



## BOARD MEETING

December 5, 2018; 2:00 p.m.  
*Renaissance World Golf Village and Convention Center*  
*Caddy Shack Restaurant*

### REVISED TENTATIVE AGENDA-HANDOUT

#### **\*Action Item**

- I.** Call to Order/Roll Call
  - II.** Public Comment
  - III.** Review of Delegation of Authority Items
  - IV.** Approval of September 19, 2018 Annual Board Meeting Minutes\*
  - V. Staff and Committee Reports**
    - A. CEO Report-Verbal
    - B. Finance Manager's Report
    - C. 1<sup>st</sup> Quarter Program Update
    - D. 1<sup>st</sup> Quarter Early Literacy Report
    - E. Executive Administrative Committee
      - Draft minutes of November 7, 2018 Meeting – Informational
- Consent Agenda:**
- 1. Ratify Approval of August 1, 2018 Exec/Admin Committee Meeting Minutes\*
  - 2. Ratify Approval of ECS 2018/2019 Contract Amendment #0003-18\*
  - 3. Ratify Approval of the Revisions to the Coalition's Personnel Policies and Procedures Manual\*
- VI. New/Unfinished Business**
  - A. RFP Ad-Hoc Committee
    - 1. Minutes- November 7, 2018-*Informational*
    - 2. Statement by Attorney/Board Member Michael Siragusa
    - 3. Conflict of Interest Questionnaire-*To be completed by all Board Members viewing the RFP Document-HANDOUT*
    - 4. Approval of Request for Proposal (RFP) #ELCNF 19/20-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services (**including all appendices**)\*
  - B. Approval of the RFQ Ad-Hoc Committee's recommendation for External Auditing Services Contract\*-**HANDOUT**
  - C. Approval of the Management Decision Recommendation for ECS Audit 2017/2018\*
  - D. Approval of 2017-2019 School Readiness Plan Amendment #19\* (**Note:** Two attachments-1. "V A 1A Tier 1 FY 18-19 Schedule" and 2. "V A 1B Tier 2 FY 18-19 Compiled Data" will be provided as **HANDOUTS**)
  - E. Approval of DCF Regional Administrator or Designee: Charles Puckett\*



- F. Approval of Private Sector Board Member Aubrie Simpson-Gotham\*
- G. Approval of Private Sector Board Member Michelle D. Jonihakis\*
- H. Approval of ELCNF Clay County Office Lease Extension to January 31, 2021\*
- I. Review of Board Membership- *Informational*

**VII. Board Absenteeism Log – *Informational***

**VIII. Board Comment**

**IX. Next Meetings**

- Wednesday, February 6, 2019 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 20, 2019, 10:30 a.m. – Board Meeting

**X. Adjournment\***

## **I. Call to Order/Roll Call**

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## **II. Public Comment**

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## **III. Review of Delegation of Authority Items**

**IV. Approval of September 19, 2018  
Board Meeting Minutes\***

**\*ACTION ITEM**

**ANNUAL BOARD MEETING**

The Renaissance World Golf Village and Convention Center

September 19, 2018

10:30 a.m.

**ATTENDANCE**

**Members Present:**

Myrna Allen  
Vina Delcomyn  
Adam Deputy  
Mary Garcia  
Marsha Hill  
Theresa Little, *Treasurer*  
Teresa Matheny, *ECS*  
Brian McElhone  
Nancy Pearson, *Chair*  
Mala Ramoutar  
Kristi Simpkins  
Joy Stanton, *Secretary*  
Renee Williams, *Vice Chair*

**Members Absent:**

Ron Coleman, excused  
Brian Graham, excused  
Angelia Hough, excused  
Commissioner Jeb Smith, excused

**Staff Present:**

Dawn Bell, Chief Executive Officer  
Rhonda Cody, Office Manager  
Tajaro Dixon, Grants and Operations Manager  
Joan Whitson, Early Literacy Coordinator  
Susan Pettijohn, Finance Manager

**Others Present:**

Michael Siragusa  
Michelle Jonihakis  
Aubrie Simpson

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**CALL TO ORDER/ROLL CALL**

Nancy Pearson called the meeting to order at 10:36 a.m. Roll was taken; quorum was met, with 13 of the 17 board members in attendance.

**PUBLIC COMMENT**

No comments.

**REVIEW OF DELEGATION OF AUTHORITY ITEMS**

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents are made available at each regular board meeting for board review. Delegation items were passed around with no discussion or questions on the items reviewed.

## **APPROVAL OF JUNE 20, 2018 BOARD MEETING MINUTES\***

- 1.** R. Williams motioned to approve the June 20, 2018 Board Meeting Minutes, as presented. T. Matheny seconded the motion. No discussion. Motion passed unanimously.

## **STAFF AND COMMITTEE REPORTS**

### **CEO REPORT- REVIEW OF THE 2018 BOARD SELF EVALUATION RESULTS**

D. Bell reviewed the results of the 2018 Board Self Evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff really looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board. Twelve Board Members participated in the self-evaluation where overall results was rated a 4 or “exceeds expectations”.

### **FINANCE MANAGER’S REPORT-VERBAL**

S. Pettijohn introduced herself to the Board as the new Finance Manager for the Coalition and reviewed the progress to date on recreating and restoring the financial database for fiscal year 2017-18. This was an extraordinary effort which included de-installing and re-installing the MIP software and migrating over the Coalition’s entire financial database. A comparison of the Coalition’s expenses to budget was also provided for the current fiscal year 2018-19 that illustrated the Coalition was on track and actually under projected budget to date.

### **4TH QUARTER PROGRAM UPDATE**

T. Dixon reported on the following:

#### *Coalition Activities:*

- The Coalition received the Draft Report of the Office of Early Learning (OEL) and the Office of Inspector General (OIG) School Readiness Provider “On-boarding” Audit that began January 6, 2017. This review focused on controls in place to qualify and accept child care providers for the School Readiness Program as well as identifying best practices and opportunities for improvement. Our Coalition had no findings, and we were listed three times under ‘best practices’.
- The 2018/2019 Coalition/Episcopal Children’s Services (ECS) Contract and the OEL Grant Agreements were completed and approved.
- The 2018/2019 Coalition’s Monitoring Plan (including description, schedule, and monitoring tools) was completed and approved.
- The 2018/2019 Coalition’s Anti-Fraud Plan was submitted to the OIG, and we received notice today that it was approved.
- All planning and scheduling for the RFP for External Auditing Services and the RFQ for Primary Service Provider was completed for 2018/2019.

- Biennial OEL Accountability Review – samples were gathered and uploaded in May and the on-site review was done the week of June 11. However, it has continued remotely since then. We were notified today that OEL is scheduling a conference call for the first week of September to go over the Draft report.
- The Coalition and ECS staff had its semi-annual Opens Discussions lunch May 22.
- Rhonda Cody did her first annual inventory with Anita Miller-Sackman June 25, and updated the OEL database.
- Rhonda also did all the 3<sup>rd</sup> and 4<sup>th</sup> quarter monitoring fiscal sampling. She was cross-trained and completed the 4<sup>th</sup> quarter fiscal on-site monitoring as well!
- On a personal note, my Kiwanis Club of Palatka hosted our first “Toddler Fest” June 2 at the Palatka Library. Joan worked with our club president and committee to transition this event from the Coalition to our local civic club. And it was a HUGE hit. Our club plans to do this annually now.

#### *Episcopal Children’s Services (ECS) On-Site Monitoring:*

- The 2017/2018 Third Quarter Monitoring was performed April 30 – May 11, 2018. This monitoring included all OEL required “eligibility” criteria, Provider Assessments, and the Fiscal Non-Direct Costs review. From this monitoring, there were only four compliance issues. Three of the issues were programmatic and were routine in nature. The one fiscal issue was \$1.90 charged to a wrong program code. All corrective action items were completed and received before the final report.
- The 2017/2018 Fourth Quarter Monitoring was performed July 30 – August 10, 2018. This monitoring included all OEL required “eligibility” criteria, Child Pre and Post-Assessments, the Fiscal Non-Direct Costs review, and the Fiscal Year-end Overview. From this monitoring there were five compliance issues that were programmatic and routine in nature. There were no fiscal compliance issues. All corrective action items were completed and received before the final report.

*ALL full reports are available upon request.*

#### **4TH QUARTER EARLY LITERACY REPORT**

J. Whitson reported on the following:

##### **Highlights:**

**RSVP Annual Volunteer Appreciation Luncheon: May 8<sup>th</sup>** - The ELC partners with the Retired Senior Volunteer Program of St. Johns to place readers into local pre-school classrooms. Each year special volunteers are honored for their outstanding work. An ELC husband and wife team, Donna and Bob Stephens were this year’s preschool volunteers of the year.

**Toddler/Preschool Fest: June 2<sup>nd</sup>** - The ELC partnered with the Kiwanis Club of Palatka to put on a large Toddler/Preschool festival at the Palatka library on Saturday, June 2<sup>nd</sup>. Over 200 people attended. The day was filled with activities, entertainment, popular characters and every child received a FREE book.

**Woman Are Fierce: June 6<sup>th</sup> and 20<sup>th</sup>** - ELC volunteers were recognized at this yearly event in St. Johns County that brings in motivational speakers from all over the area and provides network opportunities for woman.

### **Early Literacy Outreach:**

**Themed Literacy Programs:** During May, the ELC outreach team put on four Pete the Cat literacy programs, four Mother Goose programs and one dinosaur program in area pre-schools. These programs always include a story time and activities relating to the theme. Each child receives a FREE book relating to the theme and the teacher receives a bag of resources for their classroom. There were no programs in June and July due to the summer break.

**Mother Goose Sorority:** Mother Goose (AKA Sandi Dunnivant, outreach assistant) officially started the Mother Goose Sorority this quarter. Four volunteers are currently in training to become Mother Goose. This program is centered on nursery rhymes and teaches the importance of rhyming as it pertains to a child's auditory development.

