________________________ Signature: _________________________

Name: Dawn E. Bell Name: Connie Stophel

Title: C. E. O. Title: C. E. O.

Date: __________ Date: __________
EXHIBIT A

1. **Scope of Services (Section 1).**

   A. Conduct pre-Classroom Assessment Scoring System® (CLASS®) observations.

   1. Assessors and ELC staff must hold a valid certificate for any CLASS® tools, and all ELCs must submit CLASS® certifications for staff conducting observations.
   2. Make contact with provider and schedule observations using approved observer script.
   3. All pre-CLASS® observations, with four (4) cycles of twenty (20) minutes, must be completed by 10/20/17.
   4. Enter all CLASS numerical scores into WELS within two (2) business days of conducting assessment.
   5. Compose and enter observation notes for every observation dimension into WELS within two (2) business days of conducting assessment.
   6. CLASS observations may be submitted for invoicing if they were designated by the Office of Early Learning as “active” at the time of the observation, regardless of their status at the end of the assessment period.

   B. Conduct post-CLASS® observations.

   1. Assessors and ELC staff must hold a valid certificate for any CLASS® tools, and all ELCs must submit CLASS® certifications for staff conducting observations.
   2. Make contact with provider and schedule observations using approved observer script.
   3. All post-CLASS® observations must be conducted between 4/1/2018 and 6/30/2018.
   4. Conduct each post-assessment, with four (4) cycles of twenty (20) minutes, using the appropriate CLASS® tool.
   5. Enter all CLASS numerical scores into WELS within two (2) business days of conducting assessment.
   6. Compose and enter observation notes for every observation dimension into WELS within two (2) business days of conducting assessment.
   7. CLASS observations may be submitted for invoicing if they were designated by the Office of Early Learning as “active” at the time of the observation, regardless of their status at the end of the assessment period.

2. **Term (Section 2).** The term of this Contract shall begin on September 15, 2017 and terminate on July 31, 2018. The term of this Contract may be extended by ELC for an additional period of six (6) months. If ELC desires to exercise this extension right, it shall so notify Contractor no later than thirty (30) days prior to the date the initial term expires.
3. **Compensation and Payment Schedule (Section 3).**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Evidence of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-CLASS® observation</td>
<td>$350 per observation</td>
<td>Record of observation uploaded into WELS</td>
</tr>
<tr>
<td>Post-CLASS® observation</td>
<td>$350 per observation</td>
<td>Record of observation uploaded into WELS</td>
</tr>
</tbody>
</table>

The total amount payable under this Agreement for Assessor duties shall not exceed $35,000.

4. **Notices (Section 4).**

**University:**

Lastinger Center for Learning  
P. O. Box 11705  
Gainesville, FL 32611

Attention: Donald Pemberton, Director  
Phone: (352) 273-4108  
Fax: (352) 392-3505  
Email: dpemberton@coe.ufl.edu

**ELC:**

Early Learning Coalition of North Florida  
2450 Old Moultrie Road Suite 103  
St. Augustine, FL 32086

Attention: ___________________________  
Phone: 904-342-2267  
Email: plarkin@elcnorthflorida.org
EXHIBIT B
STANDARD TERMS AND CONDITIONS

Availability of Funds. The ELC’s performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Legislature of the State of Florida and/or the allocation of funds through ELC or grant programs.


Payment. Contractor shall submit bills for compensation for services or expenses in detail sufficient for a proper pre- and post-audit. Contractor is responsible for any taxes due under this Agreement. UF’s performance and obligation to pay under the Agreement is contingent upon the State of Florida Legislature’s annual appropriation and/or the allocation of funds through ELC or grant programs. UF will make payment in accordance with UF Regulation 6C1-3.022. If UF does not issue payment within 30 days of receipt of a proper invoice, UF will pay to Contractor, an interest penalty at the rate established pursuant to §55.03(1) Fla. Stat. Contractors experiencing payment problems may contact the Contractor Ombudsman at (352) 392-1241.

Relationship of the Parties. Contractor is an independent contractor, and neither Contractor nor Contractor’s employees, agents, or other representatives shall be considered UF employees or agents. It is understood and agreed by the parties that nothing contained in this Contract shall be construed to create a joint venture, partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relationship is and shall remain that of independent parties to a contractual relationship as set forth in this Contract. Contractor shall not use UF’s name, trademarks, logos, or marks without UF’s prior written approval. Contractor represents and warrants that it is not on the Convicted Vendor List (see Fla. Stat. § 287.133(2)(a)). Each party hereby assumes any and all risk of personal injury and property damage attributable to the willful or negligent acts or omissions of that party and the officers, employees, and agents thereof. Contractor also assumes such risk with respect to the willful or negligent acts or omissions of Contractor’s subcontractors or persons otherwise acting or engaged to act at the instance of Contractor in furtherance of Contractor fulfilling Contractor's obligations under the Agreement.

Confidentiality of Information. If Contractor is exposed to UF’s confidential information, Contractor will keep such information confidential and will act in accordance with any guidelines and applicable laws (such as FERPA and the Gramm-Leach-Bliley Act.) Confidential information shall not include information that is a public record pursuant to Florida law (Florida Statutes Chapter 119), and UF will respond to public records requests without any duty to give Contractor prior notice. This provision shall survive termination of the Agreement.
**General Provisions.** A. Nothing in this Agreement shall be construed as an indemnification of the Contractor by UF or as a waiver of sovereign immunity beyond that provided in Fla. Stat. §768.28. B. This Agreement may not be assigned or modified by either party except as agreed to in writing and signed by the parties, and this Agreement shall be binding upon the parties’ successors and assigns. C. Any clauses in the Agreement regarding: arbitration or mediation, restrictions on the hiring of Contractor’s employees or grants of exclusivity to Contractor are null and void. D. The University cannot agree to waive trial by jury or any other procedural or substantive right such as the right to a specific type of relief. E. Contractor will have and maintain types and amounts of insurance that at a minimum cover the Contractor’s (or subcontractor’s) exposure in performing this Agreement. UF is self-insured, and will provide its Certificate of Insurance upon request; UF is not required to obtain additional insurance for this Agreement. F. This Agreement is governed by the laws of the State of Florida and venue of any actions arising out of this Agreement shall be in the state courts in Alachua County, Florida.

**Sovereign Immunity.** The University, as a public entity, is protected by sovereign immunity from tort liability, subject to a limited statutory waiver. The University will not agree to (i) indemnify or hold harmless any Contractor; (ii) be liable for Contractor’s attorneys’ fees under any circumstances; or (iii) binding arbitration or mediation. The Agreement shall not be construed or interpreted as (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of University or the State of Florida or their agents and agencies to be sued; or (iii) a waiver of either Contractor’s or the State of Florida’s sovereign immunity beyond the limited waiver provided in section 768.28, Florida Statutes.

**Ownership of Works.** All reports, studies, plans, deliverables, strategies, materials, discoveries, inventions, processes, designs, plans, trade secrets, data, information, documents and other work (collectively, "Work"), whether of a technical nature or not, made, developed or obtained by Contractor pursuant to this Contract or in connection with the provision of the Services shall be the sole and exclusive property of University and any copyrightable Work shall be deemed a "work made for hire" under the United States copyright laws. Should such Work not constitute a "work made for hire" under the United States copyright laws, Contractor hereby grants, transfers, assigns, and conveys to University and its successors and assigns, the entire right, title, and interest in the Work or any part thereof. Immediately upon termination of this Contract for any reason, all Work, in whatever form, shall be turned over to University. This provision shall survive the termination of this Contract.

**Payment Card Industry Data Security Standard.** For e-commerce business and/or credit card transactions, Contractor agrees to be bound by the requirements and terms of the Rules of all applicable Card Associations, as amended from time to time, and be solely responsible for security and maintaining confidentiality of Card transactions processed by means of electronic commerce up to the point of receipt of such transactions by Bank.

Proposer is required to be in compliance with the requisites of the SAS 70 and/or
Payment card Industry Data Security Standard.

**Payment and Invoice Information.** All invoices will need to contain either a UF purchase order number or the 8-digit department ID number of the department with which you are doing business. All invoices for payment should be submitted to the University of Florida via:

Email: email a .pdf or .tif file to ufl@invoices.corcentric.com. The file must be attached to the email and not embedded within the email. There can be multiple files per email but each file should only contain one invoice.

or

Mail to: UF – Accounts Payable
PO Box 115350
971 Elmore Drive
Gainesville, FL 32611-5350

**Force Majeure.** “Event of Force Majeure” means any strike (except those involving the employees or agents of the party seeking protection of this clause), lockout, labor dispute, embargo, flood, earthquake, storm, dust storm, lightning, fire, epidemic, act of God, war, national emergency, civil disturbance or disobedience, riot, sabotage, terrorism, restraint by governmental order or any other occurrence beyond the reasonable control of the party in question. Contractor shall give prompt notice to University of Florida of any actual or potential labor dispute which may affect performance of this contract.

**Applicable Law.** The Agreement shall be governed by and construed in accordance with the laws of the State of Florida and the rule and regulations of the Florida Board of Governors and the Contractor. ELC and Contractor shall have all remedies afforded each by said law. The venue in any action or litigation commenced to enforce the Agreement shall be instituted in Alachua County, Florida.

**Indemnification.** The Successful Contractor shall indemnify, defend, and hold harmless the University of Florida Board of Trustees, the University of Florida, the State of Florida and the Florida Board of Governors, its officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys’ fees and/or litigation expenses, which may be brought or made against or incurred on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Successful Contractor, its employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of the Agreement. Successful Contractor’s obligation under this provision shall not extend to any liability caused by the sole negligence of the University of Florida Board of Trustees, ELC, or its officers, agents, and employees. DUE TO ITS SOVEREIGN IMMUNITY, UF WILL NOT AGREE TO INDEMNIFY
Public Records. All contract information becomes subject to Florida Public Records law, F.S. Chapter 119. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBCONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (352) 846-3903, email: PR-Request@ufl.edu, PO Box 113156, Gainesville, FL 32611-3156**

Travel. Any travel authorized by this Contract and being compensated separately shall be compensated in accordance with the Contractor’s travel policy ([http://www.fa.ufl.edu/directives-and-procedures/travel/](http://www.fa.ufl.edu/directives-and-procedures/travel/)) and Contractor shall be required to provide all back-up documentation required by the policy.

Conflict of Interest. Contractors must disclose the name(s) of any officer, director, or agent who is also an employee of the University of Florida. Further, Contractor must disclose the name of any University of Florida employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor’s business.

State Vendor Lists. Contractor represents that neither it nor its affiliates is currently on, and for the past 36 months has been on, the State of Florida’s discriminatory vendor list (F.S. 287.134) or convicted vendor list (F.S. 287.133).

Notices. All notices, consents, approvals and other communications (collectively, “Notices”) which may be or are required to be given by either party shall be properly given only if made in writing and sent to the address of ELC or Contractor, as applicable, set forth in Exhibit A, as the same is modified in accordance herewith, by hand delivery, U.S. Certified Mail (Return Receipt Requested) or nationally recognized overnight delivery service. Telephone and facsimile numbers and e-mail addresses are listed for convenience only. Either party may change its address for Notices by giving written notice to the other party in accordance with this provision.

Termination. UF may terminate this Agreement by giving ELC/Contractor prior written notice of termination. UF shall only be liable for payment of services rendered and accepted by UF prior to the date of termination.

Unilateral Cancellation. This Contract may be unilaterally canceled by ELC for refusal by Contractor to allow public access to all documents, papers, letters or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received.
by Contractor in conjunction with this Contract.

**Miscellaneous.** This Contract may be modified or altered only by written agreement signed by both ELC and Contractor. Time is of the essence with respect to this Contract. Contractor shall not assign, transfer, delegate, subcontract, or otherwise dispose of, whether voluntarily or involuntarily, or by operation of law, any right or obligation under this Contract. This Contract constitutes the entire agreement of the parties with respect to the subject matter hereof. This Contract may be executed in multiple counterparts, each of which shall be deemed a duplicate original, but all of which taken together shall constitute one and the same instrument.

**Record-Keeping.** Contractor agrees to retain all records relating to this Contract during the term and for a period of five (5) years thereafter and to make those records available at all reasonable times for inspection and audit by ELC/University and/or the State of Florida Auditor General. In connection with an inspection or audit, the records shall be provided at the University’s Gainesville campus or other location designated by University upon reasonable notice to Contractor.
EXHIBIT C
TERMS AND CONDITIONS FROM SR400

Attachment 1, Section 23

Subcontracts

The Contractor shall not subcontract any of the work contemplated under the Contract without prior written approval of the Office/ELC. Any subcontract or other transfer of duties and responsibilities without prior approval of the Office/ELC shall be null and void.

The Contractor agrees to be responsible for all work performed and all expenses incurred with the Project. If the Office/ELC permits the Contractor to subcontract all or part of the work contemplated under the Contract, including entering into subcontracts with vendors for services and commodities, it is understood by the Contractor that all such subcontract arrangements shall be evidenced by a written document which shall include a detailed scope of work, specific deliverables with quantifiable, measurable and verifiable units, performance measures and financial consequences and shall be subject to prior review and approval by the Office/ELC. The review of the written subcontract document by the Office/ELC will be limited to a determination of whether or not subcontracting is permissible and the inclusion of applicable terms and conditions of the Contract. In subcontracting, the Contractor shall ensure that the subcontractor has the same responsibilities to the Contractor with respect to the subcontracted work that the Contractor has to the Office/ELC.

The Contractor shall administer the activities of the subcontractor. The Contractor further agrees that the Office/ELC shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the Contractor shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The Contractor, at its expense, will defend the Office/ELC against such claims. The Contractor retains sole responsibility for the qualifications of all persons working on this Contract whether Contractor’s employees or any Subcontractors’ employees.

In the event the State approves transfer of the Contractor’s obligations, the Contractor remains responsible for all work performed and all expenses incurred in connection with the representatives of the Contractor.

Attachment 5, Section C. 1.10

CLASS coordination

The Contractor may subcontract with other entities to conduct CLASS pre and post observations and/or data entry with participating providers.
VIII. Approval of the Early Learning Coalition of North Florida School Readiness Plan

2017-19 Certification *

*ACTION ITEM

November 1, 2017
Executive Administrative Committee Meeting
Early Learning Coalition of North Florida, Inc.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Approval of the Early Learning Coalition of North Florida School Readiness Plan 2017-19 Certification</th>
</tr>
</thead>
</table>
| Reason for Recommended Action | Overview:  
Section 1002.85, Florida Statutes (F.S.) gives authority to the Office of Early Learning (OEL) to adopt rules setting School Readiness (SR) Program plan standardized format and required content as necessary for a coalition or other qualified entity to administer the SR Program. This statute also requires that each early learning coalition biennially submit a (new/updated) School Readiness (SR) Program Plan to OEL.  
OEL released guidance and a “certification form” September 27, 2017. OEL has also assisted our ELC by ‘previewing’ our completed certification form and accompanying documents before submitting to our board. Our completed SR Plan (“pending Board approval”) is due to OEL no later than October 30, 2017.  
For Board Approval - The 2017-19 SR Plan Certification includes:  
- The certification form  
- Two element attachments that required updates:  
  * Attach II C ECS Combined Eligibility Polices Revised 100417 – showing edits  
  * Attach VI A Public Input - ELCNF website screenshot 100317  
  * Attach VI A Public Input - List of Board Approved minutes (“List” instead of ALL ACTUAL BOARD MINUTES that board members have already reviewed and approved, and can access on-line. ALL ACTUAL board minutes were, however, submitted to OEL.)  
Other Information:  
- Provided in the packet is also the CORE SR Plan document (all previously approved, but moved to new form) for informational/reference purposes only.  
- Section III D “Quality Performance Report” is not due yet to OEL (awaiting guidance).  
- Section IV A and B “Financial Management” does not require board approval, only OEL approval. (Separately - budgets and end-of-year audits are, however, board approved.)  
If this is not done, the following would occur:  
- The Early Learning Coalition of North Florida would not have a correct and current School Readiness Plan, and would be in violation of this OEL requirement.  
How the Action will be accomplished | Board Approval and OEL submittal/approval. |
Program Integrity School Readiness Policy Unit
2017-19 Coalition Plan

Coalition Plan Certification

A Publication of the
Office of Early Learning

September 2017
Purpose

The intention of this certification is to validate and certify the coalition’s approved School Readiness (SR) Program Plan, on file with the Office of Early Learning (OEL) School Readiness Policy Section, is current and in use. It is OEL’s intent to request only those SR Program Plan Elements that have changed, require annual updates or require updates based on rules that became effective after the previous coalition plan submission and approval.

By completing this certification, the early learning coalition acknowledges and confirms that School Readiness services will be executed as approved by OEL and in compliance with all applicable federal, state and local laws and regulations and the approved State Child Care and Development Fund (CCDF) Plan.

Instructions

Indicate “Yes,” “No” or “N/A” to certify the coalition’s current SR Program Plan aligns with the most recently approved plan element on file at OEL, as indicated by the “approval date” column. The “N/A” option should only be used for those elements that are not applicable to the coalition, (example: Element I.E. Fiscal Agent Contract). If the coalition indicates “No” for any of the elements below, the coalition should submit a plan amendment to OEL for review. If a coalition needs to amend an element, please indicate this in the comments/explanation column.

The elements shaded in grey require the coalition to submit updated attachments to reflect recent revisions to rule. The coalition will submit a plan amendment for each element for approval from OEL.

Once the coalition submits the completed certification with all elements requiring amendments, OEL will have 45 days to review and approve the revised SR Program Plan.
<table>
<thead>
<tr>
<th>Certifications</th>
<th>Approval Date</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments/Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Coalition Operations -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A The coalition certifies that it is operating according to its most recently SR plan-approved <strong>Board Roster</strong>. If the coalition has a new board roster or has experienced recent changes in its board composition, submit a plan amendment and upload the new roster onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>10/12/2017</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>B The coalition certifies that it is operating according to its SR plan-approved <strong>Business Organization</strong> chart, which includes the coalition’s business units by title and function. The chart also includes position titles for each position within a unit. If the coalition has a new business organization chart or has experienced recent changes in its business organization, submit a plan amendment and upload the new business organization chart onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>7/22/2016</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>C The coalition certifies that it is operating according to its SR plan-approved <strong>Articles of Incorporation</strong>. If the coalition has a new board roster or has experienced recent changes in its articles of incorporation, submit a plan amendment and upload the new articles of incorporation onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>10/22/2015</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>D The coalition certifies that it is operating according to its SR plan-approved <strong>Bylaws</strong>. If the coalition has a new board roster or has experienced recent changes in its bylaws, submit a plan amendment and upload the new bylaws onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>10/22/2015</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>E The coalition certifies that it is operating according to its SR plan-approved <strong>Fiscal Agent Contract</strong>. If the coalition has a new fiscal agency contract or has experienced recent changes in its fiscal agent contract, submit a plan amendment and upload the new fiscal agent contract onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td><strong>SELECT DATE</strong></td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td></td>
</tr>
</tbody>
</table>
### EARLY LEARNING COALITION OF NORTH FLORIDA

**COMPLETION DATE:** **SELECT DATE**

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Approval Date</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments/Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>This applies only to coalitions that are not organized as a corporation or other business entity.</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F</strong> The coalition certifies that it is operating according to its SR plan-approved <em>Procurement</em> policies and procedures. If the coalition has a new procurement policy and procedure or has experienced recent changes in its procurement policies and procedures, submit a plan amendment and upload the new policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder. <em>The extended deadline for federal requirement to revise procurement policies is December 2017.</em></td>
<td>11/30/2016</td>
<td>✕</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G</strong> The coalition certifies that it is operating according to its SR plan-approved <em>Tangible Personal Property Maintenance</em> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>11/30/2016</td>
<td>✕</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H</strong> The coalition certifies that it is operating according to its SR plan-approved <em>Records Maintenance</em> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>4/20/2017</td>
<td>✕</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I</strong> The coalition certifies that it is operating according to its SR plan-approved <em>Information Technology Security Controls</em> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>8/18/2017</td>
<td>✕</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### EARLY LEARNING COALITION OF NORTH FLORIDA

**Completion Date:** Select Date

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Approval Date</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments/Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td>J The coalition certifies that it is operating according to its SR plan-approved Disbursements policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder. <em>The extended deadline for federal requirement to revise procurement policies is to December 2017.</em></td>
<td>11/30/2016</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**II. Implementation -**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>Minimum Children to be Served by Care Level</strong> – OEL requires the coalition to submit the minimum number of children to be served by care level.</td>
<td>7/24/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td><strong>School Readiness Application and Waiting List Procedures</strong> – OEL requires the coalition to submit a revised application and waiting list policies and procedures for 2017-19.</td>
<td>7/24/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td><strong>Eligibility and Enrollment Policies and Procedures</strong> – OEL requires the coalition submit a revised eligibility and enrollment policies and procedures for 2017-19.</td>
<td>7/24/2017</td>
<td>submitted revised policies on 10/3/17</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>The coalition certifies that it is operating according to its SR plan-approved Parent Access and Choice policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>10/22/2015</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>The coalition certifies that it is operating according to its SR plan-approved Sliding Fee Scale and associated policies. If the coalition has a new policy or procedure or has experienced recent changes in its scale, policies and procedures, submit a plan amendment and upload the scale, policies and</td>
<td>6/6/2017</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
**EARLY LEARNING COALITION OF NORTH FLORIDA**

**COMPLETION DATE: SELECT DATE**

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Approval Date</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments/Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td>procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F</strong> The coalition certifies that it is operating according to its SR plan-approved Pre/Post Assessment Use policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>10/22/2015</td>
<td>☒</td>
<td></td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td><strong>G</strong> The coalition certifies that it is operating according to its SR plan-approved Provider Payment Rates and associated policies and procedures. If the coalition has new payment rates, policy or procedure or has experienced recent changes in its payment rates, policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</td>
<td>1/27/2017</td>
<td>☒</td>
<td></td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**III. Quality Activities and Services -**

| A  | The coalition certifies that it is operating according to its SR plan-approved Child Care Resource and Referral and School-Aged Care activities. If the coalition has a new practice, submit a plan amendment and upload the revisions onto SharePoint in the 2017-19 Coalition Plan Submission Folder. | 7/24/2017     | ☒   |    | ☐  |                       |
| B  | The coalition certifies that it is operating according to its SR plan-approved Infant and Toddler Early Learning Programs activities. If the coalition has a new practice, submit a plan amendment and upload the revisions onto SharePoint in the 2017-19 Coalition Plan Submission Folder. | 7/24/2017     | ☒   |    | ☐  |                       |
| C  | The coalition certifies that it is operating according to its SR plan-approved Inclusive Early Learning Programs activities. If the coalition has a new practice, submit a plan amendment and upload the revisions onto SharePoint in the 2017-19 Coalition Plan Submission Folder. | 10/22/2015    | ☒   |    | ☐  |                       |
## EARLY LEARNING COALITION OF NORTH FLORIDA

### COMPLETION DATE: SELECT DATE

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Approval Date</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments/Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D</strong> Quality and Performance Report – OEL requires the coalition to submit the Quality and Performance Report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>pending ELC submission</td>
</tr>
</tbody>
</table>

### IV. Financial Management -

| **A** Budget – OEL requires the coalition to submit a budget annually by August 25th. | 8/31/2017      |     |    |     |                                        |
| **B** Prior Year Revenues and Expenditures – OEL requires the coalition to submit its prior year’s revenues and expenditures report annually by October 1st. | SELECT DATE    |     |    |     | submitted to FABs on 9/29/17          |

### V. Monitoring -

| **A** Monitoring Plan and Procedures – OEL requires the coalition to submit the monitoring plan and procedures for monitoring SR Program Providers. | 7/24/2017      |     |    |     |                                        |
| **B** The coalition certifies that it is operating according to its SR plan-approved Grievance/Complaint policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder. | 10/6/2016      | ☒ | ☐ | ☐ |                                        |

### VI. Coalition Plan Validation -

| **A** Public Input – A SR program plan a coalition submits must include documentation that the coalition has solicited from the local community and considered comments regarding the plan. | ☒ | ☐ | ☐ |     | 10/3/17 submission                     |

*For coalition use only.*

The coalition certifies that it will provide all services compliance with the plan as OEL approved. The coalition further certifies that it will provide that it will provide the local services in compliance with all applicable federal, state and local laws and regulations and the State Child Care and Development Fund Plan that Federal Department of Health and Human Services approved.
**EARLY LEARNING COALITION OF NORTH FLORIDA**

**COMPLETION DATE:** **SELECT DATE**

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Approval Date</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments/Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Signature:</td>
<td>Printed Name:</td>
<td>Title:</td>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For OEL use only.**

OEL review. After receipt of a complete school readiness plan or amendment (including required supporting documents), OEL shall review the certification and approve, reject, or approve with conditions the provisions of the certification and provide written notification to the early learning coalition of its action within 30 business days of receipt of the completed document. OEL shall base its approval, rejection, or approval with conditions on the coalition’s compliance with Chapter 1002, Part VI, F.S., the federal Child Care and Development Fund (CCDF) Block Grant Florida State Plan, the federal CCDF regulations located at Title 45 Code of Federal Regulations Part 98, Subparts B through G and K and the School Readiness Plan Guide. The coalition shall not implement school readiness plans or amendments without the express written approval of OEL.

| Policy Analyst: | Completion Date: | Policy Supervisor: | Completion Date: **SELECT DATE** |
**School Readiness Plan Template**

### Coalition Identification and Information

<table>
<thead>
<tr>
<th>Coalition Name:</th>
<th>Early Learning Coalition of North Florida, Inc.</th>
<th>FEIN #:</th>
<th>59-3691819</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>2450 Old Moultrie Rd. #103</td>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Augustine, FL 32086</td>
<td>(if different)</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>904-342-2267</td>
<td>Fax:</td>
<td>904-342-2268</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:kbrumfield@elcnorthflorida.org">kbrumfield@elcnorthflorida.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chair</th>
<th>Executive Director or Chief Executive Officer</th>
<th>Finance Director</th>
<th>Counties Represented</th>
</tr>
</thead>
</table>

6M-9.115, F.A.C.  
Form OEL-SR 115 (May, 2017)
## I. COALITION OPERATIONS

### A. Membership

Please complete the **Coalition Membership Form**.