**Reading Pals:** At the end of each school year, the ELC provides its reading volunteers with books that they can give their students as an end of the school year gift. This also happens at Christmas time. This is just another perk for providers to have a reading volunteer. Currently there are 54 reading volunteers in 44 schools.

**Literacy program planning:** Summer is the time the ELC outreach team plans for the upcoming school year and works on developing new programs. A dinosaur themed program was created that will be launched in October of this year and will introduce ELC's new dinosaur mascot "ELSIE" (ELC!). To support our program planning, our wonderful volunteers assisted in stuffing book bags and putting program supplies together!

### **EXECUTIVE ADMINISTRATIVE COMMITTEE**

Draft minutes of the August 1, 2018 Exec Admin Committee Meeting were provided as an informational item. The following are the items that were up for ratification on the Exec Admin Committee

#### **Consent Agenda**

1. Ratify Approval of May 2, 2018 Exec/Admin Committee Meeting Minutes\*
  2. Ratify Approval of Episcopal Children's Services 2018/2019 Contract Amendment #0001-18\*
  3. Ratify Retro-Approval of 2017-19 School Readiness Plan Amendment #17\*
  4. Ratify Approval of 2018-2019 ELCNF COOP\*
2. R. Williams motioned for ratification of items 1-4 on the Exec Admin Committee Consent agenda, as presented. V. Delcomyn seconded the motion. T. Matheny abstained from voting on item #2. No Discussion. Motion passed unanimously.

### **NEW/UNFINISHED BUSINESS**

#### **SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT**

A handout of the summary was provided and is as follows

- The evaluation was conducted on September 11, 2018 with Nancy Pearson, Ron Coleman, Adam Deputy, Renee Williams and Joy Stanton serving as evaluators.



- Of the total 17 evaluations mailed/handed to the board members, 13 members completed the evaluation, 2 members chose not to complete the evaluation due to not being on the board the appropriate time period to fully evaluate D. Bell's performance. 2 board members did not return the evaluation at all.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was a 4.17 = Very Good.
- Dawn's next evaluation period ends September 1, 2019
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

**APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2018/2019 CONTRACT AMENDMENT #0002-18 (THIS WAS A REVISED AMENDMENT FROM THE ORIGINAL IN THE BOARD PACKET AND WAS A HANDOUT\*)**

Revisions:

- Items #1, 2 and 5 are to update the School Readiness budget amounts per the August 17, 2018 Notice of Award.
- Item #3 is an update to the VPK Outreach and Awareness budget amount per the July 1, 2018 Notice of Award (for this part of the contract) that not included in ECS contract amendment #1.
- Item #4 is due to an update made in the 2018/2019 OEL Grant Agreement regarding an auditing threshold (for this part of the contract) that was not included in ECS contract amendment #1.

- V. Delcomyn motioned the Approval of the revisions to the Episcopal Children's Services 2018/2019 Contract Amendment #0002-18. R. Williams seconded the motion. T. Matheny recused herself from voting on this agenda item. No Discussion. Motion passed unanimously.

**APPROVAL OF THE 2017-19 SCHOOL READINESS PLAN AMENDMENT #18\***

Revisions to the SR Plan "Attachment V A ECS SR Provider Monitoring 082218":

After our recent OEL Accountability review, ECS realized that pages 4 and 5 needed updates regarding sample sizes (page 4) and low risk auditees (page 5).

- V. Delcomyn motioned approval of the 2017-19 School Readiness Plan Amendment #18. K. Simpkins seconded the motion. No Discussion. Motion Passed unanimously.

**RETROACTIVE APPROVAL OF THE UNIVERSITY OF FLORIDA/LASTINGER CENTER AND ELC OF NORTH FLORIDA CONTRACT (#SR400) AMENDMENT #1 EFFECTIVE 09/16/2018\***

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 that is also known as the “Early Learning Florida” initiative.

This contract amendment extends the contract to November 30, 2018 and to increase the contract amount to \$41,300 to cover the 2018-19 Pre-Assessments added to the original scope of work.

**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).

5. J. Stanton motioned the retroactive approval of the University of Florida/Lastinger Center and ELC of North Florida Contract (@SR400) Amendment #1 effective 09/16/2018. V. Delcomyn seconded the motion. No discussion. Motion passed unanimously.

**RETROACTIVE APPROVAL OF THE ELC OF NORTH FLORIDA/UNIVERSITY OF FLORIDA/LASTINGER CENTER AND EPISCOPAL CHILDREN’S SERVICES CONTRACT (#SR400) AMENDMENT #1 EFFECTIVE 09/16/2018\***

**This contract amendment extends the contract to November 30, 2018 and increases the contract amount to \$41,300 to cover the 2018-19 Pre-Assessments added to the original scope of work.**

(This dollar amount change was also added to ECS’s 2018/2019 primary contract with amendment #2.)

This is a quality initiative that is also known as the “Early Learning Florida” initiative.

**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).

6. T. Little motioned the retroactive approval of the ELC of North Florida/University of Florida Lastinger Center and Episcopal Children’s Services Contract (#SR400) Amendment #1 effective 09/16/2018. A. Deputy seconded the motion. T. Matheny recused herself from voting on this agenda item. No discussion. Motion passed unanimously.

**APPROVAL OF (RFQ) REQUEST FOR QUALIFICATIONS FOR EXTERNAL AUDITING SERVICES (FOR FISCAL YEAR ENDING 06/30/2019)\***

To receive new proposals from qualified auditing firms, with at least two years of Florida Early Learning Coalition auditing experience.

The awarded firm's contract would be for Fiscal Year Ending 06/30/2019 (2018/2019), with the option to renew for two more years.

7. T. Little motioned to approve the Request for Qualifications for External Auditing Services for fiscal year ending 06/30/2019. J. Stanton seconded the motion. No discussion. Motion passed unanimously.

**APPROVAL OF B. GRAHAM/R. WILLIAMS/J. STANTON TO ATTEND THE READYNATION 2018 GLOBAL BUSINESS SUMMIT ON EARLY CHILDHOOD (NOVEMBER 1-2, 2018) HELD IN NEW YORK CITY\***

Hosted by ReadyNation, this is the 12<sup>th</sup> annual business summit that gathers over 200 business leaders and senior policymakers to discuss investment in early childhood that strengthens the current and future workforce and promotes economic vitality. The conference will inspire and equip executives to promote solutions that prepare young children to succeed in education, work and life.

**Key Themes:**

- Global examples of corporate action
- Social entrepreneurship to catalyze innovation and investments in early childhood programs
- New economic and brain science evidence
- Victories in challenging policy environments

8. T. Little motioned to approve B. Graham/R. Williams/J. Stanton to attend the ReadyNation 2018 Global Business Summit on Early Childhood (November 1-2, 2018) held in New York City. A. Deputy seconded the motion. R. Williams and J. Stanton recused themselves from voting and B. Graham was absent from the meeting. No discussion. Motion passed unanimously.

**APPROVAL OF PRIVATE SECTOR BOARD MEMBER MIKE SIRAGUSA\***

Mike Siragusa is an Attorney and Senior Partner at the law firm of Upchurch, Bailey and Upchurch, PA. He is well known to ELCNF, having served two terms as a Private Sector Board Member from June 2009 to June 2017. After a full year hiatus, he has agreed to serve again.

Mike Siragusa's term will be September 2018 to September 2022.

9. V. Delcomyn motioned to approve Private Sector Board Member Mike Siragusa. T. Little seconded the motion. No discussion. Motion passed unanimously.

**APPROVAL OF M. ALLEN'S SECOND TERM AS THE DESIGNEE OF A PRESIDENT OF A FLORIDA COLLEGE SYSTEM\***

Dr. Myrna Allen is St. Johns River State College's Dean of Teacher Education and has been designated to serve on the board on behalf of Mr. Joe H. Pickens, President of St. Johns River State College.

M. Allen's term would extend from September 2018 – September 2022.

10. M. Garcia motioned to approve M. Allen's second term as the Designee of a President of a Florida College system. J. Stanton seconded the motion. No discussion. Motion passed unanimously.

#### **APPROVAL OF R. WILLIAMS SECOND TERM AS THE DESIGNEE OF THE REGIONAL WORKFORCE BOARD EXECUTIVE DIRECTOR\***

Ms. Renee Williams is District Director for both Clay and Putnam counties at Workforce and has been designated to serve on the board on behalf of Mr. Bruce Ferguson, Jr., President of CareerSource Northeast Florida.

R. Williams term would extend from September 2018 – September 2022.

11. V. Delcomyn motioned to approve R. Williams second term as the Designee of the Regional Workforce Board Executive Director. J. Stanton seconded the motion. No discussion. Motion passed unanimously.

#### **APPROVAL OF ELC 2018-2019 BUDGET PROPOSAL\***

S. Pettijohn and D. Bell reviewed the ELC 2018-2019 budget proposal with the Board. There were no questions regarding any of the budget items; all were considered reasonable expenses.

12. R. Williams motioned to approve the ELC 2018-2019 budget proposal. V. Delcomyn seconded the motion. No discussion. Motion passed unanimously.

#### **APPROVAL ELCNF 2017-18 ANNUAL REPORT\***

D. Bell explained that this Annual Report format came from the State and this is the required format for the State's Annual Report with submission required on October 1, 2018.

13. V. Delcomyn motioned to approve the ELCNF 2017-18 Annual Report. R. Williams seconded the motion. No discussion. Motion passed unanimously.

#### **BOARD MEMBERSHIP REVIEW**

R. Cody reviewed upcoming board term dates and overall membership statuses including the Governor's reappointment of N. Pearson to the Board.

#### **ELECTION OF OFFICERS\***

By unanimous vote via emailed ballots, the following board members were nominated and elected to serve as the Coalition Officers for the 2018-19 fiscal year:

- Chair: Nancy Pearson
- Vice Chair: Renee Williams

- Treasurer: Theresa Little
- Secretary: Joy Stanton

**14.** M. Garcia motioned to approve the Election of Officers. V. Delcomyn seconded the motion. No Discussion. Motion passed unanimously.