<table>
<thead>
<tr>
<th>Count or N/A</th>
<th>Designation in F.S. 1002.83(3) and (4)</th>
<th>Voting Member</th>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
<th>Fax Number</th>
<th>Email Address</th>
<th>Affiliation and/or Employment</th>
<th>For multi-county coalitions, indicate the county the member represents</th>
<th>Date Appointed</th>
<th>Length of Current Term and Date it Will End</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Private Sector; Chair, appointed by the Governor (Two, 4 yr. terms)</td>
<td>Yes</td>
<td>Nancy Pearson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Private Sector; Prudential Network Realty</td>
<td>St. Johns</td>
<td>Nov. 22, 2013</td>
<td>4 Year April 30, 2017</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Private sector appointed by the Governor</td>
<td>Yes</td>
<td>Cranford R. Coleman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Private Sector; Baronco Management Consultants, Inc</td>
<td>Clay</td>
<td>Nov. 22, 2013</td>
<td>4 Year April 30, 2016</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Private sector appointed by the Governor</td>
<td>Yes</td>
<td>Brian H. Graham</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Private Sector; Dixie Strategies, LLC.</td>
<td>Clay</td>
<td>May 14, 2015</td>
<td>4 Year April 30, 2019</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Department of Children &amp; Family Services circuit administrator or designee</td>
<td>Yes</td>
<td>Mala Ramoutar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>County Department of Children and Families</td>
<td>Northeast Region: Baker, Bradford, Clay, Nassau, Putnam, St. Johns</td>
<td>Dec. 3, 2014</td>
<td>4 Year December 2018</td>
<td>1</td>
</tr>
<tr>
<td>Count or N/A</td>
<td>Designation in F.S. 1002.83(3) and (4)</td>
<td>Voting Member</td>
<td>Name Address Telephone Number Fax Number Email Address</td>
<td>Affiliation and/or Employment</td>
<td>For multi-county coalitions, indicate the county the member represents</td>
<td>Date Appointed</td>
<td>Length of Current Term and Date it Will End</td>
<td>Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------</td>
<td>---------------</td>
<td>--------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------</td>
<td>---------------</td>
<td>------------------------------------------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>District superintendent of schools or designee</td>
<td>Yes</td>
<td>Kristi Simpkins</td>
<td>Nassau County School District / Office of Elementary Education - Director</td>
<td>Nassau</td>
<td>Dec. 4, 2013</td>
<td>4 Year December 2017</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Regional workforce board executive director or designee</td>
<td>Yes</td>
<td>Renee L. Williams</td>
<td>Regional Workforce Board; CareerSource District Director, Clay &amp; Putnam</td>
<td>District 8: Clay, Baker, Nassau, Putnam and St. Johns</td>
<td>Sept. 17, 2014</td>
<td>4 year September 2018</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>County health department director or designee</td>
<td>Yes</td>
<td>County Health Department; Bradford and Union County Health Dept.</td>
<td>Bradford</td>
<td>4 Year</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>President of a Florida College System institution or his or her permanent designee</td>
<td>Yes</td>
<td>Dr. Myrna Allen</td>
<td>Community College; St. Johns River State College Dean of Teacher Education</td>
<td>Clay, Putnam, St. Johns</td>
<td>Sept. 17, 2014</td>
<td>4 Year September 2018</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Member appointed by Board of County Commissioners or the governing board of a municipality</td>
<td>Yes</td>
<td>Jeb Smith</td>
<td>Board of County Commissioners or municipal governing board; St. Johns Board of County Commissioners</td>
<td>St. Johns</td>
<td>June 2017</td>
<td>4 Year June 2021</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Head Start Director</td>
<td>Yes</td>
<td>Brian McElhnome</td>
<td>Head Start; Director, Early Childhood Services and</td>
<td>St. Johns</td>
<td>July 21, 2017</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Count or N/A</td>
<td>Designation in F.S. 1002.83(3) and (4)</td>
<td>Voting Member</td>
<td>Name Address Telephone Number Email Address</td>
<td>Affiliation and/or Employment</td>
<td>For multi-county coalitions, indicate the county the member represents</td>
<td>Date Appointed</td>
<td>Length of Current Term and Date it Will End</td>
<td>Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Children services council or juvenile welfare board chair or executive director</td>
<td>Yes, if applicable</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Child care licensing agency head</td>
<td>Yes, if applicable</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Representative of private for-profit child care providers (One, 4 yr. term)</td>
<td>Yes</td>
<td>Angelia Hough</td>
<td>District Assessment Development</td>
<td>Private for-profit child care; God's Little Creations</td>
<td>Putnam, St. Johns</td>
<td>June 15, 2016</td>
<td>4 Year, June 15 2020</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Representative of faith based child care providers (One 4 yr. term and must rotate counties)</td>
<td>Yes</td>
<td>Theresa Little</td>
<td>Faith Based Child Care; Diocese of St. Augustine</td>
<td>St. Johns</td>
<td>Dec. 7, 2016</td>
<td>4 Year Dec. 7, 2020</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Representative of program under federal Individuals with Disabilities Education Act</td>
<td>Yes</td>
<td>Amy Lane</td>
<td>Program Administrator for Florida Diagnostic &amp; Learning Resources System for the North East Florida Education Consortium</td>
<td>Baker, Bradford, Putnam, St. Johns</td>
<td>Dec. 4, 2013</td>
<td>4 Year December 2017</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Central agency administrator or designee</td>
<td>Yes, if applicable</td>
<td>Teresa Matheny</td>
<td>Episcopal Children's Services</td>
<td>Clay, Barker, Bradford, Nassau, Putnam &amp; St. Johns</td>
<td>9/21/2016</td>
<td>4 Year N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Early Coalition of North Florida
### OEL Approved as of 09/21/17

<table>
<thead>
<tr>
<th>Count or N/A</th>
<th>Designation in F.S. 1002.83(3) and (4)</th>
<th>Voting Member</th>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
<th>Fax Number</th>
<th>Email Address</th>
<th>Affiliation and/or Employment</th>
<th>For multi-county coalitions, indicate the county the member represents</th>
<th>Date Appointed</th>
<th>Length of Current Term and Date it Will End</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Private Sector Business</td>
<td>Yes, if needed to meet private sector percentage or multi-county representation</td>
<td>Adam Deputy</td>
<td>101 North State Road 19 Palatka, FL  32177</td>
<td>904-325-4446</td>
<td></td>
<td><a href="mailto:adam.deputy@td.com">adam.deputy@td.com</a></td>
<td>Private Sector; TD Bank</td>
<td>St. Johns</td>
<td>Dec. 1, 2010 2nd Term appointment Date Dec. 3, 2014</td>
<td>4 Years December 2018</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>Private Sector Business</td>
<td>Yes, if needed to meet private sector percentage or multi-county representation</td>
<td>Vina Delcomyn</td>
<td>4213 County Road 218, Ste. 1 Middleburg, FL 32068</td>
<td>(904) 291-9598</td>
<td>(904)291-3365</td>
<td><a href="mailto:delcomynv@yahoo.com">delcomynv@yahoo.com</a></td>
<td>Private Sector; Awakenings Association Management</td>
<td>Clay</td>
<td>Was part of CNBB/PSJ Merger in July 2013-2nd term date July 2015</td>
<td>4 Years July 2019</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Private Sector Business</td>
<td>Yes, if needed to meet private sector percentage or multi-county representation</td>
<td>Joy Stanton</td>
<td>120 Topsail Dr. Ponte Vedra, FL 32081</td>
<td>(904)679-3418</td>
<td>(646)596-0178</td>
<td><a href="mailto:Joy.stanton@gmail.com">Joy.stanton@gmail.com</a></td>
<td>Private Sector; Blue Cross and Blue Shield of Florida, Inc.</td>
<td>St. Johns</td>
<td>March 16, 2016 4 Years March 16, 2020</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Private Sector Business</td>
<td>Yes, if needed to meet private sector percentage or multi-county representation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Profit Child Care Provider*</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DCF Staff***</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Add rows, as needed.
If required member is not a family home provider.
*** If there is no local licensing agency.

<table>
<thead>
<tr>
<th>Early Coalition of North Florida, Inc. Membership Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved as of 09/21/2017</td>
</tr>
</tbody>
</table>

I. TOTAL MEMBERSHIP: 16
II. TOTAL PRIVATE SECTOR MEMBERSHIP: 6, PRIVATE SECTOR PERCENTAGE: 33%
III. TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: N/A
IV. NUMBER OF VACANCIES IN REQUIRED POSITIONS: 1

B. Business Organization

Please attach a copy of the coalition’s organization chart as Attachment I.B.

C. Articles of Incorporation

Please attach a copy of the coalition’s articles of incorporation as Attachment I.C.

☐ N/A

D. Bylaws

Please attach a copy of the coalition’s bylaws as Attachment I.D.

E. Coalition Fiscal Agent Contract (if applicable)

Please attach a copy of the fiscal agent contract (if applicable) as Attachment I.E.

☒ N/A
F. Procurement

Please attach the coalition’s procurement policy as Attachment I.F.

G. Tangible Personal Property Maintenance

Please attach the coalition’s tangible personal property maintenance policy as Attachment I.G.

H. Records Maintenance

Please attach the coalition’s maintenance of records policy as Attachment I.H.

I. Information Technology Security Controls

Please attach the coalition’s IT security policy as Attachment I.I.

J. Disbursement Controls

Please attach the coalition’s disbursement controls policy as Attachment I.J.

II. IMPLEMENTATION

A. Minimum Children to be Served by Care Level

Please fill out the Minimum Children to be Served by Care Level Form by running EFS Ad Hoc Report CC085.

<table>
<thead>
<tr>
<th>Care Code</th>
<th>Description</th>
<th>Minimum # of Children Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INF)</td>
<td>&lt;12 MTH</td>
<td>387</td>
</tr>
<tr>
<td>(TOD)</td>
<td>12&lt;24 MTH</td>
<td>681</td>
</tr>
<tr>
<td>(2YR)</td>
<td>24 &lt;36 MTH</td>
<td>854</td>
</tr>
</tbody>
</table>
If applicable, please attach supporting documentation as Attachment II.A. Please note CC085 was ran for the period 07/1/2016 through 3/30/17.

### B. School Readiness Application and Waiting List Procedures

Please attach the coalition’s policies and procedures for implementing the School Readiness Application and Waiting List Procedures as Attachment II.B.

### C. Eligibility and Enrollment Policies and Procedures

Please attach the coalition’s eligibility and enrollment policies and procedures as Attachment II.C.

### D. Parent Access and Choice

Please attach the coalition’s policies and procedures for implementing parent access and choice as Attachment II.D.

### E. Sliding Fee Scale and Fee Waiver Policies

Please complete the Sliding Fee Scale For Parent Co-Payments Form, and attach the coalition’s fee waiver policies as Attachment II.E.

<table>
<thead>
<tr>
<th>(PR3)</th>
<th>36 &lt;48 MTH</th>
<th>894</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PR4)</td>
<td>48 &lt;60 MTH</td>
<td>820</td>
</tr>
<tr>
<td>(PR5)</td>
<td>60 &lt;72 MTH Not In School</td>
<td>550</td>
</tr>
<tr>
<td>(SCH)</td>
<td>In School</td>
<td>1708</td>
</tr>
<tr>
<td>(SPCR)</td>
<td>Special Needs</td>
<td>59</td>
</tr>
</tbody>
</table>

Percent of Income Range (Rounded to the nearest dollar) by Total Number of Family Members
<table>
<thead>
<tr>
<th>Amount of Daily Parent Copayment per Child (Completed by COALITION)</th>
<th>Federal Poverty Guidelines</th>
<th>1 Family Member</th>
<th>2 Family Members</th>
<th>3 Family Members</th>
<th>4 Family Members</th>
<th>5 Family Members</th>
<th>6 Family Members</th>
<th>7 Family Members</th>
<th>8 Family Members</th>
<th>9 Family Members</th>
<th>10 Family Members</th>
<th>For Each Additional Family Member Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>Part-Time</td>
<td>$____</td>
<td>$____</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;50%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;75%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≥100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤116.67%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;116.67%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤133.33%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;133.33%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤150%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;150%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤155.83%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;155.83%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤161.66%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;161.66%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤167.49%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;167.49%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤173.32%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;173.32%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤179.15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;179.15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>≤185%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$____</td>
<td>&gt;185%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>≤192.5%</td>
<td>&gt;192.5%</td>
<td>≤200%</td>
<td>&gt;200%</td>
<td>&lt; 215%</td>
<td>≥215%</td>
<td>≤85% SMI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
<td>---------</td>
<td>-------</td>
<td>-------</td>
<td>--------</td>
<td>-------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$_____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$_____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$____</td>
<td>$_____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### F. Use of Pre and Post Assessments

If applicable, what assessment tool does the coalition use to perform pre and post?

| Teaching Strategies Gold |

If applicable, who administers the pre- and post-assessments (coalition/contractor/child care providers).

| Child care providers that voluntarily participate in our Enrichment program or volunteer to do the pre- and post- assessments in order to receive quality supplies for their program. |

If applicable, what are the age ranges that receive a pre and post assessment?

| Minimum Age (in months): | 2 months |
| Maximum Age (in months): | 60 months |

Attach supporting documentation as **Attachment II.F.**

[ ] N/A
G. Provider Payment Rates

Please complete the Provider Payment Rate Schedule Form and attach the coalition’s procedures for implementing the provider rates as Attachment II.G.

Coalition Gold Seal Rate _____ %

If Applicable, In Addition to the State Approved Quality Rate, the Coalition Quality Improvement Rate________%  

**DAILY PAYMENT-RATE SCHEDULE (Effective ________________)**

<table>
<thead>
<tr>
<th>CARE CODE</th>
<th>Description</th>
<th>Licensed or Exempt Centers and Public/Non-Public Schools</th>
<th>Gold Seal Differential</th>
<th>Licensed Family Child Care Homes</th>
<th>Gold Seal Differential</th>
<th>Registered Family Child Care Homes</th>
<th>Gold Seal Differential</th>
<th>Informal Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INF)</td>
<td>&lt;12 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(TOD)</td>
<td>12&lt;24 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2YR)</td>
<td>24 &lt;36 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PR3)</td>
<td>36 &lt;48 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PR4)</td>
<td>48 &lt;60 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PR5)</td>
<td>60 &lt;72 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(SCH)</td>
<td>In School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(SPCR)</td>
<td>Special Needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part-Time Daily Rates (Completed by COALITION)**

<table>
<thead>
<tr>
<th>CARE CODE</th>
<th>Description</th>
<th>Licensed or Exempt Centers and Public/Non-Public Schools</th>
<th>Gold Seal Differential</th>
<th>Licensed Family Child Care Homes</th>
<th>Gold Seal Differential</th>
<th>Registered Family Child Care Homes</th>
<th>Gold Seal Differential</th>
<th>Informal Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INF)</td>
<td>&lt;12 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(TOD)</td>
<td>12&lt;24 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2YR)</td>
<td>24 &lt;36 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PR3)</td>
<td>36 &lt;48 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PR4)</td>
<td>48 &lt;60 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PR5)</td>
<td>60 &lt;72 MTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. QUALITY ACTIVITIES AND SERVICES

A. Child Care Resource and Referral (CCR&R) and School-Aged Care

Describe the quality activities and services the coalition will implement to enhance child care resource and referral and school-age care.

Please attach any supporting documentation as Attachment III.A.

CCR&R is the point of entry for early care and programs, School Readiness and VPK services. All parents/guardians that request it are given resource and referral information that will help them meet the needs of their families. Through the CCR&R department, we provide families with the most up-to-date, accurate information about childcare and early education opportunities available. The CCR&R department helps families understand the importance of a high quality early education experience, and assists them in locating providers that meet each family’s needs by the customization of child care listings. This includes information on the Department of Children and Families (DCF) licensing website, how to search for a provider, child care options, quality indicators and a four-step guidance process to help them in their search for a provider. Once CCR&R information is provided, School Readiness and VPK services are offered to all interested families. Referrals are also made for inclusion services such as early special needs intervention, special needs referrals, warm line contact information and other activities that promote inclusion, such as 2 inclusion specialists that assist providers in offering inclusive services for children with special needs. All services are provided in a customer-friendly manner, and in accordance with the system requirements of the CCR&R Network of the Office of Early Learning (OEL).

Through community outreach and education, the ELC publicizes early learning services and educates parents/guardians and providers, human service agencies, employers, and community planners in the workplace regarding early childhood services. This includes school readiness and VPK laws and regulations, availability of early education and care options and quality School Readiness services. CCRR compiles guides of community resources for each county we serve to help parents and other agencies working with our clients find all available resources needed to provide for the physical, educational and emotional needs of their children. These are posted online at ecs4kids.org and are also available in printed additions as funding allows. We advertise CCRR services through our contractor’s website and one other venue. Additionally, we attend community events several times a year to do community outreach including active participation Kiwanis and Rotary Clubs. The Coalition C.E.O. and staff actively participate in interagency meetings with other entities that impact early learning, as well as maintaining Kiwanis and Rotary memberships as well as local Chamber of Commerce memberships. Kiwanis is a service organization that focuses on early education and other child issues. The Putnam County Kiwanis partners with The Coalition on their annual Kid Rally and Reading Roundup as well as the Reading Pals program and Three year old book bag projects.

The ELC, through its Primary Service Provider, works to ensure that there is adequate availability of high quality school age care as well as care for younger children. We offer provider training and technical assistance in school age care, either through the Primary Service Provider or in partnership with OEL. Additionally, the ELC seeks to recruit additional licensed providers, focusing on family child care homes in particular, to provide school age care.

Ferst Foundation – Based on available funding the ELC may fund books for school readiness children in Baker, Bradford, Nassau, and/or other counties through the Ferst Foundation. The books are sent to School Readiness children who are under school age and include parent activities that promote parents as their child’s first teacher.

Toddler/Preschool Festivals: This is a big festival style event used to raise awareness geared for families with children ages 1-5. The ELC currently holds these events in Clay, Putnam, and St. Johns in partnership with several local partners such as Kiwanis and the Rotary Club. There is live entertainment and tons of activities geared for our youngest learners. The activities include a storytelling and puppet show tent, fishing for books, block zone, car arena, princess parlor with pictures with Cinderella, playdough table and many craft activities. Free books and bike helmets and many free screenings are also available through local health agencies.
**B. Infant and Toddler Early Learning Programs**

Describe the quality activities and services the coalition will implement to enhance infant and toddler early learning programs.

The Coalition’s Primary Service Provider employs Education Specialists, who provide on-site technical assistance, coaching and modeling to school readiness programs serving infant and toddlers by promoting the group-care philosophy of small groups, primary care, and continuity of care. We use the Lastinger Center coaching model which centers around the CLASS assessment which is provided upon request and in all Enrichment Centers as agreed to by providers requesting enrichment services. When appropriate, an ERS assessment may be used as well with permission of the childcare program. The specialists work with infant/toddler classrooms by reading stories, playing games and providing activities that focus on a variety of skills, such as; problem-solving, social/emotional development and language and literacy. Additionally, the specialists provide technical assistance on room arrangement that enhances infant and toddler creative abilities, expands oral language, encourages incorporating words with an activity, and assists children in making choices that help develop confidence. The specialists also provide information, techniques, and education on reducing the risk of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome, and promoting health, wellness and safety issues.

Please attach any supporting documentation as **Attachment III.B.**

**C. Inclusive Early Learning Programs**

Describe the quality activities and services the coalition will implement to enhance inclusive early learning programs.

The Coalition’s contractor employs an Inclusion Specialist and maintains a Warm Line to furnish training, technical assistance and other supports to school readiness providers including the purchase of materials to aid in creating an inclusive environment. The Inclusion Specialist works with providers to improve behavior management techniques, make accommodations for children with special needs, and serve as a model for teachers learning to respond appropriately to the needs of children with serious health issues. The Inclusion Specialist is able to ensure that children with identified development concerns receive the specialized services to which they are entitled. Inclusion Specialists also may request the purchase of inclusive classroom materials as need and funding allow.

The ELC raises community awareness of the inclusion of children with special needs. The Inclusion Specialist creates and/or distributes materials about issues affecting inclusion, and collaborates with community partners to promote inclusion. The Inclusion Specialist provides assistance and education to providers and parents for all special needs children and those with special health needs, regardless of their subsidized status, and facilitates networking with the appropriate community resources as needed.

Inclusion topics appear on each of the quarterly Master Training Calendars. A minimum of two inclusion related trainings appear on each calendar, and are available in a variety of locations.

Please attach any supporting documentation as **Attachment III.C.**
D. Quality Performance Report

a. Does the coalition train programs on the Child Performance Standards adopted by OEL?
   - Yes ☒  No ☐

   If yes, does the coalition track how many programs were trained, by provider type, on the child performance standards?
   - Yes ☐  No ☒

   If yes, does the coalition track the number of children served in programs trained on the child performance standards?
   - Yes ☐  No ☒

b. Does the coalition provide targeted technical assistance to programs such as coaching, mentoring, or consulting during the fiscal year? Note: targeted technical assistance is (coaching, mentoring and consultation) designed to address a particular domain/area of quality.
   - Yes ☒  No ☐

   If yes, what type of targeted technical assistance is provided?
   - Health and safety ☒
   - Infant and toddler care ☒
   - School-age care ☒
   - Inclusion ☒
   - Teaching dual language learners ☒
   - Understanding developmental screenings and/or observational assessment tools for program improvement purposes ☒
   - Mental health ☒
   - Business management practices ☒
Other Describe:

Programs participating in our Enrichment program receive weekly coaching. Programs that participated recently but have completed the program are called Maintenance Programs and may receive continued coaching once a month that gains made during participation in the Enrichment program are maintained. The Enrichment program uses the CLASS assessment which measures the quality of teacher interactions and if the program requests it, we will use the ERS assessments to add insight to any perceived environmental concerns. From there Education Specialists and the programs will develop an improvement plan based on the teacher’s stated interest. Normally most quality spending for supplies is used to strengthen these programs with classroom supplies, curriculum supports, curriculum and other classroom needs. Other quality funds may be used for mini-grants, curriculum or other needs of providers not participating in the Enrichment program depending on need and funding.

Training for the above list as well as early literacy, transitions, curriculum training, classroom management, developmentally appropriate practices and other topics are offered both in person and through our online platform, funded in part by the Community Foundation to ECS, making high quality trainings available to providers throughout our service area in a manner that providers are able to access unimpeded by geography or long program hours. These trainings have been designed to compliment and not compete with the work being done by the Lasinger Center.

Additionally, the ELC through ECS offers one on one technical assistance on the topics listed above to any School Readiness provider based on provider need.

Additional Quality Services

Reading Pals: This is a reading program that places volunteer readers into 3 and 4 year old classrooms once a week to read to small groups of children. Currently we have reading pals in Putnam, St. Johns and Clay Counties. Volunteers must fill out an application and are background screened to meet all state volunteer regulations. Reading pals go through an initial training then quarterly meetings are held all year where they receive additional training. Currently we have 68 reading pal volunteers reading in 42 School Readiness centers.

Three Year Old Book Bag Project: This is a book program that gives away program in the Fall and Spring. Book bags are distributed to area three year old classrooms in School Readiness programs in the six counties we serve. In each bag is 10-12 age-appropriate books along with educational information for parents on the importance of reading to their child. Volunteers put all the bags together and then along with ECS and ELC staff the bags are personally delivered to child care centers. At the time of delivery a special story time program featuring a different book character each year is presented. In 2014-2015 just over 1,400 bags were delivered. The goal for 2015-2016 is 1,600 bags. This program is funded through current quality funds as well as donations from local organizations and grants.

Early Educators Conference: Each year in January starting in 2013 we have hosted an early educators conference for all of our providers in the six counties we serve. The Conference is held in different areas of our service area each year to ensure all providers can participate. The ELC of North Florida works closely with Episcopal Children’s Services to host this day long event. Attendees are able to receive CEU’s and in-service hours for attending. There is a keynote speaker and many breakout sessions featuring many different topics relating to early education. This past year we also included in this event the “Preschool Teacher of the Year” awards. A top teacher was honored from each of our six counties.

National Read for the Record Day in October and the Florida Statewide Simultaneous Reading Event in January. The ELC provides the book and a packet of activities that go along with it for the centers that wish to participate in both of these events.

Themed Literacy Programs – throughout the year different themed literacy programs are made available to all of the ELC providers. The themes include the Five Senses, Jungle, Pete the Cat, Ocean Life and Insects. A team of ELC volunteers and staff provide different activities all relating to that theme and each child receives a free books relating to that theme as well. The teacher receives a bag of books and activities which they then can use to duplicate that same program in the future. During the first week in March each year in celebration of Dr. Seuss Birthday we put on a different Dr. Seuss program each day that week.

Reading with Ronald – in partnership with Episcopal Children’s Services we provide free books for each child that attends the Reading with Ronald events scheduled in each of the six counties we serve. Child care programs serving School Readiness children are invited to attend.

Putnam County United Way Book Bag Project – Using a grant from United Way, ECS our primary services provider, distributes books to Putnam County children and activities and sets of selected books to give to SR teachers in the county.

Additionally the ELC and their primary contractor participate in the Performance Funding Project. This project has continued to evolve over the past several years, but the ELC will continue to participate in accordance to the most recent guidance available.

In 2016-2017 OEL also initiated a “Contracted Slots” program. ELC participated by selecting providers who are at least Level 2 in the PFP project to participate and using the benchmarks contained in the PFP to continue to monitor the “Contracted Slot” providers. The ELC plans to continue participation as long as the program continues to be funded by OEL.
c. Does the coalition provide financial supports to early learning providers? Financial supports must be intended to reward, improve, or sustain quality. They can include grants, cash, reimbursements, gift cards, or purchases made to benefit a program. One-time grants, awards, or bonuses include any kind of financial support that a program can receive only once. On-going or periodic quality stipends include any kind of financial support intended to reward, improve, or sustain quality that a program can receive more than once.

Does the coalition provide one-time grants, awards or bonuses to Child Care Centers?

☒ Yes ☐ No

If yes, describe:

We purchase items for programs to improve their quality including classroom supplies, and curriculum as the need and funding allows. Additionally, we periodically offer mini-grants to programs to purchase curriculum, tablets, or other quality supports including stipends for additional staffing.

Does the coalition provide one-time grants, awards or bonuses to Family Child Care Homes?

☒ Yes ☐ No

If yes, describe:

We purchase items for programs to improve their quality including classroom supplies, and curriculum as the need and funding allows. Additionally, we periodically offer mini-grants to programs to purchase curriculum, tablets, or other quality supports.

Does the coalition provide on-going or periodic quality stipends to Child Care Centers?

☐ Yes ☒ No
If yes, describe:

Does the coalition provide on-going or periodic quality stipends to Family Child Care Homes?

☐ Yes ☒ No

If yes, describe:

Please check what types of financial supports are provided to child care teachers/providers.

☒ Scholarships
☐ Reimbursement for Training Expenses
☐ Loans
☐ Wage supplements
☐ N/A
☒ Other Describe:

Free CEU’s and classes offered online. Reimbursement to providers for some early learning conferences including per diem and mileage in some cases.

d. Does the coalition have a voluntary Quality Rating Improvement System (QRIS) in place for the coalition’s service area?

☐ Yes ☒ No

If yes, please provide how many levels and a brief description of each level:
<table>
<thead>
<tr>
<th>QRIS Level</th>
<th>Level Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please attach any supporting documentation as **Attachment III.D**.

## IV. FINANCIAL MANAGEMENT

### A. Budget

Please fill out **Attachment IV.A Coalition Budget Report**.

### B. Prior Year Revenues and Expenditures

Please fill out **Attachment IV.B Coalition Revenue and Expenditure Report**.

## V. MONITORING

### A. Monitoring Plan and Procedures

Please attach a copy of the coalition’s policies and procedures for monitoring SR Program providers as **Attachment V.A**.

### B. Grievance/Complaint Resolution

Please attach a copy of the grievance policies and procedures that address complaints made by parents and child care providers as **Attachment V.B**.
VI. COALITION PLAN VALIDATION

A. Public Input

Please attach copies of proof of public input, such as coalition minutes as Attachment VI.A.

By signing below, I hereby certify that all information provided in this plan is accurate and complete to the best of my belief and knowledge. I certify that all services will be provided in accordance with the plan as approved by the Florida Office of Early Learning (OEL). I further certify that the local services will be provided in compliance with all applicable federal, state, and local laws and regulations and the State Child Care and Development Fund Plan approved by the Federal Department of Health and Human Services.

Chair Signature: ___________________________  Executive Director: ___________________________

Printed Name: ___________________________  Printed Name: ___________________________

Date Signed: ___________________________  Date Signed: ___________________________
SR Priority of Services

Policy and Procedures

The ELC of North Florida provides School Readiness Services to residents of Florida residing in Clay, Nassau, Baker, Bradford, Putnam and St. Johns County if they meet the eligibility requirements for the following priorities and procedures.

Florida School Readiness Statute lists the following nine priorities:

**Priority 1** – Children younger than age 13 whose parents receive temporary cash assistance and are subject to federal work requirements.

**Priority 2** – At-risk children younger than age 9.

**Priority 3** – Economically disadvantaged children until eligible to enter kindergarten. Their older siblings up to the age they are eligible to enter 6th grade may also be served.

**Priority 4** – Children from birth to kindergarten whose parents are transitioning from the temporary cash assistance work program to employment.

**Priority 5** – At-risk children who are at least age 9 but younger than 13. Those with siblings in priority groups 1-3 are higher priority than other children ages 9-13 in this priority group.

**Priority 6** – Economically disadvantaged children younger than 13. Priority in this category is given to children who have a younger sibling in the School Readiness Program under priority 3.

**Priority 7** – Children younger than 13 whose parents are transitioning from the temporary cash assistance work program to employment.

**Priority 8** – Children who have special needs and current individual educational plans from age 3 until they are eligible to enter kindergarten.

**Priority 9** – Children concurrently enrolled in the federal Head Start Program and VPK, regardless of priorities 1-4.

ECS will follow these priorities in eligibility in all cases.

---

**SRPP07 SR Eligibility Determinations, Initial Enrollments and Redeterminations**

Policy and Procedures

Policy:
Application/Forms – There should be an application that has been completed, signed, and dated at least annually by the parent/guardian. All questions on the application should be completed by the parent/guardian. If assistance completing the form is needed, the individual completing the form should complete the document during the interview with the parent(s)/guardian(s). Changes added by anyone other than the applicant must be initialed and dated by the parent/guardian. This will show that the parent/guardian reviewed additions/changes. The Family Service Specialist should include in the case notes the reason assistance was requested. This practice ensures that application is accurate representation of the household’s circumstances and is attested to by the parent/guardian. Should the information later turn out to not be a complete and accurate representation of the household’s circumstances, then the document will still be able to be used as evidence should a referral for benefit recovery/fraud prosecution be necessary.

Note: For At-Risk Children who receive expedited services, additional arrangements can be made with the client to complete the enrollment process. These methods include working with the caseworker or the child care provider to get the paperwork to the client, faxing the paperwork, or making arrangements with the client to meet them at specified location other than the designated one stop offices. These arrangements can also be made for clients that are unable to come to the office for a face-to-face appointment when traveling to the office will cause an undue burden to the family as well as when updates need to be made to their currently eligibility period.

Services can not start or continue prior to receiving a completed application and all supporting documentation for establishing or continuing eligibility. Neither initial eligibility nor redetermination of eligibility shall be completed without such. A client shall not be found eligible without all required documentation (as it pertains to their specific billing group requirements) filed. A client’s formal interview as input into EFS shall not be completed until all required documentation is attained and filed and the client has chosen a childcare provider. If any eligibility requirement is not met, an eligibility interview shall not be completed and the client shall not receive services. Documentation is to be returned to the prospective client at that time or arrangements can be made to obtain the required documentation that is missing in an effort to not cause any undue burden to the clients and their families.

A pre-interview may be completed in instances with a prospective client to see if a client may be eligible for services, or in a case where it appears a client will be eligible but the client is not able to complete an enrollment at that time. In such cases, a history note explaining the situation shall be made and all documentation shall stay in the custody of the potential client, unless additional arrangements are made to obtain the missing documentation to complete the interview if deemed necessary. ECS staff shall not retain pre-interview documentation prior to the official establishment of eligibility.

Under no circumstances shall ECS retain eligibility documentation without completing a School Readiness child file.
As of July 1, 2016, during the eligibility period, the only time additional signatures are needed is if SR-100 is resubmitted to support a parent copayment decrease then the parent should sign. Parent/guardian signatures are not required for a renewing referral if during the 12-month eligibility period.

Eligibility can only be established based on the information provided through the end of the eligibility period. Children remaining in payment status beyond the end of the authorized period are ineligible. A new eligibility review MUST be completed and fully documented to support continued eligibility. Eligibility cannot extend beyond authorized eligibility dates.

Procedures:

Initial Enrollment

1. Parent/Guardian will make an appointment or come as a walk-in to see a Family Service Specialist.
2. Family Service Specialist will inform parent/guardian of required documentation to bring to interview.
3. At the time of the interview, Family Service Specialist will determine and process eligibility if parent/guardian provides ALL required documentation. If all documentation is complete and the client has chosen a provider:
   a. FSS will make the necessary copies for the file.
   b. FSS will print Application, Certificate, and Fee Agreement
   c. FSS will review Child Enrollment Checklist and Terms & Conditions with parent/guardian
   d. FSS will have parent/guardian review the Application to make sure address, child’s name spelling, and child’s Date of Birth are correct
   e. Parent/Guardian will sign Application, Certificate, Fee Agreement, Income Worksheet, Child Enrollment Checklist, Terms & Conditions, and additional forms deemed necessary to complete the interview based on the client’s situation to determine eligibility for the School Readiness program.
   f. The Family Service Specialists needs to request a birth certificate for a child not receiving care and listed on the income worksheet.
4. Family Service Specialist will make a copy of Certificate containing Parent/Guardian’s signature and place it in the file.
5. Family Service Specialist will give Certificate to parent/guardian to obtain the provider’s signature. (Note: parent/guardian should be made aware that Certificate should be mailed, faxed or scanned and e-mailed to our office within 10 days of interview appointment.
6. Family Service Specialist will make detailed casenotes explaining what was done during the interview.
7. Family Service Specialist will file the file in the tickler for 10 days from interview with parent/guardian.
8. Once Certificate is returned within 10 days from appointment, file it, casenote it and file client’s file in the active files drawer if file is complete.
What happens if Certificate is not received by the 10th day?
Family Service Specialist will make 3 attempts to collect the Certificate from the child care provider.

**Redeterminations**

1. Parent/Guardian will be asked to make an appointment or come in as a walk-in, with Family Service Specialist, at least 15 days prior to Redetermination Date. We will see parents that make the appointment later than 15 days prior to Redetermination Date to the extent possible, but want to encourage parents to make the appointment earlier.
2. Family Service Specialist will inform parent/guardian of required documentation to bring to interview.
3. At the time of the interview, Family Service Specialist will do the same as in initial enrollment steps 3 to 8.

Note:

*If a coalition redetermines a family prior to the end of the initial 12-month authorization, the new 12-month authorization shall still begin on the day after the initial 12-month authorization end date and not the date the coalition actually approved the redetermination.*

If a client reports an increase in income, or completes their redetermination interview prior to their last day of service and their income has exceeded 85% of the state medium income (SMI), we need to explain to the client that they have exceeded the allowable income limit and will need to terminate care in 14 calendar days, or the original redetermination date, whichever is sooner. If the client comes in to redetermine on their redetermination date, services need to be terminated immediately.

**SRPP08 Eligibility Terminations**

**Policy and Procedures**

**Policy:**

If School Readiness services are being terminated, a Notice of Change in Child Care Status (Termination Notice/4181) must be sent to the parent/guardian, to provider and to the caseworker for At-Risk, TCC and TANF referrals. The notice must contain a clear indication as to the reason SR services are being terminated, effective date, and whom it affects. Providers must also be informed of effective dates of any loss of funding and who (which child(ren)) it affects. Under most circumstances, the parent/guardian should receive a minimum 10 to 15 calendar days notice to allow sufficient time to appeal. However, if a client reports an increase in income, or completes their redetermination interview prior to their last day of service and their income has exceeded 85% of the state medium income (SMI), we need to explain to the client that they have exceeded the allowable income limit.
and will need to terminate care in 14 days, or the original redetermination date, whichever is sooner. If the client comes in to redetermine on their redetermination date, services need to be terminated immediately.

For billing groups that provide 12-month eligibilities, services shall be discontinued for a family prior to the end of the 12-month eligibility period under limited circumstances. The family and provider will be notified of disenrollment at a minimum of two weeks prior to termination of services. Qualifying events for termination include:

(a) Excessive unexplained absences that exceed 10 calendar days during a total month of attendance. The coalition shall document 3 attempts to contact the family and the provider regarding excessive absences prior to disenrollment.

(b) Substantiated fraud or intentional program violation determined by the coalition or its designee pursuant Sections 1002.91 and 1002.84 (17), F.S.

(c) A change in residency outside of the state of Florida.

(d) Purpose of care is not reestablished at the end of a three (3) month period.

(e) The family income exceeds 85% of the current state median income.

At times, clients will request that their child’s enrollment be “suspended”. This is okay as long as the length of the request is within the original eligibility period given. "Suspend" means to temporarily discontinue services for the parent when the parent intends to resume an eligible education/training or work activity that has an interruption that exceeds three (3) months or the child temporarily does not need school readiness services offered by the coalition.

Procedure:

1. FSS will complete A Notice of Change In Child Care Status (Termination Notice/4181)
2. The original Notice will be sent to parent/guardian’s mailing address
3. FSS will send a copy to provider and to caseworker for At-Risk children, if applicable
4. FSS will retain a copy in the file
5. FSS will put file in tickler for when termination is to be done
6. On the day of the termination, FSS will notify provider via phone. A Notice of Terminated Children must also be faxed to provider if provider has a fax machine. FSS must casenote that Provider was notified by phone and the Notice of Terminated Children was faxed.
7. FSS will enter a termination date (the day after) in the Termination Screen and will enter a termination code according to EFS standards explaining the reason for disenrollment.

**Important! No active household should be terminated unless the Notice of Termination has been sent to the Parent, the Provider and a copy placed in the client file.**

Forms to be used with this policy:
SRF01 Termination Notice
SRF44 Notice of Terminated Children
Additional Requirements regarding Disenrollment

1. If disenrollment is necessary, the Early Learning Coalition of North Florida Board of Directors will notify the Primary Service Provider of the decision to disenroll and the proposed timetable within twenty-four (24) hours of the decision being made.

2. The information concerning the disenrollments should be conveyed to all Board Members and staff of the Coalition and Primary Service provider. Every effort should be made to train front line staff on methods of communicating this message in a positive manner to providers and parents.

3. Consideration should be given to a public service announcement that would be jointly written and distributed to the community and media by the Coalition and the Primary Service Provider. This announcement should include: 1) it is a decision of last resort; 2) the need for child care assistance in the Coalition’s counties’ areas have outgrown school readiness funding; 3) every effort is being given to locate alternative programs; 4) a plea for public/private funding assistance to alleviate further disenrollment.

4. No disenrollment will be permitted for “Must Serve” categories 1 & 2 unless all lower priority children have been disenrolled already and budget constraints require it. Should this occur, the Coalition will consult with OEL and DCF regarding proper notifications and procedures.

5. Children will be disenrolled from the School Readiness program in reverse order of priority placement per Florida School Readiness statute and OEL rule as applicable.

6. Those children that have been disenrolled must be returned to the Wait List; these children who have been placed on the waitlist due to disenrollment will have priority over those that are in the same classification of eligibility. Eligibility determination must be recertified before they are placed back into readiness programs.

7. All lower priority clients on the Wait List will be placed in “frozen” status. The “freeze” will remain in effect until funding to serve additional clients is made available.

8. Guidelines regarding Parental Choice must be met when changing or moving children from one program to another.

9. Parents should be advised that they can seek information regarding alternative programs and resources.

10. Resource and Referral staff will be maintained by the Primary Service Provider to answer questions and give resource information.

11. The Primary Service Provider is responsible for providing the Coalition supporting data in sufficient and acceptable form and substance including adherence to the Coalition’s Disenrollment Procedure.

SRPP01 BG1 At-Risk Children
Policy and Procedures

Policy:

"At-risk child" means:
(a) A child from a family under investigation by the Department of Children and Families or a designated sheriff's office for child abuse, neglect, abandonment, or exploitation.
(b) A child who is in a diversion program provided by the Department of Children and Families or its contracted provider and who is from a family that is actively participating and complying in department-prescribed activities, including education, health services, or work.
(c) A child from a family that is under supervision by the Department of Children and Families or a contracted service provider for abuse, neglect, abandonment, or exploitation.
(d) A child placed in court-ordered, long-term custody or under the guardianship of a relative or nonrelative after termination of supervision by the Department of Children and Families or its contracted provider.

(e) A child in the custody of a parent who is a victim of domestic violence residing in a certified domestic violence center.

(f) A child in the custody of a parent who is considered homeless as verified by a Department of Children and Families certified homeless shelter.

**Eligibility for Children at Risk of Abuse or Neglect.**

(a) At-risk and Protective Service Child Care Authorizations. Eligibility is based on a documented child care authorization from the Florida Department of Children and Families (DCF) or its contracted providers, DCF-designated Lead Homeless Coalition Continuum of Care agency or Certified Domestic Violence Center. “At Risk Child” is defined in Section 1002.81(1), F.S.

1. Child care authorizations for at-risk and protective services categories shall be valid for the duration determined by the referring entity. A child may continue to maintain eligibility under the at-risk or protective services categories as long as there is a current and valid child care authorization. The parent no longer maintains the current purpose for care upon the child care authorization’s expiration or upon notification of termination from the referring agency to the coalition, whichever comes first.

2. At-Risk and protective services parents with a valid child care authorization will be authorized for 12-months of child care funding. Each time a child care authorization is renewed during the 12-month authorization of child care funding, child care services will continue in increments defined by the referring agency.

3. At the initial determination for at-risk child care authorizations, the coalition or contracted designee shall inform the parent that when the referral expires or is terminated by the referring agency, the parent will have three (3) months to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period. Purpose for care must be reestablished no later than three (3) months after the initial child care authorization expires. A family will not be limited to a single three (3) month period to reestablish a purpose of care during the 12-month eligibility period.

4. If an additional referral is granted to the parent that extends the purpose for care beyond the initial 12-month eligibility period, the coalition shall authorize the parent for an additional 12-month eligibility period, subject to available funding. The time period that surpasses the initial authorization will be counted toward the subsequent authorization period.

5. If the parent loses purpose for care anytime during the initial 12-month eligibility, the coalition shall provide services for three (3) months, at which time the parent must reestablish purpose for care to remain eligible. The time period that surpasses the initial authorization will be counted toward the subsequent authorization period.

**Categories:**
<table>
<thead>
<tr>
<th>Billing Group</th>
<th>Billing Group Title</th>
<th>Eligibility Code</th>
<th>Eligibility Title</th>
<th>Definition</th>
</tr>
</thead>
</table>
| BG1          | At Risk           | 11D              | At Risk Diversion | **Description:** Child care for a child who is in a diversion program provided by DCF/contractor and who is from a family that is actively participating and complying in DCF-prescribed activities.  
**Applicable Purpose for Care:** Child Protection (CP)  
**Work Requirements:** N/A  
**Child Age Requirements:** Birth to younger than 13 years  
**Child Care Authorization Form:** Yes -- from DCF or contracted community-based provider  
**Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.  
**Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.  
**Countable Income:** If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.  
**Authorization Period:** 12 months.  
**Reference:** 45 CFR, §98.20(a)(1)(ii), 98.44, 98.50; CCDF Part 2.5; Sections 1002.81(1)(b) and 1002.87(1)(b)(e), F.S.; |
| BG1          | At Risk           | HOME             | At Risk Homeless   | **Description:** Child care for a child from a family that is in the custody of a parent/guardian who is homeless as verified by a DCF designated-lead agency on homelessness and is participating with a DCF designated-lead agency’s continuum of care services plan for homeless families.  
**Applicable Purpose for Care:** Child Protection (CP)  
**Work Requirements:** N/A  
**Child Age Requirements:** Birth to younger than 13 years  
**Child Care Authorization Form:** Yes -- from a DCF-Designated Lead Agency on homelessness  
**Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.  
**Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.  
**Countable Income:** If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.  
**Authorization Period:** 12 months.  
**Reference:** 45 CFR, §§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(f) and 1002.87(1)(b)(e), F.S.; |
<table>
<thead>
<tr>
<th>BG1</th>
<th>At Risk</th>
<th>FAM</th>
<th>Family Supports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BG1</strong></td>
<td>At Risk</td>
<td>11</td>
<td>At Risk In Home</td>
</tr>
<tr>
<td><strong>BG1</strong></td>
<td>At Risk</td>
<td>13</td>
<td>At Risk Foster Care</td>
</tr>
</tbody>
</table>

**Description:** Child care for a child from a family that is in the custody of a parent who is a victim of domestic violence and who is residing in a certified domestic violence center.

**Applicable Purpose for Care:** Child Protection (CP)

**Work Requirements:** N/A

**Child Age Requirements:** Birth to younger than 13 years

**Child Care Authorization Form:** Yes -- from a DCF-Certified Domestic Violence Center

**Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.

**Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

**Countable Income:** If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

**Authorization Period:** 12 months.

**Reference:** 45 CFR §§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(e), and 1002.87 (1)(b)(e), F.S.;
<table>
<thead>
<tr>
<th>BG1</th>
<th>At Risk</th>
<th>14R</th>
<th>At Risk Out of Home</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Child care for a child placed in court-ordered custody of a relative/non-relative by DCF/contracted provider and receiving out-of-home protective services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applicable Purpose for Care:</strong></td>
<td>Child Protection (CP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Requirements:</strong></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Age Requirements:</strong></td>
<td>Birth to younger than 13 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Care Authorization:</strong></td>
<td>Yes -- from DCF or contracted community-based provider</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income Eligible:</strong></td>
<td>Eligibility is not dependent on income, but if available should be used to calculate parent fee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Household Size:</strong></td>
<td>Related child(ren) on the Child Care Authorization only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Countable Income:</strong></td>
<td>If available, count child(ren)'s income only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Authorization Period:</strong></td>
<td>12 months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reference:</strong></td>
<td>45 CFR §§§98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(d), and 1002.87(1)(b)(e), F.S.;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BG1</th>
<th>At Risk</th>
<th>IN</th>
<th>Protective Invest In Home</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Child care for a child from a family who has been referred for investigation by DCF/contracted provider for abuse, neglect, abandonment and/or exploitation. Child remains in the home with the alleged perpetrator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applicable Purpose for Care:</strong></td>
<td>Child Protection (CP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Requirements:</strong></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Age Requirements:</strong></td>
<td>Birth to younger than 13 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Care Authorization:</strong></td>
<td>Yes -- from DCF or contracted community-based provider</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Countable Income:</strong></td>
<td>If available, count all earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Household Size:</strong></td>
<td>All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit and authorized eligibility by the referring agency.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income Eligible:</strong></td>
<td>Eligibility not dependent on income, but if available should be used to calculate parent fee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Authorization Period:</strong></td>
<td>12 months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reference:</strong></td>
<td>45 CFR §§§98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(a) &amp; 1002.87 (1)(b)(e), F.S.; 65C-29.003(9), F.A.C.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BG1</th>
<th>At Risk</th>
<th>OUT</th>
<th>Protect Invest Out Home</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Child care for a child from a family who has been referred for investigation by DCF/contracted provider for abuse, neglect, abandonment and/or exploitation. Child has been removed from the alleged perpetrator’s home where the investigation is being conducted. <strong>Applicable Purpose for Care:</strong> Child Protection (CP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Requirements:</strong></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Age Requirements:</strong></td>
<td>Birth to younger than 13 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Care Authorization:</strong></td>
<td>Yes -- from DCF or contracted community-based provider</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Countable Income:</strong></td>
<td>If available, count child(ren)'s income only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Household Size:</strong></td>
<td>Related child(ren) on the Child Care Authorization only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income Eligible:</strong></td>
<td>Eligibility not dependent on income, but if available should be used to calculate parent fee. <strong>Authorization Period:</strong> 12 months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reference:</strong></td>
<td>45 CFR §§ §98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(a) &amp; 1002.87 (1)(b)(e), F.S.; 65C-29.003(9), F.A.C.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Procedures:**

1. Receive referral
   a. **Review entire referral for accuracy.**
      (If the referral indicates the purpose for care is employment, the employment
must be verified with one current pay stub or employment verification documentation.)

2. Complete the Agency Referral Acknowledgement Form and fax to caseworker within 24 hours to:
   1. Request missing information or corrections needed
      *See note below under Miscellaneous regarding edits/corrections.
      OR
   2. Grant/deny fee waiver/reduction request

   a. All fee waiver/reduction requests must be approved on a case by case basis.
   b. Enter casenote in EFS under client history, recording date of receipt and the action completed via Agency Referral Acknowledgement Form (granting or denial of fee waiver/reduction and/or request for missing or incorrect info.) *If new client, create an EFS record for client only and casenote child(ren) name(s) for whom referral is for. Do not add child records at this time as they may be in system under another guardian.
   c. Enter referral information in APRICOT Referral tracking database (date referral expires is 10 days from the caseworker signature date including the date signed. Ex. Signature date 4/05/12 then expiration date is 4/14/12).
   d. Place initial call (Attempt 1) to client
      A. If client was reached note status (appt. made, serv. not desired, etc..) enter this action in APRICOT referral tracking database
      B. If client not reached send “unable to contact letter” (Attempt 2) and enter this action in APRICOT referral tracking database
      C. Enter casenotes in EFS client history

3. Place referral in your tickler on the date it is to expire or on the date you have set an appt. with the client

4. When referral is reached in the tickler:
   A. If enrolling: Upon completion of enrollment update APRICOT Referral tracking database with number of new enrollments or select redetermination only.
   B. If expired: complete and fax the Expired Referral Letter to client and Agency Caseworker, place original referral in expired referral binder and update the APRICOT Referral tracking database.
   C. Enter casenotes in EFS client history

Miscellaneous Information for BG 1 Enrollments and Redeterminations

Upon initial enrollment and redetermination:

The children must be under an open At-Risk PI/PS case to be on a referral. A child under protective supervision can be continued on referral for the remainder of the authorization period.
At risk children will be served according to eligibility priority groups described in Florida Statute 1002.87 (1).

ANY child under DCF’s supervision must be placed in a licensed facility. Children in foster care, age birth to school entry, must attend a child care facility in compliance with Rule 65C-13.030(2)(d), FAC. Which requires that caregiver(s) shall choose child care for children in licensed out-of-home care according to the following order–

1. Gold Seal accredited child care providers or providers participating in a quality rating system.
2. Licensed child care providers.
3. Public school providers.
4. License exempt child care providers, including religious exempt, registered and non-public school.

These providers must be participating in the SR Program through the local ELC. If there is no available Gold Seal accredited child care provider or space for the child at the Gold Seal provider, then the caregiver shall choose a licensed child care provider. If a licensed child care provider has no availability, the caregiver shall choose a public school provider. If there is no availability at a public school provider, the caregiver shall choose a license-exempt child care provider as this subparagraph requires. The licensed out-of-home caregiver shall assume the cost of child care to the extent that subsidized child care is unavailable.

When individual circumstances warrant deviating from the established prioritized list of child care settings, both the case manager and the coalition must document the reason for choosing care other than by the prioritized list.

A Child at Risk sticker should be placed on the certificate listing protective service children 5 years and under with the caseworker’s name and contact number.

Any corrections/edits made to referral must include: 1. initials; 2. date & time; 3. name of person from whom authorization to change/edit was given. This information should be recorded manually on the referral AND a history note must be entered in the client record. Signature dates cannot be edited under any circumstances. If there is an error involving the signature date, a new referral must be requested. All communication should be included in the case-notes.

Referral authorization dates cannot be backdated beyond the date of the caseworker signature.

For parents/guardians when the fee waiver/reduction is not granted, the BG8 eligibility process should be followed to determine parent fees. As a best practice, if parents/guardians do not provide proof of income, the parent fee should be set to the highest possible parent fee on the sliding fee scale prior to being waived/reduced for the duration of the referral. This will encourage parents/guardians to obtain a purpose of care as quickly as possible after a referral is no longer valid. Services will not be denied if
documentation is not supplied. Parent fees should be determined as accurately as possible with the written or verbal information available. The Request for Missing Documents Form to obtain missing documentation process (see below) will be used to provide proof of attempts to complete the file.

**From OEL: At-Risk children** should not be denied services while ECS works to obtain the necessary documentation to support the child’s age. ECS must work with the referring entity to obtain the supporting documentation which could be a copy of the court order indicating the child was removed from the home. Documentation to support the effort in obtaining the necessary evidence should be maintained in the file while awaiting the corroborating documentation. Example: a letter or a notice indicating the request for the documentation. Supporting documentation obtained must contain the child’s name and date of birth, establishing the child is of an appropriate age to receive funding.

(Request For Missing Documents Form)

**Internal Procedures to obtain missing documentation**

When possible all paperwork and files should be completed for BG1 clients as for all other clients. When required documents are missing:

1. Upon the 10th day after enrollment or redetermination, complete the Request for Missing Documents Form (Attempt 1). Original goes to parent. A copy is sent to caseworker. Place in tickler for 15 days. Casenote
2. On the 25th day, complete attempt 2. Same as above. Casenote
3. On the 40th day, complete attempt 3. Same as above. Place Request for Missing Documents Form with all 3 attempts documented in client’s file. No further are attempts required. Casenote.

If documentation was never received during initial authorization and a new referral is received several months later renewing child care authorization, this process must be followed again if documentation is not provided at redetermination.

**SRPP02- TANF Eligible - WorkSource Policy & Procedures**

**Policy:**

Welfare Transition Program. Eligibility is based on a documented child care authorization issued by DCF or the local workforce agency.

Temporary Cash Assistance parents must also maintain compliance with statutory welfare transition program requirements by DCF or the local workforce referral agency, as monitored by the referring agency.

All children eligible under the Temporary Cash Assistance, Temporary Cash Assistance Respite, and Temporary Cash Assistance Applicant programs will be authorized for child care funding for the period indicated by the referring agency’s child care authorization. The
parent no longer maintains purpose for care under this eligibility category upon child care authorization expiration or upon notification of termination from the referring agency to the coalition, whichever comes first.

The coalition or contracted designee shall inform the parent and DCF or local workforce referral agency that when the child care authorization expires the parent will have three (3) months to provide documentation to establish a purpose for care under another eligibility category to continue to receive services for the remainder of the initial 12-month authorization period. Purpose for care must be reestablished no later than three (3) months after the child care authorization expires. A family will not be limited to a single three (3) month period to reestablish a purpose of care during the 12-month eligibility period.

Categories:

<table>
<thead>
<tr>
<th>Billing Group</th>
<th>Billing Group Title</th>
<th>Eligibility Code</th>
<th>Eligibility Title</th>
<th>Definition</th>
</tr>
</thead>
</table>
| BG3 | Temporary Cash Assistance Not Working | TCAN | TCA Not Working | Description: Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is receiving temporary cash assistance (TCA) under chapter 414 F.S., and subject to the federal work requirements, who is not working but is involved in activities assigned by the referring agency. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form.  
Applicable Purpose for Care: Education & Training (ET), Job Search (JS) or Work Activity (WA)
Work Requirements: Based on the federal work requirements activity assigned by the referring agency.
Child Age Requirements: Birth to younger than 13 years
Child Care Authorization Form: Yes -- from Welfare Transition Program/local workforce board
Income Eligible: Yes -- at or below 185 percent of Federal Poverty Level (Determined by DCF)
Household Size: All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.
Countable Income: Countable unearned income from all household members who are included in the TANF assistance group. Employment income should not exist for this category. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.
Authorization Period: Based on Child Care Authorization Form - maximum is six months.  
Reference: 45 CFR §§98.44, 98.50; CCDF State Plan, Part 2.5; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(b), F.A.C. |
<table>
<thead>
<tr>
<th>BG3W</th>
<th>Temporary Cash Assistance Working</th>
<th>TCAW</th>
<th>TCA Working</th>
</tr>
</thead>
</table>

**Description:** Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is employed and receiving temporary cash assistance under chapter 414 F.S., and subject to the federal work requirements. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form.

**Applicable Purpose for Care:** Employment (EM), Both Employment and Training and/or Education (TT)

**Work Requirements:** Based on the federal work requirements activity assigned by the referring agency.

**Child Age Requirements:** Birth to younger than 13 years

**Child Care Authorization Form:** Yes -- from Welfare Transition Program/local workforce board

**Income Eligible:** Yes -- at or below 185 percent of FPL (Determined by DCF)

**Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.

**Countable Income:** Earned and countable unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

**Authorization Period:** Based on Child Care Authorization Form - maximum is six months.

**Reference:** 45 CFR §§98.44, 98.50; CCDF State Plan Part 2.5; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(b), F.A.C.

<table>
<thead>
<tr>
<th>WRC</th>
<th>Temporary Cash Assistance Respite</th>
<th>RCI</th>
<th>TCA Respite</th>
</tr>
</thead>
</table>

**Description:** Child care for a child from a family that includes a parent who is receiving temporary cash assistance (TCA) under chapter 414 F.S., and subject to the federal work requirements, who is not working but is involved in respite activities assigned by the referring agency. Participants may participate in an out-of-home residential treatment for alcoholism, drug addiction, alcohol abuse, or a mental health disorder, as certified by a physician licensed under chapter 458 or chapter 459, F.S., instead of a work activity while participating in treatment. The participant shall be required to comply with the course of treatment necessary for the individual to resume work activity participation. The treatment agency shall be required to notify the referring agency with an initial estimate of when the participant will have completed the course of treatment and be ready to resume full participation in the Welfare Transition Temporary Cash Assistance Program. Care may be provided for up to 24 hours per day.

**Applicable Purpose for Care:** Respite Services (WR)

**Work Requirements:** Based on the federal work requirements activity assigned by the referring agency.

**Child Age Requirements:** Birth to younger than 13 years

**Child Care Authorization Form:** Yes -- from Welfare Transition Program/DCF

**Income Eligible:** Yes -- at or below 185 percent of FPL (Determined by DCF)

**Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.

**Countable Income:** Earned and countable unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.
**Authorization Period:** Based on a documented Child Care Authorization Form not to exceed 60 days
Reference: 45 CFR §§98.44, 98.50; CCDF State Plan, Part 2.5.; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(b), F.A.C.; Section 1002.89, F.S.

| BG3AP | Description: | Temporary child care for a child from a family that is economically disadvantaged who has applied for TCA, including an up-front diversion payment in order to seek employment. Applicable Purpose for Care: Employment (EM), Education & Training (ET), Employment and Education and/or Training (TT), Job Search (JS) or Work Activity (WA) Work Requirements: Based on the federal work requirements activity assigned by the referring agency. Child Age Requirements: Birth to younger than 13 years. Child Care Authorization Form: Yes -- Welfare Transition Program/local workforce board Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years. Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit. Income Eligible: Yes-- at or below 150 percent of FPL Authorization Period: One 30-day period. Reference: 45 CFR. §§§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(7) & 1002.87(1)(c)(f), F.S.; Section 1002.89, F.S.

---

**SRPP03 Billing Group 3 BG3R-RCG and BG3-28A (Relative Caregivers)**

**Policy and Procedures**

**Policy:**
Children in the Relative Caregiver program. Eligibility under this category is not dependent on family income or work requirements and will instead be based on a documented referral from the Department of Children and Family Services, or its contracted provider for BG3R-RCG and documentation from the Department of Children and Families showing TANF amounts with the recipients name. A child may continue to maintain eligibility under this category if there is a current and valid referral from the Department of Children and Family Services or its contracted provider. Prior to disenrolling any child under this category, the coalition or its designee shall contact the referral agency to verify continued eligibility.

**Relative Caregiver Program**

Child Care Authorization and Relative Caregiver Program Eligibility. In order for a child to be eligible to receive school readiness services in the following categories, pursuant to Sections 1002.87(1)(a)-(i), F.S., a child care authorization or documentation the parent receives relative caregiver payments must be issued by the appropriate agency.

A child may continue to maintain eligibility under the relative caregiver program category if upon closure of the protective services case, the guardian is in receipt of Relative Caregiver Assistance payments for the child in need of school readiness services from the Florida Department of Children and Families.
A child may continue to maintain eligibility under the relative caregiver category for up to 12-months, as determined by the coalition, as long as the parent is in receipt of relative caregiver payments.

At the initial determination for relative caregiver eligibility, the coalition or contracted designee shall inform the parent that when receipt of relative caregiver payments ends the parent will have three (3) months to provide documentation to establish a purpose for care under another eligibility category to continue the remainder of the initial 12-month authorization period. Purpose for care must be established no later than three (3) months after the receipt of relative caregiver payments ends or upon termination of relative caregiver payments, whichever comes first. A family will not be limited to a single three (3) month period to reestablish a purpose of care during the 12-month eligibility period.

If the parent loses purpose for care anytime during the initial 12-month eligibility, the coalition shall provide services for three (3) months, at which time the parent must reestablish purpose for care to remain eligible. The time period that surpasses the initial authorization will be counted toward the subsequent authorization period.

Categories:

1. **BG3R-RCG** - Child care for a child who has been adjudicated dependent and has had an approved home study and has either been placed by the court with a relative under protective supervision or the court has given relative temporary custody. The child must a recipient of the Relative Caregiver program payment. Written documentation from DCF or its contractor is acceptable to establish continued eligibility in lieu of the standard referral. If the referral indicates that the purpose for care is employment (of relative caregiver), the coalition must verify employment with one current pay stub or employment verification documentation. Care is authorized for a maximum of one year.