## **STANDING COMMITTEE DISCUSSION AND SIGN-UP.**

An email was sent to all board members prior to the meeting asking for volunteers to serve on the Executive Admin Committee. The committee requires the four elected officers along with an additional four Board Members.

The current committee consists of the following members: N. Pearson, J. Stanton, R. Williams, T. Little, M. Allen, V. Delcomyn, T. Matheny and B. McElhone.

R. Cody will email the board with the final results of the 2018-19 Executive Admin standing committee.

## **APPROVAL OF AMERIS MAIN ELCNF BANK ACCOUNT SIGNERS\***

To add additional signers to our main Ameris banking account.

Current signers are as follows:

1. Dawn E. Bell, Executive Director
2. Nancy R. Pearson, Board Chair
3. Cranford Ronald Coleman, Board Member
4. Adam L. Deputy, Board Member
5. Brian T. McElhone, Board Member

The Coalition is requesting approval for additional check signers (2-3) as backup to assure continuity and flow in accounting/payables operations.

**15.** Three additional Board Members volunteered to be additional check signers: M. Siragusa, M. Allen and J. Stanton. V. Delcomyn motioned to approve the additional check signers. T. Little seconded the motion. No Discussion. Motion passed unanimously.

## **CODE OF ETHICS-HANDOUT**

The Coalition policy OP202 Code of Ethics was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board members and staff in attendance signed the acknowledgement of compliance and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Code of Ethics policy sent to them for review and signature.

## **CONFLICT OF INTEREST QUESTIONNAIRE-HANDOUT**

The Coalition policy OP203 Conflict of Interest was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board and staff in attendance completed and signed the questionnaire portion of the policy and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Conflict of Interest policy sent to them for review and signature.

## **BOARD ABSENTEEISM LOG- INFORMATIONAL**

No Comments.

## **BOARD COMMENTS**

No comments.

## **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, November 7, 2018 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 5, 2018, 2:00 p.m. –Board Meeting World Golf Village Caddy Shack Restaurant.

## **ADJOURNMENT\***

16. T. Little motioned for adjournment at 11:47a.m. J. Stanton seconded the motion. No discussion – motion passed unanimously.

**Minutes Submitted By: Rhonda Cody, Office Manager**

## **V. Staff and Committee Reports**

### **A. CEO Report-VERBAL**

## **V. Staff and Committee Reports**

### **B. Finance Manager's Report**



## **Early Learning Coalition of North Florida**

### **Finance Manager's Report**

**Board Meeting, December 5, 2018**

#### Financial Software Status

Software is now installed and working smoothly. Future software projects for the year include

- Configuration of automated financial statements
- Set-up of Bank Reconciliation function within software

#### Audits

The external audit field work has been completed. I am currently in communication with the auditors on a couple of questions before the finalization of the audited statements for FY 2017-18.

The OEL desk review items for Jan 2018 – Jun 2018 have been submitted to OEL for their review.

#### Revenue and Expense Report (see attachment)

Our revenue from OEL is in alignment with expectations. We are holding enough of an advance to be able to reimburse ECS for their expenses in advance of receipt of reimbursement from OEL. The new OEL invoice workbook includes both SR and VPK programs on the same invoice. This is creating a slightly longer delay in reimbursement than was experienced in prior years.

Expenses are in alignment with expectations. Bonuses paid in the last couple of months created a small variance in salary and payroll expense. This will smooth out over the remaining part of the year. There are a few other small variances, primarily due to the budget expense being reported in a different category (or account) than it is actually recorded. After a year on this software and chart of accounts, we will have a better history for budgets by account.

The payments we are making to Episcopal Children Services are estimates for Direct Services due to the problems the state is having with EFS MOD. Dawn will cover this issue more thoroughly in her report.

*Susan Pettijohn*

## Early Learning Coalition of North Florida

### Revenue and Expenses

### Comparison to Budget

As of October 31, 2018

				YTD Budget Variance (over) under	
<b>2018-19 Notice of Awards</b>	<b>Annual Budget</b>	<b>Jul - Oct Budget</b>	<b>Jul - Oct Actual</b>		
School Readiness (SR)	\$ 17,370,697	\$ 5,790,232	\$ 5,401,737	\$ 388,495	
Program Assessment	267,900	89,300	28,104	61,196	
CCEP	18,835	6,278	0	6,278	
Voluntary PreKindergarten (VPK)	13,825,764	4,612,922	5,897,580	(1,284,658)	Due to currently held advance for next month
<b>Total Notice of Award</b>	<b>\$ 31,483,196</b>	<b>\$ 10,498,733</b>	<b>\$ 11,327,421</b>	<b>\$ (828,688)</b>	
<b>Subrecipient Estimated Expense</b>					
School Readiness (SR)	\$ 16,423,621	\$ 5,474,540	5,039,698	\$ 434,842	
Program Assessment	267,900	89,300	28,104	61,196	
CCEP	18,835	6,278	0	6,278	
Voluntary PreKindergarten (VPK)	13,772,598	4,590,866	5,147,398	(556,532)	
<b>Total Subrecipient Expense</b>	<b>\$ 30,482,954</b>	<b>\$ 10,160,985</b>	<b>\$ 10,215,200</b>	<b>\$ (54,215)</b>	
<b>Funds Available to ELC of North Florida</b>	<b>\$ 1,000,242</b>	<b>\$ 337,748</b>	<b>\$ 1,112,221</b>	<b>\$ (774,473)</b>	Due to Advance held for next month.
<b>ELC of North Florida Estimated Expense</b>					
Salaries	\$ 508,042	\$ 169,347	\$ 181,022	\$ (11,675)	
PR Taxes	37,640	12,547	13,663	(1,116)	
Health Insurance & HSA Contributions	88,650	29,550	29,734	(184)	
Pension	20,595	6,865	6,898	(33)	
Life, Disability, and WC	13,672	4,557	3,281	1,276	
Staff Development	9,500	3,167	2,972	195	
Contract Services	2,500	833	0	833	
Accounting	1,500	500	0	500	
Auditing	13,500	4,500	0	4,500	
Information Technology	3,500	1,167	467	700	
Legal	200	67	0	67	
Printing & Reproduction	2,267	756	0	756	
Repairs & Maintenance	750	250	313	(63)	
Office Sites - Occupancy	37,500	12,500	13,549	(1,049)	
Postage, Freight & Delivery	1,493	498	83	415	
Rentals - Office Equipment	9,500	3,167	1,335	1,832	
Office Supplies	8,150	2,716	3,108	(392)	
Communications	13,400	4,467	4,579	(112)	
D & O Insurance	2,700	900	2,467	(1,567)	
General Liability	3,900	1,300	352	948	
Equipment <\$1,000	1,900	633	179	454	
Equipment >\$1,000	4,000	1,333	0	1,333	
Travel - In State	2,500	833	159	674	
Travel - Out of Town	5,000	1,667	0	1,667	
Travel - Local	12,200	4,067	1,065	3,002	
Bank Fees	500	167	182	(15)	
Software/Licenses/Support	6,000	2,000	2,723	(723)	
Web Service	22,000	7,333	5,845	1,488	
Other employee expenditures	5,000	1,667	205	1,462	
ADP Fees	0	0	1,723	(1,723)	
Dues & Subscriptions	7,700	6,900	7,755	(855)	
Taxes, Licenses and Fees	200	67	0	67	
Misc. - Other Current Charges	5,000	1,666	729	937	
Quality Program	149,283	49,761	30,507	19,254	
	<b>\$ 1,000,242</b>	<b>\$ 337,748</b>	<b>\$ 314,895</b>	<b>\$ 18,520</b>	
<b>Total ELC North Florida Estimated Expense</b>					
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 797,326</b>	<b>\$ (792,993)</b>	
<b>Surplus or Loss</b>					

## **V. Staff and Committee Reports**

### **C. 1<sup>ST</sup> Quarter Program Update**

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## MEMORANDUM

**To:** All Board Members  
**From:** Tajaro Dixon, Grants and Operations Manager  
**Date:** November 16, 2018  
**Subject:** 2018/2019 First Quarter Program Update and Quality Assurance Activities

### *Coalition Activities:*

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- All processes for both the RFP for External Auditing Services and the RFQ for Primary Service Provider are on schedule, and without any issues.
- Biennial OEL Accountability Review – we received the Final report October 23, 2018, and we will share the results on the next quarterly update report.
- Annual archiving processes have begun.
- The ELC staff completed the 2018/2019 Internal Controls Questionnaire (ICQ), and we will have policy revisions for either the February Exec/Admin committee meeting or the March board meeting (once other annual policy reviews are completed). In addition, ECS completes this same ICQ each year and their responses are reviewed by ELC staff.
- The ELC staff met the October 1 OEL deadline for all the annual items such as the annual report, inventory, COOP (Continuation of Operations Plan), Sub-recipient monitoring plan, Fiscal prior year Revenue and Expense report and current year Budget.
- In July, all staff completed their annual review of Anti-Fraud plan, policies and practices.
- Our ELC, along with other ELC's, have requested waivers from OEL for sub-recipient monitoring requirements this year due to the issues with OEL's database conversion. We are still awaiting their answer and conditions.

### *Episcopal Children's Services (ECS) On-Site Monitoring:*

- The 2018/2019 First Quarter Monitoring was performed October 29 – November 9, 2018. This monitoring included all OEL required "eligibility" criteria EXCEPT for the School Readiness child/family file review and their matching attendance review. This was due to technical issues with OEL's EFS "MOD" (new database) preventing this ability. However, all other OEL required eligibility criteria were monitored as well as the Annual Full-Scale Information Technology Systems and Systems Security review, and the Fiscal Non-Direct Costs review. From this monitoring there were zero compliance issues! ECS should be commended on this phenomenal performance! In the pre-scheduled time allotted for the School Readiness review, ECS and Coalition staff used this time to train and strategize on possible work-around scenarios for the upcoming Second Quarter monitoring.
- The 2018/2019 Second Quarter Monitoring is scheduled for January 28 – February 8, 2019.