2. **BG3-28A** - Services provided to a child placed with a relative permanently or on a short-term basis, who is receiving temporary cash assistance as a TANF “Child Only” case. Must have documentation from the DCF showing TANF amount with the recipient’s name. Child care services are provided for placements meeting the definition of working families (need a purpose of care). Eligibility is not dependent on family income. Care is authorized for a maximum of 12 months or less.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Billing Group</th>
<th>Billing Group Title</th>
<th>Eligibility Code</th>
<th>Eligibility Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>TANF amount received</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>----------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2, 5, 9</td>
<td>BG3R At Risk  RCG At Risk RCG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>Child care for a child who is a recipient of the Relative Caregiver payment and determined to be a court ordered dependent by a Florida court and placed in a relative’s home by the DCF/contracted provider.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicable Purpose for Care:</td>
<td>Child Protection (CP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Requirements:</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Age Requirements:</td>
<td>Birth to younger than 13 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Authorization:</td>
<td>No -- verification of current RCG payment is required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countable Income:</td>
<td>If available, count child(ren)’s income only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Household Size:</td>
<td>Related child(ren) only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Eligible:</td>
<td>Eligibility not dependent on income, but if available use to calculate parent fee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorization Period:</td>
<td>12 months or less</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference:</td>
<td>45 CFR, §§§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(d) &amp; 1002.87 (1)(b)(e), F.S.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3, 6, 9</td>
<td>BG3 Economically Disadvantaged TANF Child Only 28A TANF Child Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>Child care for a child who is recipient of temporary cash assistance as a TANF “child only case” who has been placed with a relative permanently or on a short-term basis. Must have documentation from the DCF showing TANF amount with the recipient’s name. Guardian(s) must meet the purpose for care requirements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicable Purpose for Care:</td>
<td>Employment (EM), Education &amp; Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Requirements:</td>
<td>Guardian(s) must be working or engaged in eligible education/training activities at least 20 hours per week or may be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Age Requirements:</td>
<td>Birth to younger than 13 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Authorization Form:</td>
<td>No (verification of TANF child only payment needed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countable Income:</td>
<td>Child(ren) income only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Household Size:</td>
<td>Child(ren) only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Eligible:</td>
<td>Yes-- child’s income at or below 150 percent of FPL for entry into program, at or below 200 percent of FPL for continued eligibility; graduated phase-out applies for income above 200 percent of FPL to 85 percent of State Median Income (SMI) for a family of up to seven; for families of 8 or more, the upper income threshold is at or below 85 percent SMI for continued eligibility.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorization Period:</td>
<td>12 months or less</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference:</td>
<td>45 CFR §§§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(7) &amp; 1002.87(1)(c)(f), F.S.;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BG3R-RCG and BG3-28A TANF amounts**

*Note: In some cases the TANF amount received will be lower than the amounts listed below. In such cases, it is indicated that the family is receiving additional income, and the FSS should ask the caregiver about that to determine whether additional income should be counted. A case note should be made in EFS history notes.*

**BG3R-RCG:**

<table>
<thead>
<tr>
<th>Age</th>
<th>TANF amount received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of children</td>
<td>TANF amount received</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>1</td>
<td>$180</td>
</tr>
<tr>
<td>2</td>
<td>$241</td>
</tr>
<tr>
<td>3</td>
<td>$303</td>
</tr>
<tr>
<td>4</td>
<td>$364</td>
</tr>
<tr>
<td>5</td>
<td>$426</td>
</tr>
<tr>
<td>6</td>
<td>$487</td>
</tr>
<tr>
<td>7</td>
<td>$549</td>
</tr>
<tr>
<td>8</td>
<td>$610</td>
</tr>
<tr>
<td>9</td>
<td>$671</td>
</tr>
<tr>
<td>10</td>
<td>$733</td>
</tr>
</tbody>
</table>

In both BG3R-RCG and BG3-28A, the family size should only be equal to the number of children in the household receiving TANF. The guardians and other family members not receiving TANF should not be counted.

The income used to calculate parent fees will only be the amount of TANF listed on the “Letter of Eligibility” (CNPE) printout and any other income collected by the caregiver for the child (ex. Child Support).

Procedures:

1. Obtain recent documentation of proof of TANF payments.
   a. Samples of documentation are:
      i. Print out from ACCESS
      ii. Recent letter of eligibility

   b. Compare documented TANF amount with the TANF amounts above to determine billing group category

2. All other eligibility requirements apply.

3. Maximum redetermination period is one year.

Policy:

Transitional Child Care/Non-Temporary Cash Assistance, whose children shall be eligible based on a documented referral and documented compliance with statutory welfare transition program requirements by the Department of Children and Family Services or the local workforce referral agency. Once determined eligible for school readiness services a
child shall remain eligible until he or she reaches kindergarten age. However, eligibility for financially-assisted school readiness services under this category may only continue:

1. Within the time limit for welfare transition services authorized in statute, provided the parent is in compliance with all statutory welfare transition program participation requirements, if the child is eligible based on the parent’s participation in a welfare transition program.

**Category:**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Billing Group</th>
<th>Billing Group Title</th>
<th>Eligibility Code</th>
<th>Eligibility Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4, 7, 9</td>
<td>BG5</td>
<td>Transitional Child Care</td>
<td>TCC</td>
<td>Transitional Child Care</td>
<td>Description: Child care for a child from a family that includes a parent or parents who transitions from a workforce program into employment as described in Section 445.032, F.S. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form. <strong>Applicable Purpose for Care:</strong> Employment (EM), Both Employment and Training and/or Education (TT). <strong>Work Requirements:</strong> Employment or Both Employment and Education and/or Training based on documented Child Care Authorization Form. <strong>Child Age Requirements:</strong> Birth to younger than 13 years <strong>Child Care Authorization Form:</strong> Yes -- Welfare Transition Program/local workforce board <strong>Countable Income:</strong> Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years. <strong>Household Size:</strong> All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit. <strong>Income Eligible:</strong> Yes -- at or below 200 percent of FPL initial entry and continued eligibility; <strong>Authorization Period:</strong> 12 months or less. <strong>Reference:</strong> 45 CFR §§§ 98.20(a)(1(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Section 1002.81(7) &amp; 1002.87(1)(d), F.S.;</td>
</tr>
</tbody>
</table>

**Important Note:** ALL TCC start dates will be at the first of the month and end dates will be the last day of a month. You must casenote the remaining months of TCC when determining/redetermining eligibility.

**Procedures**

1. Receive referral
   a. Review entire referral for accuracy – return to or contact caseworker if necessary
      A. Note: If dates or required items are missing, a new referral must be obtained or alternatively the FSS may contact the referring case worker
and make pen or pencil changes. Any pen or pencil changes should be signed and dated by the FSS and include the date, time and name of authorizing case worker. If an email and/or fax is sent to the referring case worker, a copy of such must be attached to the referral. Case notes documenting the changes and approvals must be attached as well. The FSS must document attempts to obtain information missing on referrals. Two documented attempts (phone call & email or fax) would typically represent due diligence.

2. Complete acknowledgement and fax to caseworker within 24 hours
   a. Enter casenote in EFS under client history, recording date of receipt and completion of acknowledgement (if new client, create an EFS record)

3. Enter referral information in Apricot Referral tracking database (date referral expires is 10 days from the caseworker signature date including the date signed. Ex. Signature date 4/05/12 then expiration date is 4/14/12).

4. Place initial call (Attempt 1) to client
   A. If client was reached note status (appt. made, serv. not desired, etc..) enter this action in Apricot referral tracking database
   B. If client not reached send “unable to contact letter” (Attempt 2) and enter this action in Apricot referral tracking database
   C. Enter case-notes in EFS client history

5. Place referral in your tickler on the date it is to expire or on the date you have set an appt. with the client

6. When referral is reached in the tickler:
   A. If enrolling: Upon completion of enrollment update Apricot Referral tracking database with number of new enrollments or select redetermination only.
   B. If expired: complete and fax the Expired Referral Letter to client and Agency Caseworker, place original referral in expired referral binder and update the Apricot Referral tracking database.
   C. Enter case-notes in EFS client history. Must enter a TCC history code specifying the TCC time frame and months of TCC remaining.

---

**SRPP06 BG 8 - Working Poor & Migrant Farmworkers & CC PP**

**Policy and Procedures**

**Policy:**

**Income Based Eligibility Categories.**

(a) Initial Eligibility Determination.

The age limits of eligible children are set forth in Section 1002.87(1), F.S. as follows:
**Priority 3-** Priority shall be given next to a child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. who is from a working family that is economically disadvantaged, and may include such child’s eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.

**Priority 6-** Priority shall be given next to a child who is younger than 13 years of age from a working family that is economically disadvantaged. A child who is eligible under this paragraph whose sibling is enrolled in the school readiness program under paragraph (c) shall be given priority over other children who are eligible under this paragraph.

The family’s income, as defined in Section 1002.81(8), F.S., must be at or below 150 percent of the Federal Poverty Level (FPL) for economically disadvantaged and 200 percent of the FPL for Child Care Executive Partnership (CCEP) children for entry into the school readiness program. If 85 percent of the State Median Income (SMI) is less than 150 percent of the FPL, then 85 percent of the SMI is the income threshold for entry into the school readiness program for economically disadvantaged. If 85 percent of the SMI is less than 200 percent of the FPL, then 85 percent of the SMI is the income threshold for entry into the school readiness program for CCEP children.

A family shall not have assets that exceed one million dollars (as certified by a member of such family). This applies to all children funded with Child Care Development Block Grant funds, including children identified in Section 1002.81(1), F.S.

The family must also meet the definition of “Working Family” as defined by Section 1002.81(16), F.S. Initial eligibility determinations for Economically Disadvantaged, Special Needs, and Child Care Executive Partnership children will be authorized for 12-months of child care funding.

If the parent loses purpose for care anytime during the initial 12-month eligibility, the coalition shall provide services for three (3) months, at which time the parent must reestablish purpose for care to remain eligible. The time period that surpasses the initial authorization will be counted toward the subsequent authorization period. A family will not be limited to a single three (3) month period to reestablish a purpose of care during the 12-month eligibility period.

**(b) Maintaining Eligibility at Redetermination.**

Age of the child. The age of eligible children is set forth in Section 1002.87(1), F.S. (see initial eligibility) If a child’s age exceeds the age limit during the 12-month authorization period, the child shall continue to receive services for the remainder of the 12-month authorization period.

The family’s income must remain at or below 85 percent of the State Median Income (SMI) as the upper level of the program subsidy support. A family shall not have assets that exceed
one million dollars (as certified by a member of such family).

The family must also meet the definition of “Working Family” as defined by Section 1002.81(16), F.S. as follows:

(16) “Working family” means:
(a) A single-parent family in which the parent with whom the child resides is employed or engaged in eligible work or education activities for at least 20 hours per week;
(b) A two-parent family in which both parents with whom the child resides are employed or engaged in eligible work or education activities for a combined total of at least 40 hours per week; or
(c) A two-parent family in which one of the parents with whom the child resides is exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, and one parent is employed or engaged in eligible work or education activities at least 20 hours per week.

All redetermining eligible Economically Disadvantaged, Special Needs, and Child Care Executive Partnership children will be authorized for 12-months of child care as funding allows.

Maintaining Eligibility During an Interruption in Employment Activities or Education Activities

1. A family shall maintain eligibility and child care funding for school readiness services during a temporary interruption in employment activity, with an option to return to that activity, not to exceed three (3) months. A temporary interruption in employment activity includes circumstances such as the parent’s seasonal employment, school system-related employment or leave in compliance with the Family Medical Leave Act. If the temporary interruption in employment exceeds three (3) months, services will be considered suspended, and not reimbursed, until the parent’s employment resumes. The child shall not be placed on the waiting list if the parent has verification that they are still employed and returning to that employment. Care may be re-established for the remainder of the initial 12-month authorization upon resumption of employment and reevaluation of the remaining eligibility factors.

2. A family shall maintain eligibility and child care funding for school readiness services during a temporary interruption in the parent’s educational activity with an intent to return to the education activity at the next available full semester or term, not to exceed three (3) months between a semester or term. If the temporary interruption exceeds three (3) months, services will be considered suspended, and not reimbursed, until the parent’s education enrollment resumes. The child shall not be placed on the waiting list if the parent has verification that they have enrolled in the next semester. Care may be re-established for the remainder of the initial 12-month authorization upon resumption of education and reevaluation of the remaining eligibility factors.

3. School readiness children shall not be terminated prior to the end of the 12-month eligibility period based on a parent’s non-temporary interruption or cessation of
employment, attendance at a job training or education program. Parents shall be provided a three (3) month period to re-establish their purpose for care. The 3-month period will start on the last day of verifiable employment/training/education for working families or the last day of the referral period for at-risk families. If a parent does not establish a purpose for care at the end of the three (3) month period, school readiness funding will be discontinued.

4. Parents and providers must be notified if, as a result of any redetermination, a child is determined ineligible for financial assistance within 10 calendar days.

**Notification to parents**

The coalition or contracted designee shall notify the parents of their responsibility and the method to notify the coalition or contracted designee within 10 calendar days of any change of circumstances related to:

1. Address,
2. Temporary/Non-temporary work or education status,
3. Family size,
4. Failure to maintain attendance at a job training or education program,
5. Income exceeds 85% of the state median income (SMI).

**Payment Certificates**

Upon determination of eligibility, a parent shall be given a payment certificate to submit to an eligible child care provider to enroll the child in its school readiness program. The payment certificate shall at a minimum include the child(ren) for whom a coalition authorized child care, the provider the family selected, signatures of both the beneficiary and school readiness provider representative, the assessed parent copayment for each eligible child, the authorized hours of care and the authorized begin and end dates for school readiness services.

**Transfer of School Readiness Services.**

A family shall continue to receive school readiness services during the 12-month eligibility period due to a change in residence within the state to a different coalition service area.

(a) The school readiness funding shall transfer to the coalition service area that the family relocates to. Funding shall reflect the remaining balance of 12-month eligibility.

(b) The parent copayment may not be increased due to a transfer of services outside of the coalition service area.

(c) The coalition service area of transfer will be responsible for the redetermination of eligibility at the end of the original 12-month authorization period.

(d) If the family transfers during a three (3) month period to reestablish a purpose of care, the family must reestablish a purpose of care by the end of the three (3) month period for services to be continued in the new coalition service area.

**Termination of School Readiness Services.**

Services shall be discontinued for a family prior to the end of the 12-month eligibility period under limited circumstances. The family and provider will be notified of disenrollment at a
minimum of two weeks prior to termination of services. Qualifying events for termination include:

(a) Excessive unexplained absences that exceed 10 calendar days during a total month of attendance. The coalition shall document 3 attempts to contact the family and the provider regarding excessive absences prior to disenrollment.

(b) Substantiated fraud or intentional program violation determined by the coalition or its designee pursuant Sections 1002.91 and 1002.84 (17), F.S.

(c) A change in residency outside of the state of Florida.

(d) Purpose of care is not reestablished at the end of a three (3) month period.

(e) The family income exceeds 85% of the current state median income.

Categories:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Billing Group</th>
<th>Billing Group Title</th>
<th>Eligibility Code</th>
<th>Eligibility Title</th>
<th>Definition</th>
</tr>
</thead>
</table>
| 3, 6, 9  | BG8           | Economically Disadvantaged | ECON            | Economically Disadvantage | Description: Child care for a child from a family that is economically disadvantaged including, but not limited to, a working migratory family that is economically disadvantaged as defined by 34 CFR s. 200.81(d) or (f) or an agricultural worker who is employed by more than one agricultural employer during the course of a year, and whose income varies according to weather conditions and market stability.  
**Applicable Purpose for Care:** Employment (EM), Education & Training (ET), Both Employment and Training and/or Education (TT), Migrant Employed (ME) or Disability (DI)  
**Work Requirements:** In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.  
**Child Age Requirements:** Birth to younger than 13 years  
**Child Care Authorization Form:** No  
**Countable Income:** Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student |

25
who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

**Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

**Income Eligible:** Yes -- at or below 150 percent of FPL for entry into program, at or below 85 percent for continued eligibility; if 85 percent of State Median Income (SMI) is less than 150 percent of FPL, this is the income threshold for entry into the program.

**Authorization Period:** 12 months.

**Reference:** 45 CFR §§§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(7) & 1002.87(1)(c)(f), F.S.;

**Description:** Child care for a child from a working family that is economically disadvantaged and receives CCEP matching funds. The CCEP program provides state, federal and local funds to offer subsidies to low-income working parents whose family income does not exceed the allowable income for any federally subsidized child care program with a dollar-for-dollar match from employers, local government, and other matching contributions.

**Applicable Purpose for Care:** Employment (EM), Education & Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)

**Work Requirements:** In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.

**Child Age Requirements:** Younger than 13 years of age

**Child Care Authorization Form:** No

**Countable Income:** Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

**Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

**Income Eligible:** Yes -- at or below 200 percent of FPL initial entry and continued eligibility.

**Authorization Period:** 12 months.

**Reference:** 45 CFR §§§ 98.20(a)(1)(ii), 98.44, 98.50; Section 1002.94, F.S.
CCPP – SR Child Care Executive Partnership. Local business, local government, and other funders provide dollar for dollar match with CCEP funding to provide child care services. Regular parent fees apply.

New Enrollment:

1. When funding is available, clients on the waiting list will be contacted according to the priority guidelines set up by the Florida School Readiness Statute 1002.87(1), F.S. as follows:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(a) Priority shall be given first to a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements.</td>
</tr>
<tr>
<td>2</td>
<td>(b) Priority shall be given next to an at-risk child younger than 9 years of age.</td>
</tr>
<tr>
<td>3</td>
<td>(c) Priority shall be given next to a child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services. However, a child eligible under this paragraph ceases to be eligible if his or her family income exceeds 200 percent of the federal poverty level.</td>
</tr>
<tr>
<td>4</td>
<td>(d) Priority shall be given next to a child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.</td>
</tr>
<tr>
<td>5</td>
<td>(e) Priority shall be given next to an at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program within an eligibility priority category listed in paragraphs (a)-(c) shall be given priority over other children who are eligible under this paragraph.</td>
</tr>
<tr>
<td>6</td>
<td>(f) Priority shall be given next to a child who is younger than 13 years of age from a working family that is economically disadvantaged. A child who is eligible under this paragraph whose sibling is enrolled in the school readiness program under paragraph (c) shall be given priority over other children who are eligible under this paragraph. However, a child eligible under this paragraph ceases to be eligible if his or her family income exceeds 200 percent of the federal poverty level.</td>
</tr>
<tr>
<td>7</td>
<td>(g) Priority shall be given next to a child of a parent who transitions from the work program into employment as described in s. 445.032 who is younger than 13 years of age.</td>
</tr>
</tbody>
</table>
(h) Priority shall be given next to a child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.

(i) Notwithstanding paragraphs (a)-(d), priority shall be given last to a child who otherwise meets one of the eligibility criteria in paragraphs (a)-(d) but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program.

a. The client will be contacted by via email or by phone and, asked to come in to the office and provide the FSS with the required documentation to establish eligibility.

b. The client needs to provide the FSS with the name of the child care program where the child is or will be attending. If the client does not know where the child will attend, the FSS will offer Resource and Referral services to the parent to assist the parent with his/her child care choice.

c. Child care in this funding group is provided on a first come, first served basis.

2. Family Service Specialist will inform the guardian of required documentation to bring to interview. Parent fees will be based on income and family size.

3. During the appointment, the client will complete and sign the following forms:
   i. Application
   ii. Certificate
   iii. Fee agreement
   iv. Terms and Conditions
   v. Child Enrollment Checklist
   vi. Income worksheet
   vii. Additional documents as needed based on the information provided

SRPP09 Eligibility File Organization

Policy and Procedures

All SR files must follow the following order:

✓ File organization:
   o Right Side of file (top to bottom)
     1. Eligibility Checklist Divider
     2. Notice of Continued Eligibility – If applicable and only if Notice of Continued Eligibility is to cancel a 4181 due to missing original certificate.
     3. 4181 due to missing original certificate.
     4. Signed Application
     5. Signed Certificate
     6. Signed Fee Agreement - check to make sure parent fees match sliding scale
7. Parent Fee Change Form (if applicable)
8. Signed Income Worksheet
9. Statement of non-receipt of child support
10. Verification of Family Status
11. Check stubs/VOE & printout of case note that lists details of VOE confirmation/letter from employer/proof of child support
12. Social Security Letter (if applicable)
13. School Enrollment Letter (if applicable)
14. Referral/CNPE printout
15. 4181- termination notice
16. Redetermination letter

The following additional paperwork is needed based on the following situations:

Provider Transfer
- Provider transfer request form
- Application
- Certificate

Schedule Change Only
- Application
- Certificate
- Parent Fee Agreement

Update Only
- New Referral (If Applicable)
- Parent Fee Change Form (If Applicable)
- Application (If Billing Group Changed)
- Certificate

- **Left Side of file (top to bottom)**
  1. Casenote form - for when EFS is down and can't enter case-notes in EFS.
  2. Eligibility Checklist Divider
  3. Child Enrollment Checklist
  4. Terms and Conditions
  5. Parent Code of Conduct
  6. Changes in Household Form
  7. Fraud Statement Acknowledgement
  8. Legal Forms Pertaining to case
  9. Proof of Age for all children in household
  10. Proof of citizenship for all children receiving services
  11. Proof of Guardianship for all children
  12. Proof of Residence
  13. Copy of photo ID for all parents/guardians in the household

When doing a Provider Transfer Request, the family needs to sign a new application and new certificate and then place the transfer request form (which is also signed by the parent)
behind the new application and certificate and complete a new divider showing “Provider Transfer”.

**SRPP10 Maintaining Eligibility during Breaks in Employment**

**Policy and Procedures**

**Maintaining Eligibility During an Interruption in Employment Activities or Education Activities.**

1. A family shall maintain eligibility and child care funding for school readiness services during a temporary interruption in employment activity, with an option to return to that activity, not to exceed three (3) months. A temporary interruption in employment activity includes circumstances such as the parent’s seasonal employment, school system-related employment or leave in compliance with the Family Medical Leave Act. If the temporary interruption in employment exceeds three (3) months, services will be considered suspended, and not reimbursed, until the parent’s employment resumes. The child shall not be placed on the waiting list if the parent has verification that they are still employed and returning to that employment. Care may be re-established for the remainder of the initial 12-month authorization upon resumption of employment and reevaluation of the remaining eligibility factors.

2. A family shall maintain eligibility and child care funding for school readiness services during a temporary interruption in the parent’s educational activity with an intent to return to the education activity at the next available full semester or term, not to exceed three (3) months between a semester or term. If the temporary interruption exceeds three (3) months, services will be considered suspended, and not reimbursed, until the parent’s education enrollment resumes. The child shall not be placed on the waiting list if the parent has verification that they have enrolled in the next semester. Care may be re-established for the remainder of the initial 12-month authorization upon resumption of education and reevaluation of the remaining eligibility factors.

3. School readiness children shall not be terminated prior to the end of the 12-month eligibility period based on a parent’s non-temporary interruption or cessation of employment, attendance at a job training or education program. Parents shall be provided a three (3) month period to re-establish their purpose for care. The 3-month period will start on the last day of verifiable employment/training/education for working families or the last day of the referral period for at-risk families. If a parent does not establish a purpose for care at the end of the three (3) month period, school readiness funding will be discontinued.

4. Parents and providers must be notified if, as a result of any redetermination, a child is determined ineligible for financial assistance within 10 calendar days.

**SRPP11 Special Needs Child CF SN Eligibility/Enrollment**
Policy and Procedures

Policy:
The coalition is allowed to provide services to a child ages 3 years through admission to kindergarten who has special needs, and has been determined eligible as a student with a disability. The child must have an Individual Education Plan (IEP) with a Florida school district. Eligibility ends once a child is eligible for admission to kindergarten in a public school.

Although all earned and countable income is calculated to determine parent fees, this billing group is not income eligible therefore can be above 85% of the state medium income (SMI) and still be eligible for services. If this is the case, the maximum parent fee should be assessed for the client’s family size.

This billing group also does not require for clients to meet this minimum work requirements. This means that a one parent household can still be eligible if they are not working or going to school a minimum of 20 hours. Two parent households can still be eligible in this billing group if they are working and/or going to school less than a combined 40 hours.

School Readiness Service Priorities

<table>
<thead>
<tr>
<th>Priority</th>
<th>Billing Group</th>
<th>Billing Group Title</th>
<th>Eligibility Code</th>
<th>Eligibility Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>CF</td>
<td>Special Needs</td>
<td>SN</td>
<td>Special Needs</td>
<td></td>
</tr>
</tbody>
</table>

**Description**: Child care for a child, who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this billing group remains eligible until the child is eligible for admission to kindergarten in a public school under Section 1003.21(1)(a)2, F.S. Allocation requires office approval.

**Applicable Purpose for Care**: Special Needs (SN)

**Work Requirements**: N/A

**Child Age Requirements**: 3 years of age through admission to kindergarten

**Child Care Authorization Form**: No - IEP needed from local school district

**Countable Income**: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

**Household Size**: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

**Income Eligible**: No

**Authorization Period**: 12 months.

**Reference**: Section 1002.87(1)(h) and 1003.21(1)(a)2, F.S.
Note: The Special Needs Rate is the same rate as the infant rate. In order to ensure that providers are being reimbursed at the correct rate for these children, the care level for these children should be the special needs care level.

SRPP12 Deciding Client or Child Eligibility for Relative Caregivers

Policy and Procedures

Policy:
When setting up eligibilities in EFS for BG 3 28A and RCG, ECS will do what is in the best interest of the family as determined by lowest parent fee possible. If all children are listed on the same referral, ECS will group them under client eligibility unless separating eligibilities by child will give a lower parent fee. If several referrals are given with each child listed separately, ECS will group them by child unless grouping the eligibility under the client will give a lower parent fee. When creating separate child eligibilities, ECS will manually give sibling discounts. Regardless of client or child eligibility, all paperwork will be kept in one file.

Example:
A CNPE is given to FSS with 4 children listed on referral. Guardian is receiving $247/month for each child. If grouped together as referral indicates, total income is $11856. As a family of 4, Guardian would pay parent fee based on second bracket of sliding fee scale. Looking at each child separately, total income is $2964. As a family of 1, Guardian would pay minimum fee based on first bracket of sliding fee scale. The second scenario gives a lower parent fee

SRPP14 Duplicate Records

Policy and Procedures

Policy:
Duplicate records in EFS must be saved under a “DUP” category and/or merged with the original record.
The person who created the duplicate record will be the person responsible to merge the records. If the person who created the duplicate is no longer with the agency, his/her supervisor will merge the records.

Procedures:
When a Duplicate Record is found in EFS, the following steps must be taken:

1. Bring up the duplicate record. (this record is usually the one created second)
2. Tab to client’s last name field.
3. Type “DUP” at the beginning of the last name and then a space in order to have a space between the “DUP” and the last name. For example the new name should read, DUP SMITH and NOTDUPSMITH.
4. Go to the Children’s Screen, if the child is also a duplicate.
5. Tab to child’s or children’s last name field.
6. Type “DUP” at the beginning of the last name and then a space in order to have a space between the “DUP” and the last name. For example the new name should read, DUP SMITH and NOT DUP SMITH.
7. Terminate any open eligibility and child enrollment existing under the DUP record EXCEPT VPK enrollment.
   a. If dealing with a VPK enrollment, please contact the VPK department with the DUP record information so that they will handle the VPK enrollment transfer from the DUP record to the current or valid record.

The above steps will ensure that all known duplicates will be filed in the same place and will make searching for a parent easier.

When merging duplicate records with the original records, the following steps must be taken:

1. Once the DUP file is created, go to the History from the parent screen.
2. Transfer every single casenote from the DUP record to the current or valid record. This can be done by, using your mouse, highlight all the information that you wish to transfer. Then press, Ctrl C, to copy the highlight portion. Next, go to the current or valid record and press Ctrl V. This will paste the highlighted text into the new record.
   a. Make sure that there are no case-notes entered under the History screen from the Children’s screen. If case-notes have been entered in this screen, these must be transferred also.
3. Open the corresponding eligibilities and child enrollments as applicable.

How to AVOID duplicating records:
The person entering a record MUST do a query by pressing F11 and type NO MORE than the first 3 letters of last name followed by the % sign and the first three letters of first name followed by the % sign. Then press F12.

If the individual’s name contains special characters (i.e. -, ′, etc.) then simply put the % sign. For example, J’ane Smith, search for J % Smi% and NOT J’ % Smi%.

SRPP15 Dual Eligibility

Policy and Procedures

Policy:
In the case of a child or family having Dual Eligibility for School Readiness services, we will choose the eligibility for each child that keeps all of the children in the family in the same funding category as long as all of the children qualify. Other factors to consider once this is addressed is which eligibility will serve the family’s long term needs best. Considerations will include which eligibility has the highest priority for service and if any of the children are
protective service. The factors to consider may vary in importance from family to family so each decision must be documented in EFS case notes. An exception to this is any child with a Must Serve (BG1, BG3, BG5) eligibility should always be enrolled as their corresponding eligibility regardless of any other considerations.

Example: A family is redetermining and has a BG5 referral but they are very close to the end of their second year of care and while we are currently enrolling and “rolling over” we do not know if we will be when the family will be due to redetermine next time. If we choose BG8 as the eligibility then the family will not lose care at the end of the 2 year TANF period.

Example: A family qualifies as BG8 but one of the children is a niece with an open protective service case and was placed out of the home into the aunt’s home. The child qualifies as a BG1 (14R) and should be enrolled as such even though the rest of the children qualify as BG8.

**Procedures:**

**Miscellaneous Information:**
Family with a dual eligibility where all incomes are counted, each eligibility must be opened under each child’s name accordingly. Each eligibility must have the appropriate household size and income applicable to that eligibility.