*ALL full reports are available upon request.*

## **V. Staff and Committee Reports**

### **D. 1<sup>ST</sup> Quarter Early Literacy Report**

**Early Literacy Outreach Report**  
**First Quarter 2018-2019**  
**Reported by Joan Whitson**

**Highlights:**

**Summer Reading Conference:** On August 2<sup>nd</sup>, I was a guest speaker at the Retired Senior Volunteer Program of St. Johns County's annual summer volunteer conference. The RSVP program is a great resource for volunteers and is a close community partner with the ELC.

**Toddler Sensory Day** – This event was held on August 29<sup>th</sup> at the Anastasia Island Library in St. Augustine. The ELC partnered with the Kiwanis Club of St. Augustine to put on this toddler sensory day event. The event included a special Pete the Cat story time and numerous sensory activities for the children to participate in. Each child received a FREE book and the parents received a bag of educational information about the importance of sensory play.

**Literacy Outreach:**

**Book of the Month:** This is a program the Episcopal Children's Services education specialists use in their targeted centers for the coming year. Each month they focus their instruction with the provider using two books; one geared for infants and toddlers and the other for the 4 year old child. They then give the two books each month to that provider to help build up their libraries. The ELC purchased the books for this program. In addition to this program, the ELC will help the targeted centers by providing them with a special story time event where the children are given free books and the teacher receives a bag of books and materials to duplicate the program.

**ELC Volunteer Reading Conference:** This event was held on September 18<sup>th</sup> at the Marywood Retreat Center in St. Johns. This is an annual event where all of our reading volunteers come together for a day filled with special speakers and interactive classes all with the goal of improving their reading. The topics included: incorporating dramatic play, adding music and movement, rhymers are readers, using themes and picking the best books. Forty volunteers were in attendance for this special day.

**Volunteer Reading Pals:** Over the summer, much work was completed in improving and organizing our volunteer lending libraries. Through the help of one committed volunteer, our lending libraries will soon have a digital catalog that readers can access on line. They can search for any book by author, theme and will be able to see a picture of the book and description. If this volunteer charged for her services she would contract out work like this for \$16,000.

**Themed Literacy Programs:** During the summer a lot of time was spend creating and developing two new themed literacy programs as well as updating and perfecting our current programs! Outreach Assistant Sandi Dunnavant is working on a new program based on music and movement and I created a new Dinosaur themed program.

## **V. Staff and Committee Reports**

### **E. Executive Administrative Committee**

#### **Draft of November 7, 2018 Exec/Admin Meeting Minutes- INFORMATIONAL**

**EXECUTIVE ADMINISTRATIVE COMMITTEE**

Conference Call Meeting  
November 7, 2018  
10:30a.m.

**ATTENDANCE**

**Committee Members Present:**

Renee Williams, Vice Chair  
Theresa Little, Treasurer  
Myrna Allen  
Vina Delcomyn  
Teresa Matheny, ECS  
Michael Siragusa

**Committee Members Absent:**

Nancy Pearson, Board Chair- EXCUSED  
Joy Stanton, Secretary

**Others Present:**

Brian McElhone

**Coalition Staff Present:**

Dawn Bell, Chief Executive Officer  
Tajaro Dixon, Grants and Operations Manager  
Rhonda Cody, Office Manager

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**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 10:32 a.m. by R. Cody and roll was called; quorum was present with 6 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 July, August and September 2018. (Amex and Visa cards issued to D. Bell and R. Cody)  
There were no comments or questions.

**APPROVAL OF AUGUST 1, 2018 EXEC ADMIN MEETING MINUTES \***

1. V. Delcomyn motioned to approve the August 1, 2018 Exec Admin Meeting Minutes. T. Little seconded the motion. No discussion – motion passed unanimously.

**Executive/Admin Committee  
November 7, 2018**



## **APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2018/2019 CONTRACT AMENDMENT #0003-18\***

### Revisions:

- A. Item #1 removes the requirement of foster children child care placement based on facility type (the Florida Administrative Code rule changed 03/16/18). This correction was a suggestion from the ELC's June 2018 OEL Accountability review.
- B. Items #2 and 3 are to update the School Readiness Performance Funding Project budget amounts per the October 05, 2018 Notice of Award.

2. T. Little motioned to approve the ECS 2018/2019 Contract Amendment #0003-18. V. Delcomyn seconded the motion. No discussion- motion passed unanimously. T. Matheny recused herself from voting, documentation attached.

## **APPROVAL OF THE REVISIONS TO THE COALITION'S PERSONNEL POLICIES AND PROCEDURES MANUAL\***

### Revisions:

#### HR204 - Employment Reference/Criminal History Checks

- added to first paragraph the Coalition will ensure appropriate screenings are processed for Contractors.
- added "Contractor" to heading of last section.
- added process to ensure background screenings, job descriptions, work history and required licenses are received from Contractor (who are not a qualified entity) who may have access to children or confidential information. As in this revision, this process will include using the Coalition's "Contract Employee Request and Approval Form".

This was a corrective action for the OEL Accountability Review that began 06/11/18.

3. M. Siragusa motioned to approve the revisions to the Coalition's Personnel Policies and Procedures Manual. M. Allen seconded the motion. No discussion, motion passed unanimously.

## **REVIEW OF BOARD MEMBERSHIP- Informational**

Informational; no comments.

## **COMMITTEE ABSENTEEISM LOG- Informational**

Informational; no comments.

**Executive/Admin Committee  
November 7, 2018**

## **COMMITTEE COMMENT**

No comment

## **NEXT MEETING**

December 5, 2018, 2:00 p.m. –Board Meeting at World Golf Village Caddy Shack Restaurant

February 6, 2019, 10:30 a.m. – Executive Administrative Committee Meeting- Conference Call

## **ADJOURNMENT\***

4. M. Allen motioned to approve adjournment. T. Little seconded the motion.  
10:47 am No discussion- motion passed unanimously.

**Minutes submitted by, Rhonda Cody, Office Manager November 28, 2018**

**Executive/Admin Committee  
November 7, 2018**

## **V. Staff and Committee Reports**

### **E. Executive Administrative Committee**

#### **Consent Agenda:**

1. Ratify Approval of August 1, 2018  
Exec/Admin Committee Meeting  
Minutes\*
2. Ratify Approval of ECS 2018/2019  
Contract Amendment #0003-18\*
3. Ratify Approval of the Revisions to the  
Coalition's Personnel Policies and  
Procedures Manual\*

## VI. New/Unfinished Business

### A. RFP Ad-Hoc Committee

1. Minutes- November 7, 2018-  
*Informational*
2. Statement by Attorney/Board Member  
Michael Siragusa
3. Conflict of Interest Questionnaire-*To be  
completed by all Board Members  
viewing the RFP Document-  
HANDOUT*
4. Approval of Request for Proposal (RFP)  
#ELCNF 19/20-001 for the Delivery of  
School Readiness and Voluntary  
Prekindergarten Services (**including all  
appendices**)\*

Early Learning Coalition of North Florida, Inc.

**RFP Committee Meeting**

Conference Call  
November 7, 2018  
11:30 a.m.

**ATTENDANCE**

**Committee Members Present:**

Myrna Allen  
Vina Delcomyn  
Joy Stanton  
Theresa Little

**Coalition Staff Present**

Dawn E. Bell, CEO  
Rhonda Cody, Office Manager  
Tajaro Dixon, Grants & Operations Manager

**Members Absent:**

None

**Others Present:**



**CALL TO ORDER/ROLL CALL**

R. Cody called the meeting to order at 11:32 a.m. Roll was called; 4 of the 4 committee members were in attendance.

**PUBLIC COMMENT**

No Comments

**DESCRIPTION/OVERVIEW OF RFP DOCUMENT**

T. Dixon gave a brief overview of the process for this RFP. The Early Learning Coalition of North Florida, Inc. is requesting proposals for School Readiness and Voluntary Prekindergarten services. The potential contractor will be responsible for coordinating and delivering School Readiness services to children birth through 12 years of age and Voluntary Prekindergarten (VPK) services for four year old children in fiscal year 2019/2020. Services include Child Care Resource and Referral, Inclusion, Quality Support Services, Eligibility and Enrollment, and Fiscal Administration. T. Dixon further explained that the committee members are not permitted to communicate with anyone, including each other outside of the scheduled meetings in regards to this RFP all the way through the scoring process and contract award. The documents are not to be shared on our website, in board meeting packets or with Episcopal Children's Service staff.

**COMMITTEE MEMBERS QUESTIONS AND ANSWER SESSION**

No additional comments or questions as T. Dixon was thorough in explaining the process.

**APPROVAL OF RFP DOCUMENTS\***

V. Delcomyn motioned to approve the RFP Documents. M. Allen seconded the motion. No discussion – motion passed unanimously

## **PREVIEW OF RFP PROCESS**

T. Dixon stated that the RFP is advertised twice on the Florida Administrative Weekly. The next RFP committee meeting will be to publicly open the bids and disperse with score sheets and instructions. Each reviewer will have a time period to score the submissions and then the committee will meet once more to publically deliver and tabulate the final scores. Final recommendation will be given to the Board at the March 20, 2019 Board Meeting.

## **ELECTION OF COMMITTEE CHAIR**

The committee nominated Joy Stanton be the Committee Chair. T. Little motioned to approve the nomination. V. Delcomyn seconded the motion. No discussion and the motion passed unanimously.

## **NEXT MEETINGS**

(As it pertains to this RFP/Contract) – *Dates/times subject to change.*

December 5, 2018, 2:00 p.m. – Board Meeting (RFP ratification)

January 24, 2019, 10:30am – Initial RFP Procurement Committee Meeting  
(opening/receipt of proposals/fatal criteria checklist by staff)

February 21, 2019, 10:30 a.m. – Final RFP Procurement Committee Meeting  
(score compilation, ranking of proposals, and final award recommendation)

March 20, 2019, 10:30 a.m. – Board Meeting (approval of committee award recommendation)

June 19, 2019, 10:30 a.m. - Board Meeting (approval of Contract resulting from RFP- Possibly requiring 2/3 vote- if it is a “related Party” Contract)

## **ADJOURNMENT**

Meeting adjourned at 11:48 a.m.

**Minutes submitted by, Rhonda Cody, Office Manager**

**Approved by, T. Dixon, Procurement Manager on November \_\_\_\_\_**

Drafted 12/07/2011  
Updated 09/04/2018

Comments Prior to Discussion  
on  
Proposed 2019/2020 RFP (Request for Proposals)  
for Delivery of School Readiness & Voluntary Pre-K Services

Any Board member who is affiliated with a vendor that expects to be submitting a bid or proposal may, in order to reduce the likelihood of creating even an appearance of conflict of interest, voluntarily choose not to attend a meeting or to receive a copy of an RFP draft. However, that must be the personal decision of the board member.

Among the reasons for this warning is that the Florida Statutes governing RFPs provide in part (excerpts from FS § 287.057):

- requests for proposals "shall be made available simultaneously to all vendors"
- a person or vendor "who participates in the drafting of a solicitation" for a contract "is not eligible to receive such contract"

Further, any Board member affiliated with a vendor that anticipates submitting a proposal should excuse him/herself from any discussion or other form of actual participation in the process of crafting or approving the RFP. This applies both to discussions with other ELC board members (at meetings or otherwise) and to communications to ELC staff regarding the RFP.

Similarly, the RFP will itself provide that no person or vendor that intends to respond to the RFP shall have any direct contact or communication about the solicitation with any member of the RFP committee, ELC staff & personnel, or members of the ELC board. All communications will be through Tajaro, and only in writing, other than discussion during a publicly announced meeting.

Michael A. Siragusa  
Upchurch, Bailey & Upchurch, PA  
Post Office Drawer 3007  
St. Augustine, Florida 32085-3007  
Telephone # (904) 829-9066  
Fax # (904) 825-4862  
Email: [masiragusa@ubulaw.com](mailto:masiragusa@ubulaw.com)  
Website: [www.ubulaw.com](http://www.ubulaw.com)

**Early Learning Coalition of North Florida, Inc.**

**Conflict of Interest Questionnaire**

Regarding:

**Request for Proposal (RFP) #ELCNF-19/20-001**

**For the Delivery of School Readiness and Voluntary Prekindergarten Services:**

**Child Care Resource and Referral, Inclusion, Quality Support Services, Eligibility and Enrollment, and Fiscal Administration**

**As Established by Florida's School Readiness and Voluntary Prekindergarten Acts**

**For Fiscal Year 2019-2020**

**(Title of Solicitation/Contract)**

As an RFP Procurement Committee member and/or Board of Directors member who is participating in the development of the Coalition's RFP listed above, please answer the following questions:

1. Do you, your immediate family, or business partner have financial or other interests in any potential Proposer? \_\_\_\_\_
2. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any potential Proposer? \_\_\_\_\_
3. Have you been employed by any potential Proposer within the last 24 months? \_\_\_\_\_
4. Do you plan to obtain a financial interest, e.g. stock, in any potential Proposer? \_\_\_\_\_
5. Do you plan to seek or accept future employment with any potential Proposer? \_\_\_\_\_
6. Are there any other conditions which may cause a conflict of interest? \_\_\_\_\_

If you answered "yes" to any of the above questions, attach to this questionnaire a written explanation of your answer below:

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I declare all of the above questions are answered truthfully and to the best of my knowledge. I further declare that I will not divulge any information about this procurement to any potential Proposer prior to its publication.

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of the Request for Proposal (R.F.P.) #ELCNF-19/20-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services. The draft version (dated September 18, 2018) reflects all corrections and revisions recommended and approved by the RFP Procurement Committee and the Coalition's legal review.
<b>Reason for Recommended Action</b>	<p>Florida Statute 287.057 mandates a formal procurement process for any contracts in the amount of \$35,000.00 or more, at least once every three years.</p> <p>If this is not done, the following would occur:</p> <ul style="list-style-type: none"><li>• The Coalition would be out of compliance with Florida Statute 287.057</li></ul>
<b>How the Action will be accomplished</b>	Approval the R.F.P. document #ELCNF-19/20-001, to be publicly released December 10, 2018.

## **VI. New/Unfinished Business**

### **B. Approval of the RFQ Ad-Hoc Committee's Recommendation for External Auditing Services Contract\*-HANDOUT**

**\*ACTION ITEM**

## **VI. New/Unfinished Business**

### **C. Approval of the Management Decision Recommendation for ECS Audit 2017/2018\***

**\*ACTION ITEM**

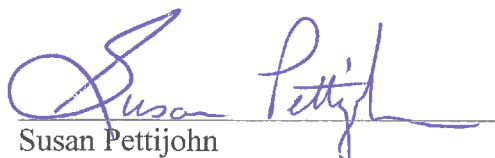
**ELC OF North Florida, Inc.**  
**Management Decision Recommendation**  
ECS Audit Report  
For FYE June 30, 2018

Ralston and Company, PA, CPA performed the June 30, 2018 audit of Episcopal Children's Services, Inc. This report was received by ELC on October 16, 2018, and subsequently reviewed by ELC management and staff. The report and audited financial statements are on file and available to the Board for review at anytime.

A summary of the audit results is as follows:

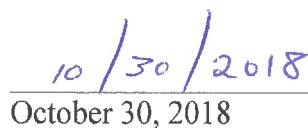
1. The Independent Auditor's Report
  - a. Expressed an unmodified opinion on the consolidated financial statements of ECS.
  - b. Stated no instances of noncompliance material to the financial statements of Episcopal Children's Services, Inc. were disclosed during the audit.
  - c. Stated no material weaknesses were identified during the audit of the financial statements.
  - d. Expressed an unmodified opinion on the major award programs.
  - e. Stated no material weaknesses were identified during the audit of major federal programs.
  - f. No findings were disclosed that are required to be reported in accordance with 2 CFR section 200.516(a).
2. The Independent Auditor's Report on Internal Controls
  - a. Expressed no opinion on ECS internal controls.
  - b. Reported no material weaknesses to internal controls.
  - c. Expressed no opinion on ECS compliance and other such matters.
  - d. The results of the internal control testing disclosed no issues of noncompliance or other matters that would be required to be reported under *Government Auditing Standards*.
3. Supplemental Information
  - a. There were no findings in relation to prior audits.
  - b. There were no current audit findings on the ECS Financial Statements.
  - c. There were no current audit findings or questioned costs on the ECS Major Federal Awards Program Audit.
  - d. ECS qualifies as a low risk auditee.

With no audit findings, material weaknesses, or issues of noncompliance, this audit is considered complete.

  
Susan Pettijohn

Finance Manager

Early Learning Coalition of North Florida

  
October 30, 2018

## **VI. New/Unfinished Business**

### **D. Approval of the 2017-2019 School Readiness Plan Amendment #19\***

**\*ACTION ITEM**

**Note: Two attachments-1. “VA 1A Tier 1 FY 18-19 Schedule” and 2. “VA 1B Tier 2 FY 18-19 Compiled Data” will be provided as HANDOUTS.**

## ACTION ITEM SUMMARY

DESCRIPTION	Approval of 2017-19 School Readiness Plan Amendment #19
<p><b>Reason for Recommended Action</b></p>	<p><b><u>Background:</u></b> A memo from OEL dated October 18, 2018 stated:</p> <p>House Bills 1091 and 7055 modified provisions related to the School Readiness Program that directly affect the content of the Early Learning Coalition School Readiness Plan. OEL amended Rule 6M – 9.115, F.A.C., to reflect the new School Readiness Program requirements by adding new elements or substantially revising existing elements. These revisions will require the coalition to submit a plan amendment for the following elements:</p> <ul style="list-style-type: none"> <li>• II.C Eligibility and Enrollment Policies and Procedures;</li> <li>• II.F Child Screening;</li> <li>• II.G Program Assessment;</li> <li>• II.H Use of Observation Based Child Assessment, if applicable;</li> <li>• <del>II.J Contracted Slots, if applicable;</del> (NOT APPLICABLE)</li> <li>• III.D Quality Improvement Strategies; and</li> <li>• V.A Monitoring Plan and Procedures.</li> </ul> <p>The due date for submission to OEL is on or before December 31, 2018.</p> <p>Therefore, the above SR Plan attachments were updated to meet the new compliance issues, and we <b>updated “Attachment II B Single Point of Entry policies and procedures”</b> as well.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"> <li>• The Coalition’s School Readiness Plan would not be in compliance with OEL.</li> </ul>
<p><b>How the Action will be accomplished</b></p>	<p>Board Approval, then OEL Approval.</p>

## Attachment IIB Single Point of Entry Policies and Procedures SRAD19 Single Point of Entry/ Family Portal Application Policies and Procedures

The Family Portal is a web based database that allows for families to apply for Voluntary Prekindergarten and School Readiness services anywhere that families have access to the internet. Families may also apply in person at any of our offices located in Putnam, St. Johns, Bradford, Baker, Nassau and Clay Counties or at our central office in Jacksonville. In our offices, when possible, ECS provides a kiosk for parents to access the Family Portal. In offices that do not offer kiosks, families can apply for services with the assistance of our staff. Instructions on how to set up a free email accounts as well as additional locations that offer internet access are also made available to families that choose to complete the application process at other locations within the community.

VPK will process all applications received through the online system and use the system to notify parents of their status in the program. The application for the VPK Program is available at <https://familyservices.floridaeearlylearning.com/Account/Login> and on the home page of the ECS website. The online applications through the Family Portal are checked daily, during the work week, by a VPK Specialist. Approved records are ~~entered into EFS and then~~ given eligibility. Please see VPK enrollment procedures for more details on the enrollment process.