Example: A mother, with her own child, is receiving income from her employer and death benefits. She also has her niece who receives Child Only TANF. All income is counted and must be entered in the interview screen appropriately. However, the Maintain screen must be revised as follows:

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Client’s own child’s name</th>
<th>Client’s niece’s name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>BG 8-ECON</td>
<td>BG 3-28A</td>
</tr>
<tr>
<td>Purpose of Care</td>
<td>Employment</td>
<td>Employment</td>
</tr>
<tr>
<td>Income</td>
<td>Employment income &amp; Death benefits</td>
<td>TANF Child Only Income</td>
</tr>
<tr>
<td>Household size</td>
<td>Client and her own child</td>
<td>Child receiving TANF Child Only</td>
</tr>
<tr>
<td>Redetermination</td>
<td>Follow BG 8 redetermination policy</td>
<td>Follow BG 3-28A redetermination policy</td>
</tr>
</tbody>
</table>

Comment: If above client has more than one biological child, an eligibility maintain screen should be open per each child. When assessing parent fees for the children under the same Billing Group, the sibling discount must be calculated manually. Manually revised parent fees must be entered as a fee waiver in the enrollment screen.
Policy and Procedures

Policy:
If a current or former employee from any department of ECS applies for services, eligibility is to be determined by the Family Services or VPK Coordinator. No employee can find him or herself eligible for School Readiness or VPK as this represents a conflict of interest. After eligibility has been established the physical file is to be reviewed by the Director of Family & Provider Services and housed in a secure location in her office. The same guidelines, policies and procedures used to determine if members of the general public are eligible for services will be used to determine eligibility for ECS staff.

All ECS staff and former staff are required to sign the ECS Staff Fraud Statement of Understanding at the initial enrollment and again at each redetermination there afterwards.

If an employee has a friend or family member that is applying for services, the ECS staff member should notify their supervisor so that arrangements can be made for another employee or supervisor to determine their eligibility as this represents a conflict of interest. The same guidelines, policies and procedures used to determine if members of the general public are eligible for services will be used to determine eligibility for family members and friends of ECS staff.

SRPP21 Self Employed: Guidance for determining income of self-employed individuals

Self-Employed Income

Policy:
Self-employed applicants shall provide appropriate documentation sufficient to determine hours worked and income, such as: business account ledgers, written documentation from customers, contractors, or federal tax returns.

Preferred Source: Income tax record and all accompanying Tax Schedules from most recent year if reflective of current earnings circumstance should be used to determine countable income. If not reflective of current earnings for the household or applicant/recipient has not been self-employed long enough to have filed income tax then the complete business records year to date should be requested from the household. This includes complete record of earning and proof of expenses. No expense should be considered as an allowable deduction unless proof of the expense such as a receipt has been received. Business earnings/expense statements from accountants are acceptable forms of documentation. Depreciation, meals and entertainment are not recognized for child care funding.

The best thing would be to gather last year’s tax return (see additional information below), but if this is not available or is not indicative of current earnings, they should provide us with accounting documents or a calendar of what work was performed when, for whom, and how much $ was made on a daily basis. If the person works on commission, look at the last sale(s) to determine how long would be reasonable for this
income to be a livable earning. At the point it falls below minimum wage, the parent should bring in documentation to prove how they are able to live (for example, savings and other bank account records). If we use tax returns, we either count the gross earnings or, if documentation of approved expenses is available, we will deduct approved expenses. Approved expenses with documentation (receipts) may include mileage, a dedicated phone line, etc. Not allowable: meals, entertainment, utilities (if office is in-home), and depreciation.

**Forms to be used with this policy**

**SRF01 Casual Labor Calendar:** (This is for anyone that is paid on a daily basis or not on a regular schedule): Some individuals that are considered to be self-employed may only do lawn work or side jobs. Forms of documentation to establish income must include the last six weeks of all check stubs or written statements from each employer, and a work calendar must also be submitted documenting every calendar day during the past four weeks. The work calendar must show the dates worked, for whom and amount received, including any overtime (both length of time and amount received). These calendars need to also document the days the client did not work along with their initials. Case notes should clearly explain why other types of earnings documentation are unavailable. Ex. Newly established business.

All Self Employed clients must have their eligibility approved by a supervisor. FSS should schedule appointments with self-employed clients when a supervisor is available. If this is impossible then the file must be given to the supervisor the next time he/she is at the office and it must be approved at that time. Documentation of the approval must be maintained in the client’s case notes.

Always start with talking to the client, asking about their business so we can gain perspective about what type of deductions will be allowable.

**Procedures:**

**Using Tax Returns**
We only use the income tax forms to establish self-employment income. If a couple has one person working for someone and the other spouse is self-employed then we use the tax return for the self-employed spouse and pay stubs or VOE for the employed staff.

If the client only has the 1040EZ, they were not self-employed last year or at minimum did not claim self-employment income so we can’t accept the 1040EZ.

If the client has Form 1040, they should either have a schedule C, C-EZ, Schedule F (For Farm Income), E or whichever schedule is mentioned by the earned income line. You must collect all pages of the 1040 and all accompanying schedules and documentation.

**No documentation of business deductions?** On Form1040, Use line 12, 17 or line 18 along with the appropriate Schedule. Do NOT use Line 22.

**Documentation of business deductions**
• On 1040 Form, do NOT use Line 22.
• On Schedule C-EZ, look at Part II Line 1. This is what we count for their income. You will also need to make sure that the amount on C-EZ Part II Line 3 is the same dollar amount found on Form 1040 Line 12. If it does not match, you may not accept the client’s tax return for self-employment documentation.
• On Schedule C start with line 7 (how much money they made) and then deduct any appropriate expenses listed below. Your final number is the counted income for child care purposes.
• On Schedule F start with line 11 and then deduct any appropriate expenses listed below. Your final number is the counted income for child care purposes.
  • Advertising
  • Car and truck expenses (Really think about this and make sure it is for business use) (about the nature of the business & case note the reasoning behind your decision if you decide to allow the expense as a deduction)
  • Commissions and fees
  • Contract labor
  • Employee benefit programs
  • Insurance other than health
  • Interest (business mortgage or other interest on assets that the business owns – do NOT count interest for a home mortgage even if the business is run out of the home)
  • Legal and professional services
  • Office expenses (not for home)
  • Pension and profit sharing plans
  • Rent or lease (not for home)
  • Repairs and maintenance (not for home)
  • Supplies (not for home)
  • Taxes and licenses (not for home)
  • Travel (need to obtain number of miles and multiple by state allowance of .445 (or whatever the current state of Florida allowance is). Also, really think about this. If the client is traveling a lot throughout the day because he is a salesman, then deducting his business travel mileage is fine; however, if the client is traveling to one location to work an 8 hour day, then that should not be deductible- it is like us traveling to our offices every day)
  • Utilities (not for home)
  • Wages – Note: Deductions for payment to employees can be allowed but only when itemized & the employee’s name is identified. Such deductions are only allowed when the payment is not to members of the applicant’s household as such payments are part of the household member’s countable income. If the business is paying a family member and claiming it as wages paid rather than as a withdrawal from the business then it would reduce the business’s income but the family member-employee would be listed on the tax return. Their wages would be counted in the family income. If they were not listed as having received wages on the Schedule C, then it is just a withdrawal from the business and does not reduce the business’ income.
  • Other Expenses (depends on what they are talking about – need to case note the reasoning behind your decision if you decide to allow the “Other Expenses” as a deduction)
For Schedule F, we may also allow Chemicals, Conservation Expenses, Custom Hire, Feed, Fertilizers & Lime, Freight & Trucking, Gasoline/fuel/oil (if a business expense), Labor Hired, Seeds & Plants, Storage & Warehousing (if not for personal use), Supplies, Utilities (if not for the home), Veterinary/breeding/medicine.

Examples of what documentation is not acceptable for deduction when using a tax return:
- Depletion
- Depreciation
- Meals and entertainment

If a documented expense is not on this list, see your supervisor before going any further.

You will often be challenged by parents on why not all IRS deductions are allowable. A recommended response is that we are not determining how many taxes they owe but rather what amount of income is available for them to care for the family.

How do I know if they are working enough hours to qualify, when I’m basing eligibility on a tax return?

Hours worked per week must be equivalent to 20 hours at a minimum for one parent households, or a combined 40 hours for two parent households- effective July 1, 2013.

Consider current Minimum wage
Example: They made approx. $5200 gross (or after allowable, documented/collected deductions) on the tax return
$5200/52 = $100/week.
$100/minimum wage ($8.05 per hour, effective June 1, 2015) = average of 12.42 hours per week. At this point, the family service specialist would need to ask additional questions and request documentation showing that the parent worked the minimum required hours to qualify. This would need to be documented in a case note along with written documentation. Note: A parent does not have to earn minimum wage in order for the coalition to consider him or her employed. A Family Service Specialist does have the obligation to continue asking for explanations and documentation until the FSS is satisfied that they understand the situation and must casenote the factors that helped them make the eligibility determination.

Consider when the person began the business, and you can allow them a 6-month start-up period in which perhaps they weren’t making the equivalent of 20 hours/week at minimum wage. Then try the calculation again.

If, at the time of redetermination, the parent has been self-employed for a reasonable period (six months), and is showing consistent business loss, the family service specialist should ask questions, such as, “How do you pay your household expenses if your only income source in the home is operating at a loss?” Based on the response, the specialist should decide how to proceed. If the explanation is not adequate, the specialist may require additional documentation. Self-employment determinations vary, and the coalition must handle them on a case-by-case basis.
What about partnerships?

Use the clients’ % of ownership to adjust the gross income to determine their income. You will need to collect proof of their ownership, such as an S-Corp certificate. You cannot deduct the partner’s “drawing” (salary) as a deduction.

In businesses that have multiple partners, the net income would be multiplied by the client’s percentage of ownership. For example, a business is owned by a husband, wife & brother-in-law. To determine the household’s portion of income when the husband and wife are our applicants and each partner owns a one third interest in the business, the net income is multiplied times 33.3% times 2 to account for each spouse’s share. We allow up to 6 months for startup of a self-employed business after which we would expect the net income to be at least equivalent times 20 hours/week times minimum wage in order to meet purpose of care (employment). If 2 household members are employed by the business then the net income must equal a combined 40 hours/week in order to meet the purpose of care. We would expect that the owners would earn the equivalent of minimum wage. If a business has been in existence for over six months and the client is not earning at least minimum wage, then there must be a reasonable explanation as to how the client is able to pay for shelter, food, etc. and as to how they are working enough hours to meet the purpose for care requirement.

What about people paid “under the table”?

We cannot allow any deductions here, because they are not paying any taxes. Use only their gross income.

Other Important Information

- We do not allow deductions for one’s home even if the business is located there – as no family can deduct such – however, costs for renting a separate location from which to operate the business is allowable.
- Deductions are not recognized for withdrawals made by the applicant, as this will count towards their household income.
- If you allow something to be deducted that could be questioned, always case note the rationale behind your decision.

**SRPP22 SR/RR Mail Policy & Procedures**

**Policy:**

All outgoing mail must be dated on the date mailed.

Copies of all mailed notices, letters etc. will indicate the date mailed and to whom and will be kept in either the parent or the provider file, whichever is appropriate.

Mail received may be date stamped upon opening.

Any returned mail will be noted in both the parent file and in EFS under the “History” section of the parent screen and/or the provider screen.
Retumed Mail Policy

If you receive returned mail from a client, try contacting the parent by phone to see if you can get an updated address and new documentation for this address to add to the file. If you are not successful reaching the parent by phone, contact the child care provider to see if they have an updated address on file and ask the provider to let the parent know you are trying to reach them to obtain new proof of residency documentation. Move the file to the tickler file for fifteen days from the date of the returned mail letter. Continue to make three attempts to follow-up with the parent to obtain new proof of residence documentation and update the tickler as needed. If the child has stopped attending the provider, you can terminate the enrollment of the child.

If you receive returned mail from a provider, try to contact the provider by phone. Child care licenses are based on physical addresses so if the provider has relocated, we will need a copy of the new child care license. If the provider has closed a post office box, verify that the physical address is the same as we have on file.

If you are unable to contact the provider and the provider has school readiness children enrolled, contact the parents of these children and inform them that they will need to choose a new provider. Check the DFC CCIS website to determine whether a licensed provider is still licensed. If a previously licensed provider is no longer licensed, inactivate the provider in CCRR immediately. If the provider was never licensed or is still considered licensed on the DFC CCIS website, uncheck the “Accepts Referrals” box. Once all of the children have been re-enrolled with new providers and the billing period is closed, the provider should be inactivated in EFS in CCMS. To do this, contact the Provider Services department.

All returned mail from parents should be placed on the right hand side of the parent file. All provider returned mail should be filed in the provider file held at Central in the Provider Services department.

SRPP18 Eligibility Funding Transfers

Policy and Procedures

Policy:

Eligibility transfers may occur at times. Factors such as change in household size, change in income, moving from an income-based category to a must-serve category and vice-versa will result in an eligibility transfer. During a redetermination process, the Family Service Specialist must consider the factors above to determine if an eligibility transfer is needed.

Procedures:
1. From the Parent Screen Go to “ELIGIBILITY” and then “TRANSFER”
2. Complete corresponding & required fields in the “TRANSFER” screen
3. Continue with the redetermination process

* Parent fees must be assessed under new eligibility

---

**SRPP19 ECS Case-notes**

**Policy and Procedures**

**Policy:**

Case history notes are a tool for the eligibility counselor to use when determining eligibility or denying eligibility for SR services. Case history notes can fill in gaps and explain missing documentation for income calculations and/or determination of family size that are not readily explained by reviewing the paperwork and documents submitted for eligibility. They also serve as a reminder as to what was discussed in an interview, the next appointment date, redetermination due date, and benefits or services given to the family. Good case history notes also help program supervisors, reviewers, or other counselors who monitor the case files or are assigned to determine eligibility for services at a later date. The case should stand alone and proper narration of the reasons behind eligibility decisions will enable reviewers to reach the same conclusion as the authorizing worker.

If the coalition followed policy and procedures and narrated actions well, any reviewer should reach the same conclusions as the specialist that determined eligibility.

Following are SOME examples that should be documented with a case note:

- Child is enrolled
- Redeterminations
- Mailing of Termination notices
- Mailing of Notice of Eligibility redetermination
- Any conversations with the family
- Calls received and/or returned
- Change of status: address, last name, guardianship, income, (list in EFS the previous address/name, etc. & what you changed it to)
- Change in provider
- Change in fees
- Family is receiving Food Stamps
- Complaints
- Conversations with other agencies, resources, other FSS about the family
- Verification of employment/tips, including employee’s name, date of hire, date first pay is expected, hourly rate, and projected hours of employment
also indicate the employer’s information including the name of the employer, name/title of person with whom info. was verified
- When requesting a different proof of residency other than the parent’s license.
- Child support received and for which children as well as how child support was calculated if not evident
- Notes regarding calculation of income if not straightforward and/or certain income was not counted, etc.
- When countable income is $0 for BG8 eligibilities (ex. How does a parent who is in school FT live on $0 income?)
- When client is a full time student:
  If your potential client qualifies based on the above, in your EFS parent history notes, please write, “(person’s name) is a full time student as defined by (school’s name). With (# hours) weekly driving time and reasonable study time, (person’s name) qualifies for full time care.” Be sure to always include your initials with the history notes.
- Case narrations should indicate any whereabouts of absentee parents, to prevent unclaimed child support
- Changes to referrals should be initialed and case narrations noted that a discussion occurred with the referring case manager on specified date and the change was authorized or a new referral
- When ASQ’s are completed and if they are not completed, they reason why
- All unusual circumstances
- Loss of purpose of care
- Review dates

Use the handwritten casenote form when EFS is down or not available. (see forms section)

**SRPP20 Child Support Policy & Procedures**

**Policy:**

Child Support—All income must be verified. This is income for the child for whom it is intended. The amount received and for which child must be specified in EFS Interview screen as well as in case notes. It counts in the household income as it is meant as support for the child. Child support should be addressed for each child in the home who does not have both parents in the home. Child support should be addressed for each absent parent. For example: grandma applies for her 6 year old grandchild-child support should be addressed for both absent parents.

**Child Support Documentation: Preferred Source:** Verification from child support enforcement or clerk of the court website showing gross amount paid to the
household on behalf of the child and the period over which it is paid. (Use the last four weeks.)

Website: https://www.myfloridacounty.com/cse/pub

On the printout, please write the child or children’s names that the child support is for. The following should also be written on the form:
6 weeks back is: <insert date> verified through the following website: http://www.timeanddate.com/date/dateadd.html

Alternate Source: Written statement from the absent parent/guardian indicating what the absent parent/guardian paid over the last four weeks including dates (including the year) payments were made. Copies of checks and/or canceled checks can accompany written statements, or be submitted in lieu of written documents. A court order can be used if it was just issued however, if the court order has been established for a period of time, the specialist should request proof of the last four weeks of payment and average income as paid smiONE Debit Card statement.

*If for any reason the first two sources are not available, an attestation from the parent stating the amount of child support received or not received is acceptable. The case narration must explain why the first two alternatives were not available. The date, phone number, and description of what occurred when an attempt to contact an absent parent who is paying court ordered or non-court ordered child support must be entered in the narrative. Two documented attempts would be considered due diligence. Then the eligibility specialist should discuss with the custodial parent what record keeping should be set up and used to establish child support payments in the future. For example: an absent mother sends a check two to three times per month. Copies of two months of checks should be requested. If the absent parent is paying in cash, then a calendar should be maintained by the custodial parent showing dates and amounts of payments, preferably with absent parent’s initials next to the payment.

Note: A written statement from the custodial parent/guardian can be accepted if they state they do not receive child support, but cannot be used if they receive child support. This written statement of non-receipt serves two purposes. First, it shows that the eligibility specialist addressed the issue of child support, and second, should the information provided later show to be false, then that document can be used to establish that the parent/guardian misrepresented their circumstances.

Procedures:

When using verification from child support enforcement or clerk of the court website showing gross amount paid (not disbursed), the following steps must be used:
1. If document shows consistent amounts being paid at a consistent pattern, use that amount & pattern to calculate monthly amount. For instance:
   a. Absent parent pays $250 biweekly. The calculation should be as follows: $250/2 = $125/wk x 52 weeks = $6500 yearly / 12 months = $541.67/month
   b. Absent parent pays $800 at the beginning of each month, then $800 is the monthly amount to be entered in the system.
c. Absent parent pays $25/wk. The calculation should be as follows: $25/wk x 52 wks = $1300/12 months = $108.33 per month.

2. In the case where payments are sporadic or not consistent, the formula to be used is as follows:
   a. (The sum of payments made within the last 4 weeks) / 4 weeks = _____/wk x 52 wks = ________ yearly / 12 months = _____ monthly amount

Note: Some child support documentation will show a lump sum. This lump sum may be the result of arrearages. Arrearages received for the first time or once a year are not to be included in the calculation. Include a casenote stating the following: “child support lump resulting from child support; therefore it wasn’t included in the family’s total income.” Arrearages received in a recurring pattern (for instance, the family received a lump sum last year and another one this year) must be added to the total average household income after all income calculations have been made. A casenote explaining this must be entered.

Forms to be used with policy:
SRF62 – Child Support written statement sample

SRPP 25 Provider Noted Terminations

Policy:

When the Provider Services Department process rosters each month, they make a list of children in each county for whom providers marked as terminated on the roster. The reimbursement specialist will terminate the enrollment only with reason of “Provider Noted Term”. This list will be available on or before the 20th of each month, on the H drive under CCRR/Provider Noted Terminations (PNT) by month and county. FSC’s will review each month and alert FSS’s of its availability.

Although parents and/or providers should tell us when a previously terminated child wishes to re-enroll at the same program, this does not always happen. The following procedure will enable us to eliminate some of the common internal payment correction requests received. Additionally, it will help us serve families who are due to be redetermined or who are missing paperwork whether or not their children have active enrollments.

Procedures:

FSS should review this list and contact the families to determine if they would like to enroll elsewhere or whether eligibility should be terminated. A casenote documenting the results/attempts should be made in EFS and on the PNT spreadsheet. (If a child’s eligibility is to be terminated, the FSS must follow School Readiness Eligibility Termination Procedure. If contact cannot be made with the parent/guardian, the enrollment should be terminated, however the eligibility should remain open until the predetermined redetermination date.)

For Eligibility Terminations:
1. FSS will enter an enrollment termination date the day after the PNT date in the Termination Screen.

2. FSS will attempt to contact the client to determine if the child is still in need of care. If the child is no longer in need of care, the original SRF01 4181/ Termination Notice will be sent to parent/guardian’s mailing address.

3. If it is determined care is still needed, the FSS will work with the client to determine placement for the child.
   
   NOTE: For children who are being served through DCF or a DCF contracted agency (PI/PS children) the FSS should contact the originating caseworker to alert them and casenote any case status change provided to FSS. In addition a copy of the SRF01 4181/ Termination Notice should be sent to the originating caseworker, if a termination notice is deemed necessary. All actions should be case-noted in EFS and on the PNT Spreadsheet.

4. FSS will retain a copy the SRF01 4181 / Termination Notice in the file, if used.

5. History notes will be added to EFS documenting contact attempts and to document any notices sent.

Note: Children being served through DCF or a DCF contracted agency should not be terminated until the caseworker has been contacted and termination has been approved.

Other notes:

When a child re-enrolls in school readiness services at the same program where they have previously been noted as terminated:

If, during a month, a FSS hears from a parent or provider that a child had been terminated at a program but has since returned to the program within 15 days of the date of termination, the FSS should look up the child on the enrollment screen to see if the child’s enrollment has been terminated in EFS.

If it has not, the FSS should record the details of the phone call in the Parent History notes and also mark on the Contact Notes, “Disregard PNT on (name of the month) roster. See history note.” Be sure to include the date you make the contact note & your initials under “Contact Notes”. This way, when the Provider Services Specialist pulls the child up to terminate enrollment based on the roster, they will see that the child has been re-enrolled at the same program & the Provider Services Specialist will not terminate the child. The Provider Services Specialist will make a note on the roster and will then delete the FSS Contact notes, after reviewing the History note as well.

If, when the FSS looks the child up in EFS & the Provider Services Specialist has terminated the child’s enrollment, new enrollment paperwork will need to be completed by the FSS, parent & provider. The new enrollment start date may be the day that the FSS speaks with the family to enroll, but not before.

When a provider calls and says they received a denied reimbursement because the child was terminated:

First check to see why the child was terminated. If they were terminated because of a provider noted termination (PNT), please advise the provider of this.
If the provider says the termination was noted in error and that the child never stopped attending, check to see if the family is still eligible. If the child is still eligible for care, then the child can be reenrolled with no lapse in care - only if the child has been in attendance the whole time and no more than 60 calendar days have lapsed since the roster was submitted. If the child is no longer eligible for care, advise the provider of the last day the child qualified for care and that we won’t be able to pay for care beyond that day.

In both of these cases, if you are able to enroll the child for all or some of the time frame, please do so. If there is a period of time for which you can’t reenroll the children in EFS due to closed reimbursement, please complete an internal payment correction request or have the provider complete a payment correction request form. All corrections must be requested within 60 days of the roster due date.

SRPP26 Provider Transfer Policy & Procedures

Policy:

The parent is required to have a Provider Transfer Request Form completed by the Provider before the transfer can be done. The completion of this form will ensure that all parent fees due have been satisfied by the parent. We can mail, fax or e-mail this form to the provider directly or if the parent wishes, we can give the form to the parent to hand deliver to the provider. If a parent has receipts or cancelled checks showing payment of parent fees, having the provider signing off on the transfer form is not necessary. If time will not allow completion of the form, the specialist may call the provider and fill the form out over the phone. It should be noted on the form who the specialist spoke with and the time and date. All areas of the form must be complete.

Parents can only be held responsible for parent fees in order to transfer providers, however they should be encouraged to pay any balances owed in full, or make arrangements to establish a payment plan. If a parent has a receipt(s) from the provider that would be in an amount sufficient to cover the parent fees and the receipt does not specifically say the payment was for some other charge, it will be assumed that parent fees have been paid. Please note that due to the Rilya Wilson Act, protective services children must not have a lapse in care. Therefore, although we will request that parent fees of protective services children be satisfied prior to a transfer, we will not deny a transfer of protective service children if fees are not paid.

Procedures:

Once the Provider Transfer Form has been completed / retumed, the Family Service Specialist will need to verify the transfer with current provider and note this verbal verification on the provider transfer form where applicable. A new Child Care Certificate and SR Application must be printed for appropriate signatures and filed within client file.

1. If the child’s schedule needs to be changed or adjusted, see the section titled
2. Print out the new paperwork for the parent to sign. Go to ELIGIBILITY, MAINTAIN. On the top tool bar of the MAINTAIN screen, print out the application, certificate, and the fee agreement. The certificate should have the start date for the new provider and the end date for the client’s eligibility.

3. Have the client sign the Provider Transfer Request form also, and file all paperwork in the appropriate order in the client’s file.

16. Make an appropriate case note under “HISTORY” on the parent screen.

**Forms to be used with policy:**

- SREF52 Provider Internal Transfer Request (to use when child is transferring within the same provider but to a different location)
- SREF53 Provider Transfer Request

---

**SRPP30 SR Qualifying Families who are Full Time Students**

**Policy and Procedures**

**Policy:**

Definition of Educational/Training—Families may qualify for child care assistance if they are in school or in training. The fewest hours that qualify a one parent household are 20 hours per week for employment, education/training, or combination of both based on the family’s needs. Travel or study time cannot be used to qualify the parent to reach the minimum 20 hours per week. The fewest hours that qualify two parent households are a combined 40 hours a week for employment, education/training, or combination of both based on the family’s needs.

| Education & Training (ET) | Document that an official of the school or institution completes on letterhead or stationery with an official seal stating the number of classroom hours and any lab hours, date the semester/training period starts and the date it ends. Online courses are allowable. Screen prints showing student’s enrollment status, hours and classes in which enrolled from the educational website are also forms of acceptable documentation. However, a coalition should consider the hours that a school-age child is in school. OEL requires a minimum equivalent combination of 20 hours per week to obtain purpose for care. |

**Educational activities**—Includes vocational education, GED preparation, compulsory education, on-the-job training, job readiness training or postsecondary education.

Required Educational/Training Documentation - Current document completed by an official of the school or institution showing number of classroom hours and any lab hours, date the
semester/training period starts, and the date it ends. This should be on appropriate letterhead or stationery for the school/institution or training program or contain an official seal. On-line courses are allowable; however, the coalition should consider the hours that a school age child is in school. Most universities & community colleges consider a FT student to be one taking 12 or more credit hours.

If the official school letter states anything less than FT, in order to find parent eligible additional documentation will be required. The student must provide in addition to the official school letter a transcript/schedule showing that ACTUAL class hours are equal to or exceed 20 hours, as travel or study time cannot be used to qualify the parent to reach the minimum 20 hours per week. To determine hours of care needed, we need to review the drive time, class & lab hours (documented on a transcript/schedule), and study hours (study time should be considered at a rate of one hour of study time/day for each credit hour.

From section 1002.81(16), F.S., The definition of a “Working family” means:
(a) A single-parent family in which the parent with whom the child resides is employed or engaged in eligible work or education activities for at least 20 hours per week;
(b) A two-parent family in which both parents with whom the child resides are employed or engaged in eligible work or education activities for a combined total of at least 40 hours per week; or
(c) A two-parent family in which one of the parents with whom the child resides is exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, and one parent is employed or engaged in eligible work or education activities at least 20 hours per week.

Internal procedures:

The following information should be included in the case history notes: parent is a full time student as defined by (school’s name), to explain any other situation the (# hours in class, weekly driving time and reasonable study time, considered must be explained.

**SRPP32 Reinstatement of Services**

**Policy and Procedures**

**Policy:**

If school readiness services of a parent/guardian has been terminated for any reason, provided funding allows, the parent/guardian may be eligible to have his/her school readiness services reinstated within 5 calendar days of the termination date. The parent/guardian must be in compliance with school readiness policies and requirements before services are reinstated. Should services be reinstated, the parent/guardian will be financially responsible for the gap in services.

**SRPP34 Verifying Employment Information**
Policy and Procedures

Policy:

When a parent/guardian is unable to provide 4 weeks of consecutive paystubs, ECS staff may obtain employment income information through a locally developed employment verification form (VOE), signed statement from the employer or a signed contract for employment. ECS staff should give the parent/guardian an employment verification form for the employer to complete and sign or have the parent/guardian obtain a signed statement or signed contract for employment from the employer. Whichever document is used to verify employment it should include the employee’s name, date of hire, date first pay is expected, hourly rate, and projected hours of employment. The document shall also contain the employer’s information including the name of the employer, name of person completing the document and title, contact information, signature and date. If a VOE form is submitted, all fields must be completed fully and accurately.

The employer may fax, mail, or deliver the document in person to the ECS office. The employer may also provide a written statement with the required information on the company’s letterhead. If this source is not available, the FSS should make direct contact with the employer to request the information. The FSS should record all contact with the employer in the case history notes and on the locally developed employment verification form.

Only in extreme and rare circumstances that must be pre-approved by the Family Service Coordinator should the FSS complete a VOE by phone for the employer in place of the employer- signed statement described above.

The FSS should record in the case notes the parent/guardian’s employment date of hire, date of first pay expected, hourly rate, and projected hours of employment and the employer’s information as indicated above. (A copy of the case history notes for employment verification shall be placed in the eligibility file.)

If the employer is uncertain about the number of hours the parent/guardian will work, FSS should authorize eligibility for a shorter period of time, to allow time for the parent/guardian to obtain the required number of paystubs and redetermine parent/guardian at that time. History notes explaining why paystubs are not available should be entered.

VOEs should only be used for new employment (less than 4 weeks) or for employers that pay “under the table”. Do not accept VOEs for clients who receive paystubs. If a client does not have the necessary eligibility paperwork at the time of the interview, do not make the client eligible for services. Do not enroll or redetermine a client who receives paystubs without having 4 weeks of consecutive paystubs in hand.