Families applying for School Readiness (SR) must complete an application through the Family Portal. The application for the SR Program is available at <https://familyservices.floridaeearlylearning.com/Account/Login> and on the home page of the ECS website. Once the application is reviewed by staff, the family will receive a notification email letting them know the status of their application. Statuses are assigned based on the eligibility of the family. At this time, if there is no waiting list or no waiting list for that child's priority in the ELC of North Florida's plan, a parent will still need to complete an application through the Family Portal. Parents will be enrolled from the Family Portal in accordance with the ELC approved plan by county and then based on the date their waiting list application was originally validated with the oldest applications being enrolled first. Please see policies on the Waiting List for more detail.

### Changes/Revisions:

Date of Change/Revision	Person making change/revision	Change/Revision
4/19/16	BPS	Updated working to reflect current procedures with the Family Portal replacing the UWL. Updated website to current website.
09/15/17	BPS	Updated policy to reflect wording of the approved SR Plan Policies
2/14/18	BPS	Changed the wording to say that parents still need to complete an application through the Family Portal even if we do not have a waiting list. Also Combined SRAD19 and SRPP 35 for the plan policies. All following changes will be made at the bottom pf the document. Updated footer.
<del>11/9/18</del>	<del>BPS</del>	<del>Removed 'entered into EFS' under the VPK section.</del>

## Attachment IIB Single Point of Entry Policies and Procedures

SRAD19 & SRPP35

Latest Draft Submitted: ~~03/26/18~~ 11/15/18

OEL Approval Date: ~~04/06/18~~ TBD

## SRPP35 SR Waiting List Procedures.

### Policies and Procedures

#### Policy:

- (1) Each county served will utilize a wait list, which will be a management tool for filling available child care slots. This wait list will be maintained by the ELC/ECS through the Family Portal at the following admin link:  
<https://coalitionservices.floridaeearlylearning.com/Home>. Procedures for its use follow in this guide.
- (2) The waiting list procedure shall consist of:
  - (a) Families go to the following link to apply for School Readiness (SR) Services:  
<https://familyservices.floridaeearlylearning.com/Account/Login>. This link is also posted on the main page of the ECS website.
  - (b) ~~A preliminary screening~~Prequalifying questions for eligibility ~~are~~is completed through the Family Portal by the parent to determine whether or not a family is potentially eligible for services. The prequalifying questions~~preliminary screening~~ includes: the client's statement of income, family size, and purpose of care. For at-risk families identified in section 1002.871(1), F.S., who have a valid child care authorization, eligibility determination processing shall not be dependent on completion of the prequalifying questions and application, however, an application must be completed within 14 calendar days of eligibility determination. If the family does not appear to qualify based on the responses provided, the Family Portal will guide the family to contact the ELC/ECS for CCRR Services. If the family appears eligible, it will allow the parent to continue to the next steps to complete the application. If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to complete the School Readiness Application. Upon completion of the School Readiness Application, parents must submit at least one document per parent residing in the household to complete the application process. The document may be a current paystub, a verification of employment statement, written statement from employer, school enrollment or class registration, or documentation of a temporary or permanent disability.
  - (c) Submitted applications and required documentation are reviewed by ECS staff within 20 calendar days of receipt to determine if the parent is potentially eligible.
  - ~~(e)~~(d) Placement of eligible children on the waiting list will be on a first-come, first serve basis, based on the date of the approved submitted application and will include the child's legal name, age, probable eligibility category, priority assignment, and type of care requested.
  - ~~(d)~~(d) ~~Submitted applications and required documentation are reviewed by ECS staff within 20 calendar days of receipt to determine if the parent is potentially eligible.~~

### Attachment IIB Single Point of Entry Policies and Procedures

SRAD19 & SRPP35

Latest Draft Submitted: ~~03/26/18~~ 11/15/18

OEL Approval Date: ~~04/06/18~~ TBD



(e) Removal of a child's name from the waiting list upon authorization for placement and change of status within the Family Portal.

(f) Revalidation of each name on the waiting list every six months by response to email. Notification of such validation will be an automatic generated email from the Family Portal informing the family of the revalidation process with a 30 day deadline for completion. The validation process is required to ensure families continue to be eligible for services and to provide updated information necessary to remain on the waiting list. If the revalidation process is not completed by the given deadline, names will be removed from the waiting list through a system generated process, for failure to comply with the request for information within the specified timeframe. This includes noncompliance by failing to keep a current email address and other contact information on file with Episcopal Children's Services or if upon validation, a purpose for care no longer exists. Additional notes on validation follow the Waitlist Procedures.

(3) An unborn child shall not be eligible for the waiting list.

(4) If a parent requests school readiness program services for an additional child following placement on the waiting list, the additional child shall be placed on the waiting list according to the initial date the family was placed on the waiting list. The additional child shall also be assigned a potential eligibility category and priority specified in section 1002.87(1), F.S.

(3)(5) A parent may update the information reported in the School Readiness Application. Any changes will be reviewed and if the family remains potentially eligible, the family shall retain its place on the waiting list.

(4)(6) Actual certification of eligibility will be conducted prior to authorization for placement, which will be based on available funding and capacity.

Wait list priority – is based on the following:

**Section 1002.87 (1), F.S., 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 as funding allows.

**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.

## **Attachment IIB Single Point of Entry Policies and Procedures**

SRAD19 & SRPP35

Latest Draft Submitted: 03/26/18 11/15/18

OEL Approval Date: 04/06/18 TBD

**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.

## Procedures:

### School Readiness Enrollment Procedures

1. The Chief of Programs and Administration will notify the Director of School Readiness when funding allows for enrollments along with the enrollment goals by county based on each county's enrollment and budget.
2. The Director of Family & Provider Services will then notify the Program Support Coordinator, Family Service Coordinators and Family Service Specialists of the enrollment goals.
3. The Program Support Coordinator will then run either the ~~an~~ SR Adhoc Report available through the Family Portal, or the Waitlist Report available through Tableau to determine the order in which children will be enrolled.
4. The reports are then sorted by county, eligibility priority group, date of waitlist placement, and parent/guardian name.
5. The report is then reviewed and sorted accordingly into the following categories according to the budget and the enrollment goals determined by the Chief of Programs and Administration:
  - Families with only school age children
  - Families with only non-school age children
  - Families with non-school age children and school age children
6. Once the reports are sorted, the families with both non-school age children and school age children are then reviewed again to determine which families have school age children under the age of 9 and sorted accordingly. If deemed necessary due to budget and enrollment goals, only non-school age children will be enrolled even if they have school-age siblings under age 9 until all non-school age children are served.
7. Once the reports are sorted, open enrollment emails are sent to the number of predetermined families (based on the number of slots available as determined by the Chief of Programs and Administration).
8. The order of the enrollments is set by the earliest date of waitlist placement, then by the following:
  1. Either non-school age children only or non-school age children and non-school-age children with school-age siblings under the age of 9 based on

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funding and enrollment goals. If only non-school children are notified, then the next step would be to notify all school-age children up to age 9.-

2. Once all non-school-age children and non-school-age children with school-age siblings under the age of 9 have been enrolled, school age children under the age of 9 without younger siblings will be enrolled.

3. Once all non-school age and school age under the age of 9 have been enrolled, then school-age children under the age of 13 will be enrolled in accordance with Section 1002.87 (1), F.S. This process will continue until the budget and enrollment goals have been met.

### **Waiting List Procedure for Head Start**

- ~~1. Parent calls or comes into CCR&R office for an interview for information and eligibility.~~
- ~~2. The Family Services Specialist first queries the database by name to see if this family is already in our database.~~
- ~~3. If the family is already in our database we make sure all demographic and household information is correct by conducting a new interview, the parent's needs may have changed from the last interview date.~~
  - ~~(A) The Family Service Specialist enters the parent's name, DOB, SS# (if provided, not required), address and phone number. The Family Service Specialist also inquires on the reason the parent needs the services, the household size, if it is a single parent home or dual, and the total household income including any unearned income.~~
  - ~~(B) If employed, the employer's information is obtained as well (the parents do not have to be employed in order to be eligible for the Head Start/RCMA or Early Head Start Programs).~~
  - ~~(C) The Family Service Specialist retrieves the information for all the children in the household; such as, name, DOB, SS# (SS# is not a requirement for parent or child in order to be put on the wait list).~~
  - ~~(D) The Family Service Specialist inquires if any of the children have any special needs that the parent would like us to take into consideration in order to assist them.~~
  - ~~(E) If a child is of age for the Head Start/RCMA programs (3 or 4 years of age by September 1 for regular Head Start/RCMA) or the Early Head Start Programs in Baker, Bradford, Clay, & Nassau Counties (birth to 3 years of age) then the parent is informed of the programs.~~
  - ~~(F) If the parent is interested in the Head Start/RCMA or Early Head Start programs we can inform the family to the Family Portal application process and forward the family's information immediately to the Head Start/RCMA and/or Early Head Start staff located at the program that the parent is interested in.~~
- ~~4. Once the Head Start/RCMA/Early Head Start staff receives this information, they can assess the family through evaluation of their special needs and other criteria~~

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~~which is gauged through their database. Their criterion is entered into their database and a point system will determine their ranking for the program.~~

- ~~5. Similarly, the ECS Head Start and Early Head Start FSS's will inform parents who are placed on Head Start/Early Head Start waitlist about school readiness services. If the parent is interested in applying for subsidized childcare, FSS will inform the parent of the Family Portal application process and provide the contact information for the local CCRR office.~~
- ~~6. The ECS CCRR Coordinators and the ECS Head Start and Early Head Start Family Services Coordinators will meet to review procedures and update as necessary. Individual meetings can be held with the St. Johns Head Start staff and Putnam RCMA staff as needed as well.~~

## Removing Children from the Waitlist

**NOTE: ECS will follow the current Family Portal procedures based on the current release as each release might include or remove additional steps until the Family Portal is fully complete.**

### Enrollment Process:

- ~~1. 4.~~ During periods of enrollment from the Family Portal waitlist, families who are selected for enrollment will be contacted by email following the 9 priorities listed earlier in this policy providing a 30 day deadline to ~~contact ECS for enrollment.~~ Complete the enrollment process either fully online, or by scheduling an appointment with a Family Service Specialist in the office for assistance.
- ~~2.~~ Once a family has submitted their enrollment documentation within the 30 days, staff have 10 days to review and either approve or reject the eligibility documentation.
3. If the eligibility application was rejected, families are notified via email and the families and staff can go back and forth as many times as needed within the original 30 days. If the back and forth goes beyond the 30 days and staff can't approve the application based on the submission, staff will give the family a 10 day deadline that is clear to the family what is needed and when it is due. If they do not submit the documents within 10 days, the eligibility and wait list application will be terminated. If the family does resubmit within the given deadline, and additional documentation is needed, staff will give one additional 10 day deadline outside of the original 30 day window. If documentation is not received by this deadline, the eligibility application and wait list application will be terminated. Any additional time can only be approved by management on a case by case basis. Examples of reasons management might approve of additional time could be due to issues with system functionality, extenuating circumstances beyond the control of the family, etc.
- ~~1.~~
- ~~3.~~
- ~~2.~~ Notes on the contact attempts should be made in the Coalition Family Portal case notes.

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A child should be removed from the waitlist if

- ~~1. You have made one contact attempt and no response was received within 30 days.~~
- ~~2. The family is deemed ineligible for services~~
- ~~3. The child on the waitlist has exceeded the eligibility age limit.~~
- ~~3. If the status of the child changes in the Family Portal due to "being served"~~

1. Failure to maintain accurate contact information;
2. Failure to meet the school readiness eligibility requirements as specified in section 1002.87(1), F.S.;
3. Failure to confirm information. The parent does not validate its information by the due date indicated on the notification;
4. Over age limitations. Any child on the waiting list age 13 or older will be removed from the waiting list;
5. School readiness services no longer needed. The parent indicates, via email, fax, mail, telephone or in person, that school readiness services are no longer needed;
6. The parent does not respond to the notification for available funding by the due date;
7. The family no longer resides in the early learning coalition's service delivery area; or
8. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding. Enrollment in the school readiness program will be on a first-come, first-serve basis pursuant to section 1002.87(1), F.S.

## When to Redetermine a Child on the Waitlist

Children are redetermined for the waitlist at intervals no longer than 6 months. Families are notified via an auto generated email through the Family Portal and are provided a deadline for completion of the revalidation process. If a family does not fully complete the revalidation process by the specified deadline, the Family Portal system automatically changes the status of the application to inactive. If the family chooses to reapply for services after missing the revalidation deadline, the original waitlist date will no longer be used. The date of the approval of the new application will be their new waitlist date.

## Reapplication

If a family is removed from the waiting list, a parent must reapply for school readiness services and shall be screened for eligibility to be placed back onto the waiting list and receive a new waiting list date.

If a family on the waiting list of an early learning coalition moves out of the coalition's service area, the family shall reapply for eligibility services with the coalition operating in the family's new location. The family will receive a new waiting list date with the coalition offering services in the new location.

Changes/Revisions:

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Date of Change/Revision	Person Making Change/Revision	Change/Revision
4/5/13	J. Matusko	Removed section titled: Monthly Reconciliation of CNBB Head Start Ranking List Added under Procedures #3, (F) that a copy of SRF27 Waitlist Application/Head Start Referral Form will be used to refer. Also added under Procedures Nos. #5 & #6
4/8/13	B. Spangler	Added RCMA information throughout policy
9/12/13	B. Spangler	Updated priorities of services and added note about CCPP waitlist should only be used for St. Johns County.
10/17/13	B. Spangler	Updated CCPP section removing requirement of listing CCPP in the address line. Updated process for CCPP clients and clients over 150% of the FPL. I also revised the UWL contact process on what types of attempts should be made and when.
9/30/14	B. Spangler	Updated wording throughout the policy. Added step by step enrollment procedures, key tools, and updated the number and types of contact attempts.
02/13/15	B. Spangler	Updated the frequency of meetings with Head Start/RCMA Staff; changed the number of contact attempts from 3 to 2; updated steps to removing a child from the waitlist;
5/28/15	B. Spangler	Updated number of contact attempts to reflect our new policy of only one contact attempt.
4/19/16	B. Spangler	Updated the entire policy to reflect the new procedures based on the new application process through the Family Portal instead of the UWL.
4/29/16	B. Spangler	Updated enrollment procedures to reflect that we will enroll children under priority 3 up to age 9. Children 9-13 will be enrolled through priority 6.
9/15/17	B. Spangler	Updated Policy to reflect the approved SR Plan Policy
2/14/18	B. Spangler	Changed the wording to say that parents still need to complete an application through the Family Portal even if we do not have a waiting list. Also Combined SRAD19 and SRPP 35 for the plan policies. All following changes will be made at the bottom pf the document. Added "Submitted applications and required documentation are reviewed by ECS staff within 20 calendar days of receipt to determine if the parent is potentially eligible." ; Added in 2B "is completed through the Family Portal by the parent"; Added in 2C "priority assignment"
<u>11/9/18</u>	<u>B. Spangler</u>	<u>Updated policy to match current Rule 6M-4.300 for termination reasons, prequalifying questions, one document required per adult on application, and updated process for approving eligibility applications with 30 and 10 day deadlines and reapplication.</u>

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## 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 as funding allows.

**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

**Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of**

documents or other methods of documenting the family's eligibility so that they may receive services.

**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.~~

An SR child file must include a completed application and child care (payment) certificate that the parent has signed and dated. A parent must sign an application at the initial eligibility determination and at each subsequent redetermination. A parent may submit an application electronically or via mail or facsimile. The child care (payment) certificate is an authorization for services for eligible child(ren) at eligible providers. The certificate identifies the child(ren) for whom a coalition authorized child care, the provider the family selected, the assessed parent copayment for each eligible child and the authorized begin and end dates.

**For applications from prior to the Family Portal implementation and family information the coalition never entered into the Family Portal, the following applies:**

☐ The parent may complete the application on a locally-developed application or the authorizing coalition worker may complete the application through an interview and input the information into the OEL statewide information system.

☐ A coalition staff person should print the application from the OEL statewide information system for signatures.

☐ The parent and designated staff person must sign the application at the time of initial eligibility determination and during routine redetermination to signify the information's accuracy on the application.

☐ In the event a parent is not present during a routine or updated redetermination conducted prior to Dec. 18, 2016 (Rule 6M-4.208 (3), FAC), the authorizing coalition worker may use the term "signature on file" on an application if there is an application on file that the parent signed within the past year.

☐ A coalition may accept a parent signature on a Child Care Authorization form (referral) in lieu of a parent signature on the application.

☐ Mailed or faxed signed applications are acceptable. Additionally, electronic signatures are acceptable if the [entity ELC or its Primary Contractor](#) adopts them for authenticating applications.



For applications entered into the Family Portal after its implementation or if the coalition entered the family's information into the Family Portal, the following applies:

☐ A parent wishing to enroll a child in the SR Program must complete and electronically sign an online application, Form OEL-SR 01, through the single point of entry established under s. 1002.82(2)(f)1.c., F.S., and available at <https://familyservices.floridaearlylearning.com> using personal means or with assistance at an early learning coalition.

Note: For At-Risk Children who receive expedited services, in addition to completing the referral online through the Child Care Application and Authorization Referral Process (CCAA) intake process in the Coalition Portal, 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.

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. Note: While this is the standard policy, Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.

~~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.~~

~~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. 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.

- a) 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 unless the client loses their purpose of care and their 3 month period to reestablish their purpose of care extends out past the original redetermination date.

## Procedures:

### Initial Enrollment:

1. Parent/Guardian ~~will~~ can either complete the enrollment process online through the Family Portal, 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. This information is also made available to the clients through the Family Portal when completing the enrollment process online.
3. ~~When reviewing the submitted application online or a~~ 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:~~
4. ~~FSS will make the necessary copies for the file.~~
5. ~~FSS will print Application, Certificate, and Fee Agreement~~
6. ~~FSS will review Child Enrollment Checklist and Terms & Conditions with parent/guardian~~
7. ~~FSS will have parent/guardian review the Application to make sure address, child's name spelling, and child's Date of Birth are correct~~
8. ~~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.~~
9. ~~The Family Service Specialists needs to request a birth certificate for a child not receiving care and listed on the income worksheet.~~
10. ~~3. Family Service Specialist will make a copy of Certificate containing Parent/Guardian's signature and place it in the file.~~
11. ~~4. Once the enrollment process is completed, the client and provider can both view the certificate of eligibility online. 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.~~
5. Family Service Specialist will make detailed casenotes explaining what was ~~done~~ completed during the interview as well as the documents received.
6. The FSS will notify the family of the approved application and explain the process of signing the terms and conditions as well as completing the ASQ for children birth – five.

Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.

- ~~12. Family Service Specialist will file the file in the tickler for 10 days from interview with parent/guardian.~~
- ~~13. 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

Parent/Guardian will be asked to either complete the redetermination process online or make an appointment or come in as a walk in, with Family Service Specialist, at least 15 days prior to Redetermination Date when at all possible, but the redetermination process must be completed by the redetermination date. If parent/guardians complete the process online, staff have 10 days to review and approve or reject the submission, even if the application is submitted on the last day of eligibility. If the eligibility application was rejected, families are notified via email and the families and staff can go back and forth to exchange documents and information as many times as needed within the original 30 days. If the back and forth goes beyond the after 30 days and staff can't approve the application based on the submission, staff will give the family a 10 day deadline that is clear to the family to submit what is needed after providing the parent with a clear list of documentation and information and when it is due. If they do not submit the documents within 10 days, the eligibility and wait list application will be terminated. If the family does resubmit within the given deadline, and additional documentation is still needed, staff will give the family one additional 10 day deadline outside of the original 30 day window. If documentation is not received by this final deadline, the eligibility application and wait list application will be terminated. Any additional time to submit documents can only be approved by the Family Service Coordinators or above on a case by case basis. Examples of reasons management might approve of additional time could be due to issues with system functionality, extenuating circumstances beyond the control of the family, etc.