Procedures:

Using a VOE form or employer letter:
At the time of new enrollment and/or redetermination ECS staff must verify VOE’s or letters from employers by phone. All pertinent information on the VOE or letter must be verified and manual notes and EFS history. Case notes must contain the following information: employee’s name, date of hire, date first pay is expected, hourly rate, and projected hours of employment. The document shall also contain the employer’s information including the name of the employer, name of person completing the document and title, contact information, signature, and date. (A copy of the case history notes for employment verification shall be placed in the eligibility file.)

12/13/06-called employer at 850-922-4620-spoke to area manager Ed Bell who stated Ms. Johnson was employed beginning 12/10/06 works 30-35 hours per week at $9.50/hour- your initials

Using the Work Number:

Work number verifications must be completed by the FSC. Each FSC has an account set up to access verifications as follows:

1. Go to The Work Number website: https://www.theworknumber.com/SocialServices/.
2. Click the blue “Log In” button.
3. Enter your username
4. You will now be able to access all of the features of The Work Number Government Services.

In order to obtain the verification the parent/guardian must provide their SSN and their employer code (if known). Once the request is submitted The Work Number will fax us the verification within 5 business days. The employee cannot request their own information, unless the company they work for pays for that service feature.

If a potential client (or one we are re-determining) has just started to work with a company that utilizes the Work Number, it may be up to 15 business days before we actually get the VOE (10 days for the company to register the employee, and an additional 5 days once we have accessed the Work Number to receive the VOE via fax). During this waiting period we are unable to authorize the client for care because we don’t have the required documentation of their employment and income.

SRPP36 SR Proof of Child’s Age

Policy and Procedures

Policy:

Qualifying Child Documentation
Birth certificates or other proof of the child’s age must be obtained as an eligibility requirement. Care cannot begin until the birth certificate or other proof of age is in our file. The following list is acceptable proofs of age:

- An original or certified copy of the child’s birth record filed according to law with the appropriate public officer.
- An original or certified copy of the child’s baptism certificate or other religious record of the child’s birth, accompanied by an affidavit, that the child’s parent swore to or affirmed, stating that the certificate is true and correct.
- An insurance policy on the child’s life that has been in force for at least two years.
- A passport or certificate of the child’s arrival in the United States. (See Appendix F – U.S. Citizenship.)
- An immunization record that a public health officer or licensed practicing physician signed.
- Florida SHOTS documentation.
- A valid military dependent identification card.
- Official court documents.
- Protective services and TANF Child Care Authorization Forms if the Child Care Authorization Form includes age. (Note – Domestic violence/homeless Child Care Authorization Forms are not acceptable forms of age verification.)
- Official vital statistics records.
- If a child’s parent is unable to submit any of the supporting documentation listed above, a coalition shall document the child’s age based on an affidavit that the child’s parent swore to or affirmed. A certificate of age, that a public health officer or licensed practicing physician signed, must accompany the affidavit and must state that the physician has examined the child and believes that the age shown on the affidavit is true and correct.

Note – OEL expects that safety is a priority for clients whom DCF or its contracted community-based provider referred. A coalition should not deny SR services if a child’s age is not on the Child Care Authorization Form. However, a coalition must obtain age verification within 30 days of initial eligibility determination. Coalition staff should document due diligence and contact the referring agency for proof of age if unable to obtain such proof from the parent.

Important Note: Proof of age for children in the household not receiving services must be collected. If this information can’t be collected at time of initial enrollment or redetermination, allow the parent 10 calendar days to gather & provide the proof of age for child or children not receiving services. If proof is not received within the 10 allowable days, continue to contact the client making 3 attempts to collect documentation.

At Risk Children should not be denied services while the coalition employee or its designee obtains the necessary documentation to support the child’s age. However, this does not relieve ECS from efforts in obtaining the documentation. ECS must work with the referring entity to obtain the supporting documentation which could be a copy of the court order indicating the child was removed from the home. The BG 1 Request for Missing Info. Form should be maintained in the client file and case-noted as documentation to support the efforts made. FSS will follow BG 1 Policy and Procedures for obtaining missing info. Supporting documentation obtained must contain the child’s name and date of birth, establishing the child is of an appropriate age to receive funding.
When we receive referrals from the Department of Children and Families or a referral from a Workforce Agency, additional procedures will be necessary to satisfy proof of age requirements. These may include:

a. Requesting a copy of the age verification document to be submitted with the referral; documentation must be one of the sources listed above (a-k);
b. If the referring agency cannot provide one of the Partnership approved sources described above, then verification of age must be obtained directly from the client;
c. In order that services are not delayed, protective services and foster care clients shall be given an initial period of 10 working days to provide verification of age. See BG 1 ECS POLICY & PROCEDURES for detailed information on attempts to obtain documentation.

For children listed on the income worksheet who are not receiving care The Family Service Specialist should request a birth certificate or other acceptable proof of birth or proof of guardianship for any children being counted in the household even if they are not receiving services. The Family Service Specialist should interview the client regarding each child listed in the household to obtain adequate information for the family size composition. In situations where the client is not the parent FSS should determine exactly when and how this child became part of the household size. The situation should be documented in case notes as well as on the income worksheet under “ECS notes”.

SRPP39 SR Employment Checks
Policy and Procedures

Policy:

ECS may verify employment of income eligible clients between redeterminations. The Director of Family and Provider Services in consultation with the Senior VP of Administration and Compliance will determine when this step is needed and direct staff to begin the employment verification procedures outlined below.

Procedures:

1. Run Impromptu Report “All Active Enrollments Funder Prompt” and save in excel format. Delete all referral based billing groups (BG1, BG3, BG5).
2. Add the following columns to the spreadsheet: Date employer called, Employed–Y/N, Date termination notice sent, Date terminated, Date redetermined, Notes.
3. Begin by calling employers of all clients with 2 W’s, then 1 W. Then call employers of all BG8 clients. Lastly, the Director may ask that you run the Impromptu report again and call the employers of BG3R clients.
4. If employer reports client is no longer working, ask what the client’s last day of employment was and record in EFS history notes. Send 10 day termination notice to client and provider.
5. If client comes in with new employment information, verify start date. If start date was before termination notice was sent, issue W if necessary and redetermine with new employment information.
6. If start date was after termination notice was sent and 30 days has not lapsed since last day of employment, redetermine with new employment information.
7. If start date was after termination notice was sent and 30 days has passed since last day of employment, terminate services based on last day recorded on termination notice.
8. Refer cases to the compliance department when appropriate.
9. Record all contacts, notices and redeterminations in EFS history notes.

SREP41 Using SSN as ID Number

Policy

Policy:

Per OEL policy, social security numbers are not required and ECS will not ask a client to provide it. However, when a Social Security Number is provided by the client, the SSN must be used as client’s or child’s ID number in EFS.
When working with a file, the Family Service Specialist will check file for Social Security Numbers shown on any documents, such as child support, paystubs, shot records, in the file. If Social Security is present, the EFS ID numbers must be changed to reflect the SSN for the person. Once the changes are made, the change needs to be noted in the history notes.

SRP44 SR Citizenship Requirements

Policy and Procedures

I. U.S. Citizenship

A child must be a U.S. citizen or a qualified alien to be eligible for SR services. If a child was born outside of the U.S., a coalition must ensure that documentation exists in the SR child file to support the child’s legal status.

A coalition shall accept a child care application and authorization (referral) from Workforce for TANF/TCA applicants, as proof of citizenship.
1. **Is each child a U.S. citizen or a qualified alien?** (Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA); 62 Federal Register (FR) 61344; CCDF-ACF-PI-2008-01; CCDF State Plan 2.2.9; Early Learning Grant Agreement (34))

The child must meet **one** of the following citizenship criteria

- A U.S. citizen.
- A qualified alien residing in the U.S.

Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) requires programs offering federal public benefits to verify citizenship and immigration status for program services beneficiaries. For implementing verification requirements that Title IV mandates, only the child’s citizenship and immigration status is relevant for eligibility purposes. The child is the primary beneficiary of the child care benefit.

A child who is in a program subject to Head Start performance standards and beneficiary of combined Head Start and CCDF funding is not subject to verification procedures.

**Assessment activity**

**Review file for one of the following documents to support child’s U.S. citizenship or qualified alien status** -

- U.S. birth certificate.
- U.S. hospital record.
- U.S. passport.
- Religious documents recorded in the U.S. shortly after birth.
- Certificate of citizenship or naturalization.
- TCA/TC referral (Child Care Application and Authorization).
- In November 2012, DCF issued a standardized referral form, CHFSP 5002, for all at-risk clients. The standardized form identifies a child’s custody and Medicaid eligible status. If the referring agency marked the Medicaid eligible checkbox “yes,” then the agency has verified the child as a U.S. citizen or qualified alien.

*Note* - An individual does not qualify for federally funded benefits if he or she is in the U.S. for a limited period of time, such as tourism or as a student, and he or she plans to return to his or her country of origin. These individuals do not qualify to receive federally-funded benefits.

**Summary**

The following references provide information to an early learning coalition and a school readiness (SR) subcontractor regarding required verification of citizenship and immigration status for otherwise eligible SR child care assistance applicants. It also explains how and why the Office of Early Learning (OEL) passes down these requirements to a local coalition and how OEL monitors compliance with the requirements.

**Verification procedures**
• Determine if your program provides a “federal public benefit” subject to the verification procedures found in PRWORA. CCDF is a program providing federal public benefits.
• Determine whether an applicant is eligible for benefits under general SR Program requirements.
• Verify applicant’s status as a U.S. citizen, U.S. noncitizen national or qualified alien (who has been in the country for at least five years after his/her designation as a qualified alien).

**Child’s citizenship documentation includes**
- U.S. birth certificate.
- U.S. hospital record.
- U.S. passport.
- Religious documents recorded in the U.S. shortly after birth.
- Certificate of citizenship or naturalization.
- Social Security Administration record.

**Note** - If a child is eligible for SR services because of a referral from the Temporary Cash Assistance (TCA) program, he or she the TCA program has already verified his or her citizenship and the referral can act as proof.

**Declaration of status**
- Accept the applicant’s written declaration, made under penalty of perjury and possibly subject to later verification of status, that he or she is a U.S. citizen, noncitizen national or qualified alien. Specialists should ask the applicant to obtain valid documentation of citizenship and provide such documentation at the next redetermination appointment.
- Accept a written declaration, made under penalty of perjury and possibly subject to later verification of status, from one or more third parties indicating a reasonable basis for personal knowledge that the applicant is a U.S. citizen, noncitizen national or qualified alien.

**Note** - The declaration of status option presents a greater potential for undetected false claims and a coalition should use it with caution. The coalition could ask the applicant to demonstrate why a document does not exist or why he or she cannot readily obtain it. The coalition must impose such a requirement equally on all applicants and cannot apply the requirement in a discriminatory manner. In these circumstances, the coalition must use case history notes for documentation. A coalition should not disallow SR services due to use of this option.

**Qualified alien status (s. 431(b), PRWORA of 1996)**
The term “qualified alien” means an alien who, at the time he/she applies for, receives or attempts to receive a federal public benefit, is one of the following—
- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- An alien to whom the government grants asylum under INA section 208.
- A refugee who gains admittance to the U.S. under INA section 207.
• An alien who receives parole into the U.S. for a period of at least one year under INA section 212(d)(5).
• An alien whose has deportation withheld under INA section 243(h).
• An alien who receives conditional entry pursuant to INA section 203.

SRPP45 SR Definition of a Parent Requirement
Policy and Procedures

J. Definition of a Parent

Federal regulation provides the definition of a parent for the purpose of establishing a child’s eligibility for SR services. A parent means a parent by blood, marriage or adoption and also means a legal guardian or a person standing in loco parentis. In loco parentis is a person who acts in place of a parent, assuming care and custody of a child by a formal or informal agreement with the child’s parent. Florida law states that a parent is either or both parents of a child, any guardian of a child, any person in a parental relationship to a child or any person exercising supervisory or temporary authority over a child in place of the parent.
• Contact
  • Child Abuse Hotline
  • Grievance Policy/Whistleblower Policy

Meetings & Agendas

Board & Committee Meetings & Agendas

Please see our Events page for a complete listing of meetings. The minutes from all meetings can be found HERE.

All Meetings will be held at: Renaissance World Golf Village Resort and Convention Center, 500 South Legacy Trail, St. Augustine, FL 32092.

Ad Hoc Committee meetings are added as needed. PLEASE MAKE NOTE: This is a tentative schedule that is continuously being updated as meetings are being added or rescheduled, due to unforeseen circumstances or adjusted to accommodate holidays and other issues.

*If you would like to speak during Public Comment at our Board or Committee Meetings, please complete our Public Comment Request Card (please click link) and give to Office Manager, Kim Brumfield prior to the beginning of the meeting.

Join the Board of the ELC. Email Dawn Bell at dbell@elcnorthflorida.org

To read PDF files, you can download:

ADOBE READER (Windows)
ADOBE READER (Mac)

Calendar

<< Oct 2017 >>

M T W T F S S
25 26 27 28 29 30 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5

Events

• Exec/Admin Committee Meeting
  • Nov 1, 2017

• Board Meeting
  • Dec 6, 2017
  • St. Augustine

• Exec/Admin Committee Meeting
  • Feb 7, 2018

• Board Meeting
  • Mar 21, 2018
  • St. Augustine

• Exec/Admin Committee Meeting
  • May 2, 2018

• all events

https://elcnorthflorida.org/meetings-agendas/

10/3/2017
ELC of North Florida School Readiness Plan 2017-19 Certification

for

Attachment VI A Public Input

**List of Board Approved minutes submitted to OEL 100317**

Pulled from and also available on the ELCNF website link: [https://elcnorthflorida.org/meeting-minutes/](https://elcnorthflorida.org/meeting-minutes/)  (A screen shot of this was also supplied in another document/attachment.)

MINUTES-Board-03-16-16-Approved-06-15-16
MINUTES-Board-03-22-17-Approved-06-21-17
MINUTES-Board-06-15-16-Approved-09-21-16
MINUTES-Board-06-17-15-Approved-09-16-15
MINUTES-Board-09-16-15-Approved-12-02-15
MINUTES-Board-12-02-15-Approved-03-16-16
MINUTES-Board-12-07-16-Approved-03-22-17
MINUTES-Exec-Admin-02-03-16-APPROVED-05-04-16
MINUTES-Exec-Admin-05-04-16-APPROVED
MINUTES-Exec-Admin-08-03-16-APPROVED
MINUTES-Exec-Admin-08-05-15-Approved
MINUTES-Exec-Admin-11-04-15-Approved-02-03-16
IX. Approval of the District Superintendent of Schools or Designee, Kristi Simpkins, 2nd Term.*

*ACTION ITEM*
**ACTION ITEM SUMMARY**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Approval of District Superintendent of Schools or Designee, Kristi Simpkins second term.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reason for Recommended Action</strong></td>
<td>Kristi has served one complete four year term on the Coalition Board and has agreed to serve a seconded term at this time.</td>
</tr>
<tr>
<td></td>
<td><strong>If this is not done, the following would occur:</strong></td>
</tr>
<tr>
<td></td>
<td>• The Coalition would lose a mandated Member bringing us very close to being out of compliance with our total board membership.</td>
</tr>
<tr>
<td><strong>How the Action will be accomplished</strong></td>
<td>Exec/Admin Approval, Board Ratification; then OEL will be notified via Plan Amendment/Board Roster submission.</td>
</tr>
</tbody>
</table>
X. Approval of Consulting Agreement with Kim Brumfield*

*ACTION ITEM*
## ACTION ITEM SUMMARY

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Approval of Consulting Agreement with Kim Brumfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Recommended Action</td>
<td><strong>Overview:</strong></td>
</tr>
<tr>
<td></td>
<td>ELC Office Manager, Kim Brumfield has tendered her resignation. As with all pivotal positions with the coalition, we ask that these employees provide some continuing consulting in order to provide a smooth transition between outgoing and incoming employees.</td>
</tr>
<tr>
<td></td>
<td>This contract shall be for the period of Dec. 6, 2017 to Dec. 5, 2018; at a rate of $23.00 per hour and the contract value is not to exceed $12,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>If this is not done, the following would occur:</strong></td>
</tr>
<tr>
<td></td>
<td>• The transition between outgoing and incoming employees would not transition as smoothly and there could be some missteps in important daily/weekly/monthly tasks.</td>
</tr>
<tr>
<td>How the Action will be accomplished</td>
<td>Board Approval and signing of contract.</td>
</tr>
</tbody>
</table>
Consulting Agreement

This contract is entered into between Early Learning Coalition of North Florida, Inc. hereinafter referred to as the “Contractor,” and Kim Brumfield, hereinafter referred to as the “Consultant.”

I. THE CONSULTANT AGREES:

A. To provide services according to the terms and conditions specified herein.

B. That the consultant shall not assign the responsibility nor subcontract for any portion of the work contemplated in this contract to another party without prior written approval of the contractor.

C. In performing the responsibilities under the agreement, and by signing this agreement, the CONSULTANT hereby agrees to fully comply with the following certifications and assurances:

**Equal Employment Opportunity (EEO)**

**Certification regarding debarment, suspension and other responsibility matters – primary covered transaction**
As required by E.O.(s) 12549 and 12689, Debarment and Suspension, and implemented at 45 CFR Part 85, Government wide Debarment and Suspension (Nonprocurement) for prospective participants in primary covered transactions, no contract shall be made to parties the General Services Administration’s Excluded Parties List System identifies as excluded from Federal Procurement or Nonprocurement Programs. This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contracts with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.
The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences (e.g., disallowance of cost, termination of project or debarment). To assure that this requirement is met, there are four options for obtaining satisfaction that sub-grantees and contractors are not suspended, debarred or disqualified. The CONSULTANT through the duly appointed undersigned representative, certifies, to the best of its knowledge and belief, that it, its principals or its officers –

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency. The Federal Excluded Parties list is currently located at https://www.epls.gov/ and also available on the Florida Department of Management Services website. The United States Department of Agriculture Food Program’s National Disqualification List is available through the Florida Department of Health.

2. Have not, within a three-year period preceding the agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense connected to obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violating federal or state antitrust statutes; or embezzlement, theft, forgery, bribery, records falsification or destruction, making false statements or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in this certification’s paragraph B.2.

4. Have not, within a three-year period preceding the agreement, had one or more public transactions (federal, state or local) terminated for cause or default.

Where the prospective CONSULTANT is unable to certify to any of the statements in this certification, such prospective CONSULTANT shall attach an explanation to the agreement.

II. THE CONTRACTOR AGREES:

A. To pay for contracted services according to the terms and conditions stated herein.

III. THE CONTRACTOR AND CONSULTANT MUTUALLY AGREE:

A. Effective and ending dates:

1. This contract shall be for the period Dec 6, 2017 to Dec 5, 2018. This may be extended with an addendum, as deemed necessary by the Contractor.

2. This contract can be severed at any time by either the Contractor or the Consultant, without penalty.

B. Services shall be performed as follows:

1. Be available for contract work on an as need basis.

2. Assist in all office manager related area’s as deemed appropriate by the CEO.

3. Provide other technical assistance as deemed appropriate by the CEO to assist in meeting deadlines, as required by the Coalition or the Office of Early Learning.

4. Fulfill all tasks in the shortest period of time consistent with good workmanship.

5. Check email regularly (kbrumfield@elonorthflorida.org), a minimum of once per day.

C. SCOPE OF SERVICES:

This agreement relates exclusively to the provision of consulting services to be rendered to the CONTRACTOR. The Consultant has been determined to be a vendor, and therefore would be exempt from sub-recipient requirements.

The CONSULTANT shall fulfill his/her designated responsibilities as outlined within this agreement. This agreement incorporates Attachment 1, “Office Manager Job Description” for a listing of itemized tasks that training and assistance may be completed in the course of this agreement. The CONSULTANT will be responsible for any additional training needs the CONTRACTOR requests and the CONSULTANT will be responsible for submitting an itemized list of services rendered and time allotted for each service. This itemization will be submitted with the CONSULTANT’S invoice.
IV. **COMPENSATION:**

A. All hours will be tracked. Tracking documentation MUST be submitted with the invoice for reimbursement.

B. Checking email and answers will be at no charge, unless the task(s) take longer than 15 minutes to research and write.

C. The consultant shall receive compensation, at the rate of $23 per hour, upon submission of an invoice.

D. Contract value is not to exceed $12,000.00

E. Consultant will invoice the Contractor on a weekly basis, unless the total bill is less than 10 hours, in which case the invoice will be held for the following week.

F. The consultant shall be responsible for all taxes, including Social Security and Federal taxes.

G. **Termination at Will** - This contract may be terminated by any party upon no less than thirty (30) calendar days notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by read-receipt e-mail, certified mail-return receipt requested or in person with proof of delivery.

H. **Termination for Breach** - This contract may be terminated by the Coalition for nonperformance by the Contractor upon no less than a seven (7) calendar day notice in writing to the Contractor. Waiver or breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. In the event of such termination, the Coalition shall be liable for payment only for services rendered prior to the effective date of termination. Contractor shall give the Coalition written notice of any perceived breach and it shall give the Coalition ten (10) business days to cure any perceived breach under the contract.
V. All of the terms and conditions of this contract are agreed upon by the parties.

In witness thereof, the parties hereto have caused this two (2)-page contract to be executed and duly authorized by signatures below.

**Contractor**

Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Rd. Ste. 103
St. Augustine, FL 32086

**Consultant**

Kim Brumfield
677 Delespine Ave.
St. Augustine, FL 32084

______________________________
Signature
Name: Dawn E. Bell
Title: CEO

______________________________
Signature
Name: Kim Brumfield

______________________________
Date

______________________________
Date
Position: Office Manager

Reports to: Chief Executive Officer

Compensation: $32,000 - $44,000 annually + benefits; salary based on experience and credentials

Basic Function: Responsible for the day to day office operations, providing clerical and administrative support to the Chief Executive Officer and Staff; is the initial point of contact for the public, agencies and volunteers. Responsible for oversight of board management and all human resource functions.

Employment Status: This position is classified as exempt status from the basic requirements stipulate by the Fair Labor Standards Act as provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 CFR Part 541.

General Responsibilities:

- Oversees the day-to-day office operations
- Performs clerical work
- Ensures the timely preparing of meeting agendas and support materials for all meetings, including notification in compliance with Florida's Government in the Sunshine Law.
- Maintains schedule of meetings, Meeting notices/reminders to membership.
- Preparation of board and committee packets, and meetings; takes and prepares minutes of meetings
- Responsible for maintaining updated board membership information
- Tracks employee attendance and leave
- Verifies payroll, hours worked, insures accuracy of PARs, completion of leave forms by staff, reports time to payroll company
- Responsible for managing and coordinating all employee benefits (401K, insurances, etc.)
- Ensures implementation of personnel policies and procedures, updates and distributes as necessary, enforces policies
- Assists in making travel arrangements for staff when necessary
- Ensures completeness of personnel files, required documentation, background checks, and claim processing (worker's comp and general liability)
- Process personnel status (new/term/change forms)
- Processes all volunteer applications and background screenings
- Drafts and distributes staff memorandum/communications
- File Maintenance, and archiving of files.
- Coordinate transfer and disposal of files/records as per the retention schedule and policies are carried out effectively.
- Manage office/vendor relations.
- Responsible for all purchasing, including procurement of items per policy and procedures.
- Maintenance of office leases, or related contracts, review invoices for accuracy.
- Assist in check processing for vendors on a weekly basis (to include logging, gathering back up documentation and verifying the accuracy of the check documentation, as well as obtaining signatures on checks/check requests).
• Maintains inventory per State Guidance as Property Custodian Delegate
• Processes ECS 2nd review of invoices.
• Assists with the organization and implementation of special events.
• Reviews all travel submitted for reimbursement, as it pertains to State Guidance
• Attend any pertinent conferences, trainings and meetings conducted by the Office of Early Learning or others as recommended by your supervisor.
• Creates needed materials (flyers, brochures, etc.) as requested.
• Responsible for incoming and outgoing mail and postage
• May have a purchasing card (p-card) or credit card assigned.
• Emergency duties as explained in the ELC COOP (continuity of operations plan)
• Work flexible hours and travel
• Other duties as assigned.

Knowledge, Skills and Ability Requirements:
• Ability to apply significant knowledge of rules, regulations, policies and procedures.
• Strong leadership capabilities
• Administrative organizational skills
• Ability to think analytically and strategically
• Strong multi-tasking abilities
• Effective time management and prioritization skills
• Ability to develop new projects and programs
• Ability to supervise employees
• Excellent written and verbal communication skills
• Ability to work independently
• Ability to effectively and creatively solve problems
• A valid driver’s license is required
• Must have personal, reliable transportation
• Certificates of acknowledgement required: Conflict of Interest, Code of Ethics, Confidentiality agreements, IT Systems and Security, Anti-Fraud, HR Employee Acknowledgement Form.

Education/Experience Requirements:
• Associate degree required; AA or AS in the area of business, office management, HR or related field.
• Requires excellent interpersonal and public relations skills as well as the ability to interact with all levels of management.
• Requires a valid Driver’s License and provide own reliable transportation.
MEMORANDUM

From: Kim Brumfield, Office Manager  
Date: October 16, 2017  
Subject: Procurement for Consulting Contracts - Kim Brumfield

The ELC Office Manager, Kim Brumfield has tendered her resignation. As with all pivotal positions with the coalition, we ask that she provide some continuing consulting in order to provide a smooth transition for the new employee.

This contract shall be for a period of December 6, 2017 – December 5, 2018; at a rate of $23.00 per hour and the contract value is not to exceed $12,000.

With this contract Kim Brumfield is uniquely qualified to provide the planned trainings. The value of the contract’s hourly rate is determined by comparison to the employee’s salary (not including any fringe benefits and other add-on employee costs) calculated into an hourly rate. This contract’s hourly rate is equal to or less than that of the cost of searching and contracting with a person of similar expertise. Kim Brumfield’s hours were determined by the estimated hours needed to train the new staff person in the Office manager position. This contract requires more total hours as the position is more encompassing and the person hired to fill the Office Manager position requires more orientation to the ELC business model.

I have reviewed and compared the price and cost data provided by the contractor and have determined that the costs proposed are necessary and reasonable for the work to be performed by the contractor.
XI. Approval of Moultrie Place Lease Continuation*

(St. Augustine office)

*ACTION ITEM*
## ACTION ITEM SUMMARY

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Approval of Moultrie Place Lease Continuation (St. Aug Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reason for Recommended Action</strong></td>
<td>Staff requests approval to continue the Moultrie lease agreement of rental of office space in St. Augustine, FL. The current lease ends February 28, 2018. The space currently houses our CEO, Finance Manager, Office Manager and Early Literacy Outreach manager. The total is $1858.67 per month with a 3% increase each year.</td>
</tr>
<tr>
<td><strong>If this is not done, the following would occur:</strong></td>
<td></td>
</tr>
<tr>
<td>• The Coalition would need to find comparable office space for St. Johns County staff.</td>
<td></td>
</tr>
<tr>
<td><strong>How the Action will be accomplished</strong></td>
<td>Board approval and signing of lease.</td>
</tr>
</tbody>
</table>
OFFICE LEASE

THIS LEASE, made this 11th day of October 2017, between DAVID A. AND CATHERINE G. MANCINO, whose address is 2450 Old Moultrie Road, Suite 301, St. Augustine, Florida 32086 hereafter referred to as “Landlord”), and EARLY LEARNING COALITION, (hereafter referred to as “Tenant”):

WITNESSETH:

1. DEMISED PREMISES.
   (a) Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed by Tenant, does hereby lease unto Tenant the premises situated at 2450 Old Moultrie Road in St. Augustine, Florida, more particularly described as: Suite 103, containing approximately 1360 square feet, in that certain office building known as Moultrie Place, hereinafter referred to as “building”, as shown on the floor plan attached hereto as Exhibit “B”, signed by the parties for identification and thereby made a part hereof (which premises are hereinafter referred to as the “demised premises”), together with the right to use the common facilities which shall be furnished by Landlord in common with Landlord and other tenants and occupants (their agents, employees, customers and invitees) of the building in which the demised premises are located.

   (b) For purposes of this Lease “common facilities” shall include, but not be limited to adjacent grounds, parking areas, sidewalks, walkways, lobby, elevator, stairs and utility rooms.

   (c) Notwithstanding the foregoing, Exhibit "B" is not to be deemed as a warranty, representation or agreement on the part of the Landlord that the demised premises will be exactly as indicated on said Exhibit "B".

2. TERM.
   (a) The term of this Lease shall commence on the 1st day of March, 2018 (hereinafter referred to as the “commencement date”) and expire on the 28th day of February, 2021 (hereinafter referred to as the “termination date”). In the event Landlord fails to deliver possession on the commencement date because the demised premises are not then ready for occupancy, or for any other cause, Landlord shall not be liable to Tenant for any damages as a result of Landlord’s delay in delivering the demised premises, and the commencement date of this Lease shall be postponed until such time as the demised premises are ready for occupancy.

   (b) In the event that the Landlord fails to deliver possession of the demised premises within ninety (90) days after the date of this Lease, Tenant may terminate the Lease upon ten (10) days written notice to landlord, whereupon neither the Landlord nor Tenant shall have any liability to the other.

   (c) Provided there be no existing defaults at the time of renewal, the Tenant may, by written notice mailed to the Landlord, six (6) months or more before the last date of the original term, extend the term for a period of two (2) year(s) from the end of such original term, upon the same terms and conditions as herein set forth.

3. RENT.
   For the first year of this Lease, monthly rent for the demised premises shall be One Thousand Three Hundred and Sixty Dollars ($1360.00), plus sales or use tax, (if applicable) payable in advance, on or before the first day of each and every month throughout the term of this Lease; provided however, that if the lease term shall commence on a day other than the first day of a calendar month or shall end on a day other than the last day of the calendar month, the rental for such fractional month...
shall be such proportion of the monthly rental as the number of days in such fractional month bears to the total number of days in the calendar month. Said rent shall be paid without demand, set-off or deduction. This monthly rent equals Twelve Dollars ($12.00) per square foot per annum, as shown on Exhibit “D.”

4. PLACE OF PAYMENT.
All Rent and other charges due from the Tenant to the Landlord shall be paid to the Landlord, when due, at the Landlord’s address as set forth above, or agent of the Landlord at any other address which the Landlord may specify to the Tenant by written notice.

5. RENTAL ADJUSTMENT.
Effective each anniversary, starting Year 2, the monthly rent shall be adjusted upward by the greater of:

(a) Three percent (3%) of the prior year’s monthly rent or

(b) One hundred percent (100%) of the change in the rent calculated in accordance with the formula hereinafter set forth. In applying the formula, the following definitions shall control:

(i) "Bureau" means the United States Bureau of Labor Statistics or any successor agency that shall issue the indices referred to in (b).
(ii) "Price Index" means the Consumer Price Index for Urban Wage Earners issued from time to time by the Bureau, or any other measure hereafter employed in lieu of the Price Index, which measures the cost of living nationally.
(iii) "Base Index" is the Price Index for the month of February, 2018.
(iv) "Current Price Index" is the Price Index for the last calendar month of each lease year.
(v) "Lease Year" means March 1, 2018 through February, 2019, and each succeeding period of twelve (12) calendar months.

The formula is as follows: If the Current Price Index is greater than the Base Index, then the monthly rent for the next Lease Year shall be increased over the monthly rent for previous Lease Year in the same proportion that the increase in the Current Price Index bears to the Base Index.

6. ADDITIONAL RENT.
In addition to the foregoing monthly rent, if applicable, all other payments to be made by Tenant hereunder shall be deemed, for the purpose of securing the collection thereof, to be additional rent hereunder, whether or not the same be designated as such. Tenant shall pay the sales and use tax due on such additional rent.

7. ADDITIONAL RENT, OPERATING EXPENSES, AND COMMON AREA MAINTENANCE.
(a) For purposes of this Lease, the term “operating expenses” and “common area maintenance” shall include, but not be limited to, a reserve for future expenditures, taxes, maintenance of parking and other common areas, landscaping maintenance, common area electric and janitorial services, water, sewer, labor, licenses, permits, inspection fees, insurance, maintenance and service charges and all other direct costs of operating, managing and maintaining the building and grounds in which the demised premises are located. The term “taxes” shall include real estate taxes and assessments, special or otherwise, on the land and buildings of which the demised premises are a part, and any other taxes including without limitation, a tax or charge on rentals, gross receipts or income that may be imposed in lieu of or partially in lieu of such real estate taxes and assessments.
(b) In order to reimburse the Landlord for its operating expenses and costs of common area maintenance, Tenant shall pay to Landlord on a monthly basis as additional rent, at such time the rent is due, a sum equal to $4.40 for each square foot leased by Tenant per annum in accordance with this Agreement, for a monthly sum of $498.67, plus sales and use tax thereon (if applicable), as shown on Exhibit "D."

(c) If after the beginning of every calendar year during the term of this Lease, the Landlord determines that its operating expenses and cost of common area maintenance for the previous calendar year exceeds the amount stated in Paragraph 7 (b) above, Landlord shall deliver to Tenant a statement setting forth the operating expenses due for the immediately preceding calendar year. The date such statement delivered to Tenant is herein called "statement delivery date". Tenant shall pay Tenant's unpaid operating expenses and costs of common area maintenance as additional rent, plus sales and use tax thereon, within thirty (30) days from the statement delivery date.

(d) Landlord may, at its discretion, make from time to time during the Term a reasonable estimate of the Additional Rent which may become due under such provisions with respect to any calendar year, and may require the Tenant to pay to the Landlord with respect to each calendar month during such year one-twelfth (1/12) of such Additional Rent, at the time and in the manner that the Tenant is required hereunder to pay the monthly Rent. In such event, the Landlord shall cause the actual amount of such Additional Rent to be computed and certified to the Tenant within sixty (60) days after the end of such calendar year, and the Tenant or the Landlord, as the case may be, shall promptly thereafter pay to the other the amount of any deficiency or overpayment therein, as the case may be.

(e) If this Lease expires prior to the statement delivery date of the last calendar year of the term of this Lease, tenant hereby agrees to pay within thirty (30) days from the statement delivery date all sums which will be due and payable by Tenant.

8. LATE CHARGE.
If any monthly installment of rental is received by Landlord after the 5th day of any month, a late charge equal to the greater of $100.00 or 5% of such monthly rental shall be paid to Landlord by Tenant.

9. USE AND OCCUPANCY.
During the continuation of this Lease, the demised premises shall be used and occupied for an administrative/business office and for no other purposes without the written consent of Landlord. Tenant shall not use the demised premises for any purpose in violation of any law, ordinance, or regulation, nor shall Tenant perform any acts or carry on any practices which may injure the demised premises or the building in which the demised premises are located or be a nuisance, disturbance or menace to the other tenants of said building. Upon breach of this agreement, Landlord shall have the right to terminate this Lease forthwith and to re-enter and repossess the demised premises.

10. HAZARDOUS SUBSTANCES.
The Tenant shall not manufacture, store or dispose of in or about the demised premises any substance defined as a hazardous substance, toxic substance, or contaminant (other than usual and customary solvents, cleaning materials, or similar materials used in ordinary course of Tenant's business and in compliance with applicable laws and regulations) under the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended from time to time; the Federal Resource Conservation and Recovery Act of 1976, as amended from time to time; the State of Florida's 1974 Resource Recovery and Management Act, as amended from
time to time; or any other or further legislation, rule, ruling, statute or
guideline promulgated by competent public authority and governing the use, storage
or disposition of such materials, nor shall Tenant conduct its business in violation
of the above cited Acts. Tenant shall and does hereby indemnify and hold Landlord
harmless from all manner of loss, damage, cause or expense (including attorneys' fees
and court loss) which Landlord may suffer as a result of Tenant's breach of the
provisions of this paragraph. The provisions of the paragraph shall survive the
termination or expiration of this Lease.

11. UTILITY CHARGES.
(a) The Landlord shall be solely responsible for and promptly pay all charges for
water, sewer and trash removal services. Tenant shall be responsible for arranging
for and paying for any services which may be required at the demised premises,
including, but not limited to, electricity and telephone.

(b) Tenant shall use all utilities in accordance with Landlord’s rules and
regulations and the rules and regulations of the public or private utility company,
or the governmental agency, supplying the same. Landlord shall not be liable in
damages or otherwise for any interruption in the supply of any utility to the demised
premises, nor shall any such interruption constitute any ground for an abatement of
any of the rents reserved hereunder. Tenant shall not at any time overburden or
exceed the capacity of the mains, feeders, ducts, conduits or other facilities from
which such utilities are supplied to or distributed in the demised premises. If
Tenant desires to install any equipment which shall require greater capacity than
the facilities provided by Landlord, such
installation shall be subject to Landlord’s prior written approval of Tenant’s plan
and specifications therefor. If approved by Landlord, Tenant agrees to pay Landlord,
provided Landlord is billed for same directly, on demand, the cost for providing such
additional utility facilities or utility facilities of a greater capacity.

(c) If Tenant vacates premises prior to termination of lease, Tenant shall be
responsible for maintaining electrical power and air conditioning to the Suite for
the remainder of the Lease.

12. LIENS.
The Tenant will not permit any liens to stand against the demised premises for any
labor or material furnished in connection with any work performed by or at the
direction of the Tenant, and the Landlord will not permit any liens to stand against
the demised premises for any labor or material furnished in connection with any work
performed by or at the direction of the Landlord. The party at whose direction labor
and material are furnished may contest the validity and amount thereof, said party
will immediately pay any judgment rendered with all proper costs and charges, and
shall have the lien released at said party’s expense.

13. MAINTENANCE.
(a) Except for damage caused by Tenant’s negligence or intentional acts, Landlord,
at Landlord’s expense:
   (i) Shall keep the roof, exterior walls, and structural members of the
       building in proper repair;
   (ii) Shall make any repairs and replacements to the interior of the demised
        premises including, but not limited to, windows, doors, interior walls,
        plumbing, heating & air conditioning equipment and electrical fixtures;
        provided that in each case Tenant shall have given Landlord prior written
        notice of the necessity of such repairs.
Landlord shall also be responsible for keeping Common Facilities in a clean and orderly condition.

(b) Tenant shall, at its own expense, maintain the demised premises and every part thereof in good order and condition and at the expiration of the term of the lease yield and deliver up the same in like condition as when taken, reasonable use and wear excepted. If the Lease is less than three (3) years, reasonable use and wear will not be excepted and Tenant shall be responsible for cleaning, patching, painting, carpet cleaning and whatever else is necessary to return premises in like condition as when taken. Tenant shall use chair platforms under all desk chairs having casters in order to protect carpeting installed by Landlord. Any and all food shall be properly stored so as not to cause any infestation or attraction of pests. In the event that the premises are not properly maintained in the reasonable estimation of Landlord, upon written notice of such deficiency and the failure to correct within five (5) days of any such written notice, the Landlord shall have the right to obtain housekeeping services on behalf of the Tenant at the sole expense of the Tenant.

(c) Tenant has inspected and accepts the demised premises, its fixtures and appurtenances in "As Is" condition.

14. ALTERATIONS
The Tenant shall not make any alterations, improvements or additions to the demised premises, including but not limited to painting, window treatments, wall coverings, floor coverings and special lighting installations without the Landlord’s advance written consent in each and every instance. In the event Tenant desires to make any alterations, improvements or additions, Tenant shall first submit to Landlord the plans and specifications therefor and obtain Landlord’s written approval thereof prior to commencing any such work. All alterations, improvements or additions, whether temporary or permanent, shall remain upon the demised premises at the termination of this Lease without compensation to Tenant (excepting only Tenant’s movable office furniture, trade fixtures, office and professional equipment); provided, however, Landlord shall have the right to require Tenant to remove such alterations, improvements or additions and repair any damage resulting therefrom, at Tenant’s cost, upon the expiration or sooner termination of this Lease.

15. ASSIGNMENT AND SUBLETTING.
Tenant covenants not to assign, transfer, hypothecate or mortgage this Lease or sublet the demised premises or any part thereof without the prior written consent of Landlord. Any assignment, transfer (including transfers by operation of law or otherwise), hypothecation, mortgage or subletting without such written consent shall give Landlord the right to terminate this lease and to re-enter and possess the demised premises.

16. INDEMNIFICATION.
Except for Landlord’s negligence or intentional acts, Tenant agrees to be responsible for and to protect, defend, indemnify and hold Landlord harmless, from and against any and all losses, economic loss, costs, liabilities, damages, claims, demands, expenses and legal actions arising or allegedly arising out of any accident or occurrence causing or allegedly causing injury or death to any person or persons or damage to any property in any way connected or allegedly connected with the condition of the demised premises or the use of the demised premises or any part thereof by the Tenant or by any other person or person, no matter by whomsoever or whatsoever caused. Tenant shall, at its own expense, defend any such claim and any suit, action or proceeding which may be commenced thereunder, and Tenant shall pay any and all judgments which may be recovered in any such suit, action or proceeding, and any and all expenses, including but not limited to costs, attorney’s fees and settlement expenses that may be incurred therein.
17. INSURANCE.
Tenant shall procure at its sole cost and expense and keep in effect during the entire term thereof, comprehensive general liability insurance with minimum limits of liability of $1,000,000 bodily injury and property damage, including fire damage legal liability, combined single limit. Said insurance shall name Landlord as an additional named insured, shall specifically include the liability assumed hereunder and shall provide that it is primary and not excess over or contributory with any other valid, existing and applicable insurance in force for Landlord. Tenant shall, prior to occupancy of the demised premises, deliver to Landlord certificates of such insurance and, in the event Tenant shall fail to procure such insurance, Landlord may, after written notice, procure the same for the account of Tenant and the cost thereof shall be paid to Landlord as an additional rent upon receipt by Tenant of bills therefor.

18. FIRE OR OTHER CASUALTY.
(a) In the event the demised premises is damaged or destroyed in whole or in part by fire or other casualty during the term hereof, Landlord shall, subject to the following, at its own cost and expense, repair and restore the same to tenantable condition, and the rent herein provided for shall abate entirely in case the entire demised premises are untenantable and pro rata for the portion rendered untenantable, until such time as the demised premises are restored to tenantable condition. If the Landlord deems that the demised premises cannot be restored to tenantable condition within a period of one hundred fifty (150) days, Landlord and Tenant shall each have the right to terminate this Lease upon written notice to the other and any rent paid for any period in advance of the date of such damage and destruction shall be refunded to Tenant. If the demised premises are damaged due to fire or other casualty, Tenant shall at its own cost and expense remove such of its furniture and other belongings from the demised premises as Landlord shall require in order to repair and restore the demised premises. Landlord shall be the sole judge as to the extent of the untenantability of the demised premises and of the time required for the repair and rebuilding of the same.

(b) In the event the building in which the demised premises are located is destroyed to the extent of more than one-half of the then value thereof, Landlord shall have the right to terminate this Lease upon written notice to Tenant, in which event any rent paid in advance of the date of such destruction shall be refunded to Tenant.

19. TENANT'S NEGLIGENCE AND WAIVER OF SUBROGATION.
Anything contained in any provision of this Lease to the contrary notwithstanding, if any damage to the Premises, the Building, or both are caused by or result from the intentional tortious act or omission of the Tenant, those claiming under the Tenant, or any of their respective officers, employees, then

(a) the Rent shall not be suspended or apportioned;

(b) the Tenant shall pay to the Landlord as Additional Rent,
   (i) the amount of any increase in insurance premiums resulting from such damage;
   (ii) any deductible.

Notwithstanding anything in this Lease to the contrary, the parties release each other and each other's employees and agents from any and all liability for any loss of, or damage to, property which is caused by or results from risks which are insured against by insurance policies carried by either of the parties or which could be insured against under a standard all-risk property insurance policy, regardless of cause, including the negligence of either party or their respective employees or
agents. The foregoing release shall apply to losses or damages in excess of policy limits and to any co-insurance, deductible or self-insured retention. In the event of any inconsistency between the provisions of this section and any other provision of this Lease, the provisions of this section shall be controlling.

20. EMINENT DOMAIN.
If the whole or any substantial part of the demised premises or the building in which the demised premises are located shall be taken by any public authority under the power of eminent domain, then the Lease shall cease on the part so taken on the date possession of that part shall be required for public use, and any rent paid in advance of such date shall be refunded to Tenant. In the event that the taking substantially interferes with the Tenant’s use of the demised premises (the determination of which shall not be arbitrarily or capriciously made), either the Landlord or the Tenant shall have the right to terminate this Lease upon written notice to the other, which notice shall be delivered within thirty (30) days following the date notice is received of such taking. In the event that neither party hereto shall terminate this Lease, Landlord shall make all necessary repairs to the demised premises, and Tenant shall continue in possession of the portion of the demised premises not taken under the power of eminent domain, under the same terms and conditions as are herein provided, except that the rent reserved herein shall be reduced in direct proportion to the amount of the demised premises so taken. All damages awarded for such taking shall belong to and be the property of Landlord, whether such damages be awarded as compensation for diminution in value of the leasehold or to the fee of the demised premises; provided, however, Landlord shall not be entitled to any portion of the award made to Tenant for removal and reinstallation of fixtures, loss of business, or moving expenses.

21. TENANT'S PLAN FOR IMPROVEMENTS.
The Landlord may make improvements to the demised premises which will be set forth in the "Tenant Finish Allowance" and attached as Exhibit "C". The Landlord shall use its best efforts to complete such improvements by the date upon which the Tenant is entitled to occupy the Premises pursuant to this Lease, but shall have no liability to the Tenant hereunder if prevented from doing so by reason of labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Landlord's control. In which event the date of commencement and expiration of the Term of the Lease shall be postponed for a length of time equaling the length of such delay, and the Tenant shall accept possession of the demised premises within ten (10) days after such completion.

22. ACCEPTANCE OF POSSESSION.
Except for (a) latent defects or incomplete work which would not reasonably have been revealed by an inspection of the Premises made for the purpose of discovering the same at the time of the Tenant's assumption of possession of the Premises; and (b) any other items of incomplete work, which are set forth on a punch list submitted to and approved in writing by the Landlord prior to such assumption of possession, by its assumption of possession of the Premises, the Tenant shall for all purposes of this Lease be deemed to have accepted the Premises in "As Is" condition and to have acknowledged the Premises to be in the condition called for hereunder.

23. QUIET ENJOYMENT.
Landlord warrants that Tenant, upon paying the rents hereinbefore provided and in performing each and every covenant hereof, shall peacefully and quietly hold, occupy and enjoy the demised premises throughout the term hereof, without molestation or hindrance by any person whomever.
24. RULES AND REGULATIONS.
The Landlord shall have the right to adopt reasonable rules and regulations for the occupants of the Building, including Tenant, and Tenant shall comply with all such rules and regulations promulgated by the Landlord. If any rules and regulations are in effect as of the date hereof, a copy of such rules and regulations shall be attached hereto as Exhibit "A".

25. SUBORDINATION AND ATTORNMENT.
Landlord reserves the right to subject and subordinate this Lease at all times to the lien of any mortgage or mortgages now or hereafter placed upon Landlord’s interest in the demised premises and on the land and buildings of which the demised premises is a part. In confirmation of such subordination, Tenant shall execute promptly any certificate that Landlord may request. Notwithstanding subordination, as aforesaid, at the option of the Lessor, Mortgagee, Trustee or the Purchaser at the foreclosure sale, this Lease, except as otherwise hereinafter provided, shall not terminate or be divested by foreclosure, deed in lieu of foreclosure, or other default proceedings under said leases, mortgages, deeds of trust, or obligations secured thereby, and Tenant shall attorn to and recognize the Lessor, Mortgagee, Trustee or the Purchaser at the foreclosure sale in the event of such foreclosure or other default proceeding as Tenant’s Landlord for the balance of the term of this lease, subject to all of the terms and provisions hereof, and thereafter, Tenant shall peaceably and quietly hold and enjoy the demised premises throughout the original term of this Lease and any extensions thereof. Such Lessor, Mortgagee or the purchaser at said foreclosure sale shall not be:

(a) Liable for any act or omission of Landlord;
(b) Subject to any offsets or defenses which Tenant might have against Landlord;
(c) Bound by any rent or additional rent which Tenant may have paid to Landlord for more than the current month; and
(d) Bound by any amendment or modification of this Lease made, after such foreclosure sale, without its consent.

Notwithstanding the attornment agreements hereinabove set forth, the beneficiary of any such attornment agreements may elect to declare said attornment provisions to be null and void and of no force and effect.

26. NON-LIABILITY OF LANDLORD.
Landlord shall not be responsible or liable to Tenant for any loss or damage to Tenant, Tenant’s business or property that may be occasioned by or through the acts or omissions of persons occupying adjoining premises adjacent to or connected with the demised premises or any part of the building of which the demised premises is a part, or for any loss or damage resulting to Tenant or his property from malfunctioning heat or air conditioning equipment, burst, stopped, or leaking water, gas, sewer or steam pipes, or for any damage or loss of property within the demised premises from any cause whatsoever except as caused by Landlord or his agents negligent or intentional acts. In the event of any sale or transfer (including any transfer by operation of law) of the demised premises, Landlord (and any subsequent owner of the demised premises making such a transfer) shall be relieved from any and all obligations and liabilities under this Lease except such obligations and liabilities as shall have arisen during Landlord’s respective period of ownership, except that any such sale or transfer shall be subject to the Tenant’s right under this Lease.

27. SECURITY DEPOSIT.
Tenant has deposited with Landlord the sum of $0 as security for the full and faithful performance of every provision of this Lease to be performed by Tenant. If Tenant defaults with respect to any provision of this Lease, including but not
limited to the provisions relating to the payment of rent, Landlord may use, apply or retain all or any part of this security deposit for the payment of any rent or any other sum for the payment of any other amount which Landlord may spend or become obligated to spend by reason of Tenant’s default, or to compensate Landlord for any other loss, cost or damage which Landlord may suffer by reason of Tenant’s default. If any portion of said deposit is so used or applied, Tenant shall, within five (5) days after written demand therefor, deposit cash with Landlord in an amount sufficient to restore the security deposit to its original amount and Tenant’s failure to do so shall be a breach of this Lease. Landlord shall not be required to keep this security deposit separate from its general funds or pay interest to Tenant. If Tenant shall fully and faithfully perform every provision of this Lease, the security deposit or any balance thereof shall be returned to Tenant upon Tenant’s vacation of demised premises. In the event the building is sold, the security deposit will be transferred to the new owner.

28. ESTOPPEL CERTIFICATE BY TENANT.
The Tenant agrees that from time to time upon not less than ten (10) days prior request by the Landlord, the Tenant will deliver to the Landlord a statement in writing certifying:

(a) that this Lease is unmodified and in full force and effect (or if there have been modifications that the same is in full force and effect as modified and identifying the modifications),
(b) the dates to which the rent and other charges have been paid, and
(c) that, so far as the person making the certificate knows, the Landlord is not in default under any provision of this Lease, and if the Landlord is in default, specifying each such default of which the person making the certificate may have knowledge, it being understood that any such statement so delivered may be relied upon by any landlord under any ground or underlying lease, or any prospective purchaser, mortgagee, or any assignee of any mortgage on the land.

29. CERTAIN RIGHTS RESERVED TO THE LANDLORD.
The Landlord reserves the following rights:

(a) To name the building and to change the name or street address of the building.
(b) To install and maintain a sign or signs on the exterior or interior of the building.
(c) During the last ninety (90) days of the term, if during or prior to that time the Tenant vacates the demised premises, to decorate, remodel, repair, alter or otherwise prepare the demised premises for re-occupancy, without affecting Tenant’s obligation to pay rental for the demised premises.
(d) On reasonable prior notice to the Tenant, to exhibit the demised premises to prospective tenants during the last one hundred and eighty (180) days of the term, and to any prospective purchaser, mortgagee, or assignee of any mortgage on the land and to others having a legitimate interest at any time during the term.
(e) To place “for sale” signs or “for lease” signs on the demised premises or building.
(f) At any time in the event of an emergency, and otherwise at reasonable times, to take any and all measures, including inspections, repairs, alterations, additions and improvements to the demised premises or to the building, as may be necessary or desirable for the safety, protection or preservation of the demised premises or the building or the Landlord’s interests, or as may be necessary or desirable in the operation or improvement of the building or in order to comply with all laws, orders and requirements of governmental or other authority.
30. NON-WAIVER.
One or more waivers of any covenant or conditions by Landlord shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Landlord to or of any act by Tenant requiring Landlord's consent or approval shall not be deemed to waive or render unnecessary Landlord's consent or approval to or of any subsequent similar act by Tenant.

31. BANKRUPTCY.
In the event the estate created hereby shall be taken in execution or by other process of law, or if Tenant shall be adjudicated insolvent or bankrupt pursuant to the provisions of any state or federal insolvency or bankruptcy law, or if a receiver or trustee of the property of Tenant shall be appointed by reason of Tenant's insolvency or inability to pay its debts, or if any assignment shall be made of Tenant's property for the benefit of creditors, then and in any of such events, Landlord may terminate this Lease by written notice to Tenant; provided, however, if the order of court creating any of such disabilities shall not be final by reason of pendency of such proceedings, or appeal from such order, then Landlord shall not have the right to terminate this Lease so long as Tenant performs it obligations hereunder.

32. LANDLORD'S REMEDIES.
(a) In the event Tenant shall fail to pay the rent reserved herein when due, Landlord shall give Tenant written notice of such default and if Tenant shall fail to cure such default within ten (10) days after receipt of such notice, Landlord shall, in addition to its other remedies provided by law, have the remedies set forth in subparagraph (c) below.

(b) If Tenant shall be in default in performing any of the terms of this Lease other than the payment of rent, Landlord shall give Tenant written notice of such default, and if Tenant shall fail to cure such default within twenty (20) days after the receipt of such notice, or if the default is of such a character as to require more than twenty (20) days to cure, and Tenant fails within said twenty (20) day period to commence and thereafter proceed diligently to cure such default, Landlord may (at its option and in addition to its other legal remedies) cure such default for the account of Tenant and any sums so expended by Landlord shall be additional rent for all purposes hereunder, and shall be paid by Tenant with the next monthly installment of rent.

(c) If any rent shall be due and unpaid or Tenant shall be in default of the other terms of this Lease, and such default has not been cured after notice and within the time provided in subparagraphs (a) and (b) above, or, if the demised premises are abandoned or vacated, then Landlord, in addition to any and all other remedies existing under the common or statutory law of Florida, shall have the immediate right of re-entry. Should Landlord elect to re-enter or take possession pursuant to legal proceedings or any notice provided for by law, Landlord may either terminate this Lease or without terminating this Lease, re-let the premises or any part thereof on such terms and conditions as Landlord shall in its sole discretion deem advisable. The proceeds of such re-letting shall be applied first, to the payment of any indebtedness of Tenant to Landlord other than rent due hereunder; second, to the payment of any reasonable costs of such re-letting, including the cost of any reasonable alterations and repairs to the demised premises; third, to the payment of rent due and unpaid hereunder; and the residue, if any, shall be held by Landlord and applied in payment of future rent as the same may become due and payable hereunder. Should the proceeds of such re-letting during any month be less than the monthly rent reserved hereunder, the Tenant shall during each such month pay such deficiency to Landlord.
(d) All rights and remedies of Landlord shall be cumulative and none shall be exclusive of any other rights and remedies allowed hereunder or by law.

(e) If it should become necessary for the Landlord to seek to enforce this Lease, the Tenant shall pay all of Landlord's reasonable fees and costs, including attorney's fees and other expenses, at all levels of the proceedings.

33. NOT USED.

34. PARTIAL INVALIDITY.
If any term, covenant, condition or provision of this Lease or the application thereof to any person or circumstance shall, at any time, or to any extent, be invalid or unenforceable, the remainder of this Lease or the application of such term or provision shall not be affected thereby, and each term, covenant, condition and provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

35. HOLDING OVER.
The Tenant shall not continue to occupy the Premises after the expiration or earlier termination of the term of this Lease or any renewal thereof, unless the Landlord consents in writing to such continuation or occupancy. Such continuation shall be from month to month and shall continue until either party notifies the other in writing by at least sixty (60) days that they elect to terminate such tenancy. Such month to month tenancy shall be upon the same terms and subject to the same conditions as those set forth in the provisions of this Lease except that the rent may be increased by up to 50% above current rent by Lessor by written notice to Lessee served no less than thirty (30) days in advance of the period to which the increase applies.

36. ENTIRE AGREEMENT.
This Lease shall constitute the entire agreement of the parties hereto; all prior agreements between the parties whether written or oral, are merged herein and shall be of no force and effect. This Lease cannot be changed, modified or discharged orally but only by an agreement in writing, signed by the party against whom enforcement of the change, modification or discharge is sought.

37. NOTICES.
Whenever under this Lease a provision is made for notice of any kind it shall be deemed sufficient notice and service thereof if such notice to Tenant is in writing addressed to Tenant at Tenant's last known post office address or at the demised premises and deposited in the mail with postage prepaid and if such notice to Landlord is in writing to the address provided on this lease. Notice need be sent to only one Tenant or Landlord where Tenant or Landlord is more than one person.

38. SUCCESSORS.
This Lease shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, administrators, executors, representatives, successors and assigns.

39. GOVERNING LAW.
This Lease shall be governed and enforced in accordance with the Laws of the State of Florida.

40. RADON GAS.
Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities may present health risks to persons who are exposed
to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health unit.

41. NO OPTION.
The submission by Landlord to Tenant of this Lease in draft form shall be deemed submitted solely for Tenant’s consideration and not for acceptance and execution. Such submission shall have no binding force or effect, shall not constitute a reservation or an option for the leasing of the premises herein described, nor confer any rights to impose any obligations upon either party. The submission by Landlord of this Lease for execution by Tenant and the actual execution and delivery thereof by Tenant to landlord shall similarly have no binding force and effect unless and until Landlord shall have executed this Lease.

42. SIGNAGE.
Landlord, in its sole judgment, shall determine the type, size and location of all interior and exterior signs. Any Tenant’s signs permitted by Landlord shall require the Landlord’s prior written approval and shall be manufactured and installed solely at the expense of the Tenant.

43. INTERPRETATION.
For purposes of interpretation of this Lease, it is agreed that both parties shall be deemed to have prepared this Lease.

44. LITIGATION - VENUE - ATTORNEY’S FEES.
In the event of litigation between the parties arising from this Lease:
(a) venue shall be St. Johns County, Florida
(b) the prevailing party shall be entitled to costs and attorney’s fees from the non-prevailing party.

45. TERMINATION DUE TO LACK OF FUNDS.
Any obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. In the event funds to finance this contract become unavailable, the Coalition (Tenant) may terminate this contract upon no less than a one hundred and twenty (120) calendar day notice, in writing, to the Contractor (Landlord). Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery.

46. ASSURANCES AND CERTIFICATIONS.
The attached Assurances and Certifications are hereby incorporated into this Lease as Exhibit "E".

47. OTHER CONDITIONS.
Paragraph 21 is not applicable to this Lease.

EXECUTION PAGE ATTACHED
IN WITNESS WHEREOF, the parties hereto have hereunto set their hands as of the day and year first above written.

WITNESSES:

(Witness Signature)

(Printed Name)

(Witness Signature)

(Printed Name)

(Witness Signature)

(Printed Name)

LANDLORD:

By: ___________________________
David A. Mancino, Owner

By: ___________________________
Catherine G. Mancino, Owner

TENANT:

By: ___________________________
Dawn Bell
EXHIBIT "A" - RULES AND REGULATIONS

The Tenant agrees to comply with the following rules and regulations and with such reasonable modifications thereof and additions thereto as the Landlord may hereafter from time to time make for the demised premises and the building. The Landlord shall not be responsible for the performance by any other tenant of any of said rules and regulations:

(a) The Tenant shall not exhibit, sell or offer for sale on the demised premises or in the building any article or thing except those articles and things essentially connected with the stated use of the demised premises without the advance written consent of the Landlord.

(b) The Tenancy will not make or permit to be made any use of the demised premises or any part thereof which would violate any of the covenants, agreements, terms, provisions and conditions of the Lease or which directly or indirectly is forbidden by public law, ordinance or governmental regulation or which may be dangerous to life, limb, or property, or which may invalidate or increase the premium cost of any policy of insurance carried on the building or covering its operation, or which will suffer or permit the demised premises or any part thereof to be used in any manner or anything to be brought into or kept therein which, in the judgment of Landlord, shall in any way impair or tend to impair the character, reputation or appearance of the building as a high quality office building, or which will impair or interfere with or tend to impair or interfere with any of the services performed by Landlord for the building.

(c) The Tenant shall not display, inscribe, print, paint, maintain or affix on any place in or about the building any sign, notice, legend, direction, figure or advertisement, except on the doors of the demised premises and on the Directory Board, and then only such name (s) and matter, and in such color, size, style, place and materials, as shall first have been approved by the Landlord in writing. The using of any name other than that of Tenant whether on the doors of the demised premises, on the building directory, or otherwise, shall not operate to vest any right or interest in this Lease or in the demised premises, it being expressly understood that any such listing is a privilege extended by Landlord revocable at will by written notice to Tenant.

(d) The Tenant shall not advertise the business, profession or activities of the Tenant conducted in the building in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization pertaining to such business, profession or activity, and shall not use the name of the building for any purposes other than that of the business address of the Tenant, and shall never use any picture or likeness of the building in any circulars, notices, advertisements or correspondence without the Landlord’s written consent.

(e) No additional locks or similar devices shall be attached to any door or window without Landlord’s prior written consent. No keys for any door, other than those provided by the Landlord, shall be made. If more than two keys for one lock are desired, the Landlord will provide the same upon payment by the Tenant. All keys must be returned to the Landlord within ten (10) days of the expiration or sooner termination of this Lease.

(f) Tenant is required to use care when moving property into and out of Building. Tenant is to notify Landlord of moving dates and delivery times so Landlord has time to prepare the elevator to prevent damage. Tenant will be financially responsible for any damages to Building caused by Tenant while moving objects into or out of Building.

(g) Should Tenant desire to place in the Building any unusually heavy equipment, including, but not limited to, large files, safes and electronic data processing equipment, it shall first obtain written approval of Landlord. Landlord may direct the time and manner of delivery, routing and removal, and the location of articles.

(h) Unless the Landlord gives advance written consent, the Tenant shall not install or operate any steam or internal combustion engine, boiler, machinery, refrigeration or heating device or air conditioning apparatus in or about the demised premises, or carry on any mechanical business therein, or use the demised premises for housing accommodations or lodging or sleeping purposes or do any cooking therein or use any illumination other than electric light or use or permit to be brought into the building any flammable fluids such as gasoline, kerosene, naphtha and benzene or any explosives, radioactive materials or other articles deemed extra hazardous to life, limb or property except in a manner which would not violate any ordinance or regulation. The Tenant shall not use the demised premises for any illegal or immoral purpose.

(i) The Tenant shall cooperate fully with the Landlord to assure the effective operation of the building’s air conditioning system including the closing of blinds and drapes (if applicable), and if windows are operable to keep them closed when the air conditioning system is in use.
(j) The Tenant shall not contract for any work or service which might involve the employment of labor incompatible with the building employees or employees of contractors doing work or performing services by or on behalf of the Landlord.

(k) The sidewalks, hall, passages, exits, entrances and stairways shall not be obstructed by the Tenant or used for any purpose other than for ingress to and egress from its demised premises. The halls, passages, exits, entrances, stairways and roof are not for the use of the general public and the Landlord shall in all cases retain the right to control and prevent access thereto by all persons whose presence, in the judgment of the Landlord, shall be prejudicial to the safety, character, reputation and interests of the building and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom the Tenant normally deals in the ordinary course of Tenant’s business unless such persons are engaged in illegal activities. No Tenant and no employees or invitees of any Tenant shall go upon the roof or mechanical areas of the building.

(l) Tenant shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the demised premises, or permit or suffer the demised premises to be occupied or used in a manner offensive or objectionable to the Landlord or other occupants of the building by reason of noise, odors and/or vibrations or interfere in any way with other tenants or those having business therein, nor shall any animals or birds be brought in or kept in or about the demised premises or the building except as follows:

-For purposes of aiding a children’s reading program, Early Learning Coalition of North Florida shall be allowed to periodically have one small dog on the premises.
-Said dog shall be contained at all times when in the unit.
-When on the grounds of Moultrie Place, said dog shall be controlled at all times and outside time should be limited as much as possible. All waste will be disposed of immediately and in an appropriate fashion.
-Early Learning Coalition of North Florida agrees to pay for any damages caused by the dog. Landlord will determine damages either during, or at the termination of, said Lease.
-If this exception results in concerns or complaints by Landlord or tenants of Moultrie Place, this exception will be revoked.

(m) Tenant shall see that the doors and windows (if operable) of the demised premises are closed and securely locked before leaving the building and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before Tenant or Tenant’s employees leave the building and that all electricity shall likewise be carefully shut off so as to prevent waste or damage. For any default or carelessness Tenant shall make good all injuries or losses sustained by other tenants, occupants of the building or Landlord.

(n) If a Tenant employs laborers or others outside of the Building, such Tenant shall not have its employees paid in the Building, but shall arrange to pay their payrolls elsewhere. Tenants shall not advertise for laborers giving an address at the Building.

(o) Canvassing, soliciting and peddling in the Building is prohibited and Tenants shall cooperate to prevent same.

(p) This is a Non-Smoking Campus. Tenant is responsible for informing employees and clients of this and for clean up and litter removal of same if smoking should occur.

(q) Tenant shall refrain from flushing any items, other than toilet paper, into the toilets at any time and shall ensure that all employees and visitors are aware of and comply with this rule. Tenant shall provide proper receptacles for disposal of all other items.

(r) The washing of cars is not allowed on the property.

(s) Moultrie Place has 50 parking spaces available for the 13,334 square feet of professional office space. This is a rate of 3.74 spaces per 1,000 square feet of lease area. For Suite 103: 1360 square feet equals 5 parking spaces. Habitual abuse of this rule will be considered a violation of Paragraphs 9, 23 and 24 of this Lease.

I acknowledge that I have received a copy of and read these rules on behalf of the TENANT.

TENANT:

BY: ________________________________ DATE: ________________________________
EXHIBIT "D"

MONTHLY RENT SCHEDULE
(MARCH 1, 2018 - FEBRUARY 28, 2019)

RENT: 1,360.00

ADDITIONAL RENT/OPERATING EXPENSES: 498.67

SUBTOTAL: 1,858.67

SALES TAX: N/A

TOTAL PAYMENT: $1,858.76

CHECKS SHOULD BE MADE PAYABLE TO: CATHERINE G. MANCINO AND REMITTED TO SUITE 301, 2450 OLD MOULTRIE ROAD, ST. AUGUSTINE, FLORIDA 32086
EXHIBIT “E”

EARLY LEARNING COALITION OF NORTH FLORIDA, INC.

and

David A. and Catherine G. Mancino

ATTACHMENT I – ASSURANCES AND CERTIFICATIONS

ASSURANCES AND CERTIFICATIONS

A. Assurances – Non-construction Programs (OMB Standard Form SF 424B)
B. Certification Regarding Debarment and Suspension (29 CFR Part 98 and 45 CFR Part 74)
C. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)
D. Drug-Free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
E. Certification Regarding Convicted Vendor List and Discriminatory Vendor List
F. United States Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995 (s. 507, P.L. 103-333)
G. Trafficking Victims Protection Act of 2000
I. Certification Regarding Immigration Status
J. Certification Regarding Standards of Conduct
K. Certification Regarding Prohibition for Distribution of Funds to the Association of Community Organization for Reform Now (ACORN)
L. The Transparency Act, as 2 CFR Part 170, defines
M. Equal Employment Opportunity (E.E.O.) Assurance
N. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.)
O. Energy Efficiency
P. Scrutinized Companies Lists
Q. Davis-Bacon Act, as amended (40 USC 276a, et seq.)
S. Contract Work Hours and Safety Standards Act
T. Access To Records
A. ASSURANCES – NON-CONSTRUCTION PROGRAMS.

As the duly authorized representative of the CONTRACTOR, I certify that the CONTRACTOR:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay for the non-federal share of project costs, as applicable) to ensure proper planning, management and completion of described services.

2. Will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal and state funds paid to that agency under each program. Access to such records shall be made available to authorized representatives of U.S. governmental agencies, the Florida Department of Education (DOE), the Florida Department of Financial Services (DFS) and the Auditor General of the state of Florida for the purpose of program and fiscal auditing and monitoring.

3. Will establish safeguards to prohibit employees and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receiving the awarding agency’s approval.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728 – 4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

6. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, as amended, (P.L. 92-255) relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended (P.L. 91-616), relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290 dd-3 and 290 ee-3), relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968, as amended, (42 U.S.C. 3601 et seq.) relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) any other non-discrimination statute(s) requirements that may apply to the application.

7. Will comply with, or has already complied with, the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), requirements, which provide for treating fairly and equitably persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees for whom federal funds, in whole or in part, pay for their principal employment activities.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333) regarding labor standards for federally assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of federal actions to state (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1995, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting the national wild and scenic rivers system's components or potential components.


14. Will comply with P.L. 93-348 regarding the protection of human services involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB CFR § 200 Uniform Audit Requirements and/or Section 215.97, Florida Statutes, Florida Single Audit Act, as applicable.

18. Will comply with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing each funded program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procuring a commercial sex act during the period of time the award is in effect; or (3) Using forced labor in the performance of the award or subawards under the award.

B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

As required by E.O.(s) 12549 and 12689, Debarment and Suspension, and implemented at 45 CFR Part 85, Government wide Debarment and Suspension (Nonprocurement) for prospective participants in primary covered transactions, no contract shall be made to parties the General Services Administration’s List of Parties Excluded in the System for Award Management (SAM) identifies as excluded from Federal Procurement or Nonprocurement Programs. This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contracts with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to those requirements may have serious consequences (e.g., disallowance of cost, termination of project or debarment). To assure that this requirement is met, there are four options for obtaining satisfaction that CONTRACTORS are not suspended, debarred or disqualified. The CONTRACTOR through the duly appointed undersigned representative, certifies, to the best of its knowledge and belief, that it, its principals or its officers:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency. The Federal Excluded Parties list is currently located at https://www.sam.gov/ (Systems for Award Management) and also available passing through the Florida Department of Management Services website. The United States Department of Agriculture Food Program’s National Disqualification List is available through the Florida Department of Health.

2. Have not, within a three-year period preceding the CONTRACT, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or CONTRACT under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in this certification’s paragraph B.2.

4. Have not, within a three-year period preceding the CONTRACT, had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective CONTRACTOR is unable to certify to any of the statements in this certification, such prospective CONTRACTOR shall attach an explanation to the CONTRACT.

In accordance with s. 216.347, F.S., the disbursement of grants and aids appropriations for lobbying is prohibited. COALITION may not authorize or make any disbursement of funds or aids appropriations pursuant to a CONTRACT to any person or organization unless the terms of the CONTRACT prohibit the expenditure of funds for the purpose of lobbying the legislature, the judicial branch or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062, F.S., and any other law prohibiting the use of state funds for lobbying purposes.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

1 The amounts specified in Appendix A to Part 93 are updated annually, as adjusted in accordance with the Federal Civil Monetary Penalty Inflation Adjustment Act of 1990 (Pub. L. 101-140), as amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015 (section 701 of Pub. L. 114-74). Annually adjusted amounts are published at 45 CFR part 102.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

[55 FR 6754, Feb. 26, 1990, as amended at 81 FR 61565, Sept. 6, 2016]

*NOTE:* - In these instances, “All” in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over $100,000 (per OMB).

**D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The CONTRACTOR will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988. Pursuant to the Drug-Free Workplace Act of 1988: 45 CFR Part 76 subpart F, ss. 76.630(c) and (d)(2), and 76.645(a)(1) and (b), the CONTRACTOR, through the duly appointed undersigned representative, attests and certifies that the CONTRACTOR will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the CONTRACTOR prohibits unlawful manufacturing, distributing, dispensing, possessing or using a controlled substance in the CONTRACTOR’s workplace and specifying the actions that the CONTRACTOR will take against employees for violating such prohibition.

2. Establishing an ongoing drug-free awareness program to inform employees concerning:
   a. The dangers of drug abuse in the workplace.
   b. The policy of maintaining a drug-free workplace.
   c. Any available drug counseling, rehabilitation and employee assistance programs.
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the CONTRACT be given a copy of the statement required by paragraph 1 above.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the CONTRACT, the employee will:
   a. Abide by the terms of the statement.
   b. Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

5. Notifying COALITION in writing within ten (10) calendar days of receiving notice from an employee, of the employee’s conviction of a violation of a criminal drug statute in the workplace or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to-

   **Early Learning Coalition of North Florida, Inc.**
   **2450 Old Moultrie Road, Suite 103**
   **St. Augustine, Florida 32086**

6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4, with respect to any employee who is so convicted.
a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.

b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program that a federal, state or local, health, law enforcement, or other appropriate agency approved for such purposes.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

The following are the sites for the performance of work done in connection with the specific CONTRACT including street address, city, county, state, and zip code:

David A. and Catherine G. Mancino
2450 Old Moultrie Rd. # 301
St. Augustine, FL 32086

Check ( ) if there are workplaces on file that are not identified here.
Check ( ) if an additional page was required for the listing of the workplaces.

The CONTRACTOR will inform the COALITION of any changes relevant to the provisions of this section.

E. CERTIFICATION REGARDING CONVICTED VENDOR LIST AND DISCRIMINATORY VENDOR LIST

The CONTRACTOR hereby certifies, through the duly appointed undersigned representative, that neither it, nor any person or affiliate of the CONTRACTOR, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list or discriminatory vendor list pursuant to s. 287.134, Florida Statutes, all of which are located at the Florida Department of Management Services website. The CONTRACTOR understands and agrees that it is required to inform the COALITION immediately upon any change of circumstances regarding this status.

F. UNITED STATES DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, AND EDUCATION AND RELATED AGENCIES APPROPRIATIONS ACT OF 1995 – PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

The CONTRACTOR agrees that, to the greatest extent practicable, all equipment and products purchased with funds made available by this CONTRACT will be American-made.

P.L. 103-333, the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995, section 507 – “It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.

G. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (TVPA), AS AMENDED, (22 U.S.C. 7104 (G))

This CONTRACT is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)). The following award term is hereby adopted and incorporated herein by reference as fully set forth herein.

The United States Health and Human Services Administration for Children and Families Child Care and Development Fund Terms and Conditions require the CONTRACTOR to comply with section 106(g) of the Trafficking Victims Protection Act of 2000. In each COALITION CONTRACT (i.e., grant or cooperative
agreement) under which a private entity receives funding, section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, requires the COALITION to include a condition that authorizes the COALITION to terminate the CONTRACT, without penalty, if the CONTRACTOR (a) Engages in severe forms of trafficking in persons during the period of time that the CONTRACT is in effect; (b) Procures a commercial sex act during the period of time that the CONTRACT is in effect; or (c) Uses forced labor in the performance of the CONTRACT or subcontracts under the CONTRACT.

H. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE – THE PRO-CHILDREN ACT OF 2001
The Pro-Children Act of 2001, 42 U.S.C. 7181-7184, imposes restrictions on smoking in facilities where federally-funded children’s services are provided. Health and Human Services (HHS) grants are subject to these requirements only if they meet the Act’s specified coverage. The Act specifically prohibits smoking in any indoor facility (owned or leased or contracted) where kindergarten, elementary, or secondary education or library services to children under the age of 18 routinely or regularly occur. In addition, the act prohibits smoking in any indoor facility or portion of a facility (owned, leased, or contracted) where federally-funded health care, child care, or early childhood development, including Head Start services, to children under the age of 18 routinely or regularly occur. The statutory prohibition also applies if such facility is constructed, operated, or maintained with federal funds. The statute does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where Women, Infants and Children (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

I. CERTIFICATION REGARDING IMMIGRATION STATUS
The CONTRACTOR certifies that it agrees to comply with the provisions of section 432 of the Personal Responsibility and Work Opportunity Reconciliation Act (42 USC part 1611); ensuring that only individuals eligible for CCDF services receive them.

J. CERTIFICATION REGARDING STANDARDS OF CONDUCT
The CONTRACTOR certifies that it shall comply with the provisions of 45 CFR part 92.36(b)(3) regarding standards of conduct. It will establish safeguards to prohibit employees and board members from using their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

K. CERTIFICATION PROHIBITING DISTRIBUTION OF FUNDS TO THE ASSOCIATION OF COMMUNITY ORGANIZATION FOR REFORM NOW (ACORN)
To comply with Public Law 111-117, the CONTRACTOR may not distribute federal funds made available under this CONTRACT to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries. In addition, no federal funds may be provided to any covered organization as defined in House of Representatives (H.R.) 3571, the Defund ACORN Act.

L. THE TRANSPARENCY ACT (AS CFR PART 170 DEFINES)
The following award term is hereby adopted and incorporated herein by reference as if fully set forth herein:

HHS now requires this program award to adhere to the Transparency Act’s Sub-award and Executive Compensation reporting requirements (as CFR Part 170 defines). Under the Transparency Act, the CONTRACTOR must report all sub-awards (as 2 CFR part 170 defines) more than $25,000, unless exempted. Please see the newly applicable Award Term for Federal Financial Accountability and Transparency Act at the USDHHS ACF website.
M. EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.)

If this CONTRACT is in an amount in excess of $150,000, the CONTRACTOR shall comply with all applicable standards, orders or regulations issued under Section 306 of the Clean Air Act as amended (42 U.S.C. 1857(h) et seq. and 42 U.S.C. 7401, et seq.), Section 508 of the Federal Water Pollution Control Act as amended (33 U.S.C. 1368 et seq. and 33 U.S.C. 1251, et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. Part 15). Violations shall be reported to the COALITION, the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). See 45 CFR part 92.36 (i)(12).

O. ENERGY EFFICIENCY

P. SCRUTINIZED COMPANIES LISTS
If this CONTRACT is for goods or services of one million dollars or more and entered into or renewed on or after July 1, 2011, then the COALITION may terminate this CONTRACT at its sole option if the COALITION finds the CONTRACTOR submitted a false certification as s. 287.135(5), F.S., defines, or is on the Scrutinized Companies with Activity in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are provisions of s. 215.473, F.S.

If this CONTRACT is in the amount of one million dollars or more, in compliance with s. 287.135, F.S., the CONTRACTOR, by signing this CONTRACT, hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Q. DAVIS-BACON ACT, AS AMENDED (40 USC 276a, ET SEQ.)
When federal program legislation requires, all construction CONTRACTS of more than $2,000 the recipients and subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). Under this Act, CONTRACTORS shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, CONTRACTORS shall be required to pay wages not less than once a week. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) 1, 3, 5, 6 and 7.

When applicable, (all construction or repair contracts awarded by the Coalition in excess of $2,000) the CONTRACTOR agrees to comply with the Copeland Anti-kickback Act (18 U.S.C. 874 and 40 U.S.C. 276c),
as supplemented by the Department of Labor (29 CFR Part 3). The Act provides that each CONTRACTOR shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

**S. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**
When applicable, (all contracts awarded by the Coalition in excess of $100,000 for construction contracts and in excess of for other contracts that involve the employment of mechanics or laborers) CONTRACTOR agrees to comply with the Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by the Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies and materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**T. ACCESS TO RECORDS**
Pursuant to 2 CFR §200.336, *Access to records*, the CONTRACTOR agrees to provide access by the COALITION, the Office of Early Learning, the Federal Health and Human Services (HHS) Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

By signing below, the CONTRACTOR, through the duly appointed representative, certifies and assures that it will be fully comply with the applicable assurances and certifications outlined in this attachment.

**David A. Mancino**

**Catherine G. Mancino**

Printed Name and Title of Authorized Representative

Signature

10/11/17

Date
XII. Review of Board Membership

-Informational
# Board Membership Summary
**As of October 24, 2017**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BAKER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BRADFORD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Health Department Director or Designee</td>
<td>Cynthia Kent</td>
<td>September 2013</td>
<td>September 2017</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governor Appointee <strong>Private</strong> Sector</td>
<td>Ron Coleman</td>
<td>November 22, 2013</td>
<td>April 30, 2016</td>
</tr>
<tr>
<td>Governor Appointee <strong>Private</strong> Sector</td>
<td><em>Brian H. Graham, Vice Chair</em></td>
<td>May 14, 2015</td>
<td>April 30, 2019</td>
</tr>
<tr>
<td><strong>Private</strong> Sector</td>
<td><em>Vina Delcomyn</em></td>
<td>July 2011</td>
<td>July 2019</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NASSAU</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Superintendent of Schools or Designee</td>
<td>Kristi Simpkins</td>
<td>December 2013</td>
<td>December 2017</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PUTNAM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act</td>
<td>Amy Lane</td>
<td>December 2013</td>
<td>December 2017</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ST. JOHNS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality</td>
<td>Jeb Smith</td>
<td>June 2017</td>
<td>June 2021</td>
</tr>
<tr>
<td>Head Start Director</td>
<td>Brian McElhone</td>
<td>July 2017</td>
<td>July 2021</td>
</tr>
<tr>
<td>Governor Appointee <strong>Private</strong> Sector CHAIR</td>
<td>Nancy Pearson, Chair</td>
<td>November 22, 2013</td>
<td>April 30, 2017</td>
</tr>
<tr>
<td><strong>Private</strong> Sector</td>
<td><em>Adam Deputy</em></td>
<td>December 2014</td>
<td>December 2018</td>
</tr>
<tr>
<td><strong>Private</strong> Sector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MULTI COUNTIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCF Regional Administrator or Designee</td>
<td>Mala Ramoutar</td>
<td>November 2014</td>
<td>November 2018</td>
</tr>
<tr>
<td>Regional Workforce Board Executive Director or Designee</td>
<td>Renee Williams, Treasurer (Baker, Clay, Nassau, Putnam, St. Johns)</td>
<td>September 2014</td>
<td>September 2018</td>
</tr>
<tr>
<td>President of a Florida College System or Designee</td>
<td>Dr. Myrna Allen (Clay, Putnam, St. Johns)</td>
<td>September 2014</td>
<td>September 2018</td>
</tr>
</tbody>
</table>

Early Learning Coalition of North Florida, Inc.
<table>
<thead>
<tr>
<th>Representative of Private For-Profit Child Care Providers</th>
<th>Angelia Hough (Putnam, St. Johns)</th>
<th>June 15, 2016</th>
<th>June 15, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative of Faith Based Child Care Providers</td>
<td>Theresa Little (Putnam, St. Johns)</td>
<td>December 7, 2016</td>
<td>December 7, 2020</td>
</tr>
<tr>
<td>Central Agency Administrator</td>
<td>Teresa Matheny (All Counties)</td>
<td>September 21, 2016</td>
<td>NA</td>
</tr>
<tr>
<td>Private Sector</td>
<td>Joy Stanton (St. Johns)</td>
<td>March 16, 2016</td>
<td>March 16, 2020</td>
</tr>
</tbody>
</table>

**Total Private Sector**

<table>
<thead>
<tr>
<th>Combined Total Private Sector (Must comprise MORE THAN 1/3 of total Board Membership):</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL MEMBERSHIP</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

*Second 4 year term*

- **Ron Coleman**- Governor appointee for the private sector has filed paperwork with the Governor’s office for approval of a second term. I received word that Ron is approved, just waiting on documentation.

- **Nancy Pearson**- Governor appointee for the private sector has filed her paperwork with the Governor’s office for approval of a second term. Nancy’s current term is over April 2017. I received word that Nancy is approved, just waiting on documentation.

- **Cynthia Kent**- 2nd term has ended and new prospects are being pursued. This seat is vacant until filled. (County Health Department or designee)

- **Kristi Simpkins**- Term date is December 2017 and she has served one term, and could be asked to serve another term if she and the board are both interested. (District superintendent of schools or designee)

- **Amy Lane**- Term date is December 2017 and new prospects are being pursued, after the December board meeting this seat will be vacant until filled. (Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act)

- **Mandatory Seats**: Currently 1 mandatory seats is not filled County Health Department Director or Designee.

- **Combined Total Private Sector** (Must be comprised of MORE THAN 1/3 of total Board Membership): 1/3 of 16 = 48%. We currently have 5 private sector members.

- **Total Membership**: 15 to 30 members. We currently have 16 board members.
XIII. Committee Absenteeism

-Informational
### EXECUTIVE ADMINISTRATIVE COMMITTEE
### MEMBER ABSENTEEISM LOG

**By-Laws**

**Section 3.2.7** - Unexcused absences from two (2) consecutive meetings within a twelve month period by a representative or appointed member is equivalent to resignation from the Coalition.

**Section 3.2.8** - Mandated members with three (3) consecutive unexcused absences from meetings or six (6) unexcused absences from meetings in a twelve month period without due cause may be notified by the Chair that their membership is not in good standing.

*X* = Attended

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delcomyn, V.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2 Graham, B.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Pearson, N.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>4 Siragusa, M.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No longer a member</td>
</tr>
<tr>
<td>5 Williams, R.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>6 Matheny, T.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>7 Stanton, J.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>8 Allen, M.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
XIV. Committee Comment


XV. Next Meetings:

• Board Meeting/Volunteer Appreciation—December 6, 2017; 2:00 p.m. Caddy Shack Restaurant at World Golf Village

• Exec/Admin – February 7, 2018; 10:30 a.m. Conference Call

XVI. Adjournment*

*ACTION ITEM
# BOARD MEMBERSHIP SUMMARY
As of October 24, 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BAKER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BRADFORD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Health Department Director or Designee</td>
<td>Cynthia Kent</td>
<td>September 2013</td>
<td>September 2017</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governor Appointee Private Sector</td>
<td>Ron Coleman</td>
<td>November 22, 2013</td>
<td>April 30, 2016</td>
</tr>
<tr>
<td>Governor Appointee Private Sector</td>
<td>*Brian H. Graham, Vice Chair</td>
<td>May 14, 2015</td>
<td>April 30, 2019</td>
</tr>
<tr>
<td>Private Sector</td>
<td>*Vina Delcomyn</td>
<td>July 2011</td>
<td>July 2019</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NASSAU</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Superintendent of Schools or Designee</td>
<td>Kristi Simpkins</td>
<td>December 2013</td>
<td>December 2017</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PUTNAM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act</td>
<td>Amy Lane</td>
<td>December 2013</td>
<td>December 2017</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ST. JOHNS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality</td>
<td>Jeb Smith</td>
<td>June 2017</td>
<td>June 2021</td>
</tr>
<tr>
<td>Head Start Director</td>
<td>Brian McElhone</td>
<td>July 2017</td>
<td>July 2021</td>
</tr>
<tr>
<td>Governor Appointee Private Sector CHAIR</td>
<td>Nancy Pearson, Chair</td>
<td>November 22, 2013</td>
<td>April 30, 2017</td>
</tr>
<tr>
<td>Private Sector</td>
<td>*Adam Deputy</td>
<td>December 2014</td>
<td>December 2018</td>
</tr>
<tr>
<td>Private Sector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Private Sector</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MULTI COUNTIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCF Regional Administrator or Designee</td>
<td>Mala Ramoutar</td>
<td>November 2014</td>
<td>November 2018</td>
</tr>
<tr>
<td>Regional Workforce Board Executive Director or Designee</td>
<td>Renee Williams, Treasurer (Baker, Clay, Nassau, Putnam, St. Johns)</td>
<td>September 2014</td>
<td>September 2018</td>
</tr>
<tr>
<td>President of a Florida College System or Designee</td>
<td>Dr. Myrna Allen (Clay, Putnam, St. Johns)</td>
<td>September 2014</td>
<td>September 2018</td>
</tr>
</tbody>
</table>

Early Learning Coalition of North Florida, Inc.
Ron Coleman- Governor appointee for the private sector has filed paperwork with the Governor’s office for approval of a second term. I received word that Ron is approved, just waiting on documentation.

Nancy Pearson- Governor appointee for the private sector has filed her paperwork with the Governor’s office for approval of a second term. Nancy’s current term is over April 2017. I received word that Nancy is approved, just waiting on documentation.

Cynthia Kent- 2nd term has ended and new prospects are being pursued. This seat is vacant until filled. (County Health Department or designee)

Kristi Simpkins- Term date is December 2017 and she has served one term, and could be asked to serve another term if she and the board are both interested. (District superintendent of schools or designee)

Amy Lane- Term date is December 2017 and new prospects are being pursued, after the December board meeting this seat will be vacant until filled. (Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Acy)

Mandatory Seats: Currently 1 mandatory seat is not filled County Health Department Director or Designee.

Combined Total Private Sector (Must be comprised of MORE THAN 1/3 of total Board Membership): 1/3 of 16 = 48%. We currently have 5 private sector members.

Total Membership: 15 to 30 members. We currently have 16 board members.

Early Learning Coalition of North Florida, Inc.