- ~~1. 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 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:

Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services. The termination process listed below will continue until this can be replaced through the Mod processes:

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. This information will also be shared with the child care provider on the same day.

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 or emailed to the parent.
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 or upload to the online database.
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 in Legacy (if needed due to the enrollment not being able to be placed in Mod) or the day of in Mod 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 uploaded to placed in the client's electronic file. This process will continue until the termination process is fully functional in Mod and hard copies of paper are no longer necessary.**

**~~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.~~ (e) A child in the custody of a parent who is considered a victim of domestic violence and is receiving services through 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:

Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition

BG1	At Risk	11D	At Risk Diversion	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Child Protection (CP)</p> <p><b>Work Requirements:</b> N/A</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> Yes -- from DCF or contracted community-based provider</p> <p><b>Income Eligible:</b> Eligibility is not dependent on income, but if available should be used to calculate parent fee.</p> <p><b>Household Size:</b> 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.</p> <p><b>Countable Income:</b> 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.</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 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.;</p>
BG1	At Risk	HOME	At Risk Homeless	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Child Protection (CP)</p> <p><b>Work Requirements:</b> N/A</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> Yes -- from a DCF-Designated Lead Agency on homelessness</p> <p><b>Income Eligible:</b> Eligibility is not dependent on income, but if available should be used to calculate parent fee.</p> <p><b>Household Size:</b> 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.</p> <p><b>Countable Income:</b> 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.</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 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.;</p>



BG1	At Risk	FAM	Family Supports	<p><b>Description:</b> 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 <del>is residing in a certified domestic violence center.</del> <u>Is receiving services through a certified domestic violence center.</u></p> <p><b>Applicable Purpose for Care:</b> Child Protection (CP)  <b>Work Requirements:</b> N/A  <b>Child Age Requirements:</b> Birth to younger than 13 years  <b>Child Care Authorization Form:</b> Yes -- from a DCF-Certified Domestic Violence Center  <b>Income Eligible:</b> Eligibility is not dependent on income, but if available should be used to calculate parent fee.  <b>Household Size:</b> 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.  <b>Countable Income:</b> 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.  <b>Authorization Period:</b> 12 months.  <b>Reference:</b> 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.;</p>
BG1	At Risk	11	At Risk In Home	<p><b>Description:</b> Child care for a child from a family that is receiving in-home protective services and is under supervision by DCF/contracted provider for abuse, neglect, abandonment and/or exploitation.  <b>Applicable Purpose for Care:</b> Child Protection (CP)  <b>Work Requirements:</b> N/A  <b>Child Age Requirements:</b> Birth to younger than 13 years  <b>Child Care Authorization Form:</b> Yes -- from DCF or contracted community-based provider  <b>Income Eligible:</b> Eligibility is not dependent on income, but if available should be used to calculate parent fee.  <b>Household Size:</b> 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.  <b>Countable Income:</b> 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.  <b>Authorization Period:</b> 12 months. <b>Reference:</b> 45 CFR, §§ Part(s) 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(c) &amp; 1002.87 (1)(b)(e), F.S.;</p>
BG1	At Risk	13	At Risk Foster Care	<p><b>Description:</b> Child care for a child in foster care protective services under supervision by DCF/contracted provider for abuse, neglect, abandonment, or exploitation.  <b>Applicable Purpose for Care:</b> Child Protection (CP)  <b>Work Requirements:</b> N/A  <b>Child Age Requirements:</b> Birth to younger than 13 years  <b>Child Care Authorization Form:</b> Yes -- from DCF or contracted community-based provider  <b>Income Eligible:</b> Eligibility is not dependent on income, but if available should be used to calculate parent fee.  <b>Household Size:</b> Related child(ren) on the Child Care Authorization Form only  <b>Countable Income:</b> If available, count child(ren)'s income only  <b>Authorization Period:</b> 12 months.  <b>Reference:</b> 45 CFR §§ 98.20(a)(1)(ii), 98.44, 98.50 ; CCDF State Plan, Part 2.5; Sections 1002.81(1)(c), and 1002.87 (1)(b)(e), F.S.,</p>

BG1	At Risk	14R	At Risk Out of Home	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Child Protection (CP)</p> <p><b>Work Requirements:</b> N/A</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization:</b> Yes -- from DCF or contracted community-based provider</p> <p><b>Income Eligible:</b> Eligibility is not dependent on income, but if available should be used to calculate parent fee.</p> <p><b>Household Size:</b> Related child(ren) on the Child Care Authorization only</p> <p><b>Countable Income:</b> If available, count child(ren)'s income only</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 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.;</p>
BG1	At Risk	IN	Protective Invest In Home	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Child Protection (CP)</p> <p><b>Work Requirements:</b> N/A</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization:</b> Yes -- from DCF or contracted community-based provider</p> <p><b>Countable Income:</b> 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.</p> <p><b>Household Size:</b> 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.</p> <p><b>Income Eligible:</b> Eligibility not dependent on income, but if available should be used to calculate parent fee.</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 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.</p>
BG1	At Risk Protective Investigation	OUT	Protect Invest Out Home	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Child Protection (CP)</p> <p><b>Work Requirements:</b> N/A</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization:</b> Yes -- from DCF or contracted community-based provider</p> <p><b>Countable Income:</b> If available, count child(ren)'s income only</p> <p><b>Household Size:</b> Related child(ren) on the Child Care Authorization only</p> <p><b>Income Eligible:</b> Eligibility not dependent on income, but if available should be used to calculate parent fee.</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 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.</p>

## 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 ~~database~~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.~~b. 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.~~c. 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 database

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 BG1 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).

Child care for children in licensed out-of-home care shall be in a licensed early education or child care program chosen by the caregiver(s). These providers must be participating in the school readiness program through the local early learning coalition. Examples of licensed early education or child care programs include:

1. Gold Seal accredited child care providers or providers participating in a quality rating system;

2. Licensed child care providers;

3. Public school providers; and,

4. License exempt child care providers, including religious exempt, registered, and non-public schools.

(e) The cost of child care shall be assumed by the licensed out-of-home caregiver to the extent that subsidized child care is unavailable.

### **Rilya Wilson Act**

The Legislature recognizes that children who are in the care of the state due to abuse, neglect, or abandonment are at increased risk of poor school performance and other behavioral and social problems. It is the intent of the Legislature that children who are currently in the care of the state be provided with an age-appropriate education program to help ameliorate the negative consequences of abuse, neglect, or abandonment.

### **REQUIREMENTS—**

(a) A child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exception due to the court determining it is in the best interest of a child from birth to age 3 years:

1. With a stay-at-home caregiver to remain at home.

2. With a caregiver who works less than full time to attend an early education or child care program fewer than 5 days a week.

(b) Notwithstanding s. 39.202, the department must notify operators of an early education or child care program, subject to the reporting requirements of this act, of the enrollment of any child from birth to the age of school entry, under court-ordered protective supervision or in out-of-home care. If a child is enrolled in an early education or child care program, the child's attendance in the program must be a required task in the safety plan or the case plan developed for the child pursuant to this chapter.

### **ATTENDANCE—**

(a) A child enrolled in an early education or child care program who meets the requirements of subsection (3) may not be withdrawn from the program without the prior written approval of the department or the community-based care lead agency.

(b)1. If a child covered by this section is absent from the program on a day when he or she is supposed to be present, the person with whom the child resides must report the absence to the program by the end of the business day. If the person with whom the child resides, whether the parent or caregiver, fails to timely report the absence, the absence is considered to be unexcused. The program shall report any unexcused absence or seven consecutive excused absences of a child who is enrolled in the program and covered by this act to the department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

2. The department or community-based care lead agency shall conduct a site visit to the residence of the child upon receiving a report of two consecutive unexcused absences or seven consecutive excused absences.

3. If the site visit results in a determination that the child is missing, the department or community-based care lead agency shall follow the procedure set forth in s. 39.0141.

4. If the site visit results in a determination that the child is not missing, the parent or caregiver shall be notified that failure to ensure that the child attends the early education or child care program is a violation of the safety plan or the case plan. If more than two site visits are conducted pursuant to this paragraph, staff shall notify the court of the parent or caregiver's noncompliance with the case plan.

#### EDUCATIONAL STABILITY—

Just as educational stability is important for school-age children, it is also important to minimize disruptions to secure attachments and stable relationships with supportive caregivers of children from birth to school age and to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement.

(a) A child must be allowed to remain in the child care or early education setting that he or she attended before entry into out-of-home care, unless the program is not in the best interest of the child.

(b) If it is not in the best interest of the child for him or her to remain in his or her child care or early education setting upon entry into out-of-home care, the caregiver must work with the case manager, guardian ad litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child. Such setting may be a child care provider that receives a Gold Seal Quality Care designation pursuant to s. 402.281, a provider participating in a quality rating system, a licensed child care provider, a public school provider, or a license-exempt child care provider, including religious-exempt and registered providers, and nonpublic schools.

(c) The department and providers of child care and early education shall develop protocols to ensure continuity if children are required to leave a program because of a change in out-of-home placement.

#### TRANSITIONS—

In the absence of an emergency, if a child from birth to school age leaves a child care or early education program, the transition must be pursuant to a plan that involves cooperation and sharing of information among all persons involved, that respects the child's developmental stage and associated psychological needs, and that allows for a gradual transition from one setting to another.

~~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 caseworkers 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 of 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 10<sup>th</sup> 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 25<sup>th</sup> day, complete attempt 2. Same as above. Casenote
3. On the 40<sup>th</sup> day, complete attempt 3. Same as above. Place *Request for Missing Documents Form* with all 3 attempts documented in client's electronic 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:**



Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.

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:

### School Readiness Service Priorities

Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition



BG3	Temporary Cash Assistance Not Working	TCAN	TCA Not Working	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Education &amp; Training (ET), Job Search (JS) or Work Activity (WA)</p> <p><b>Work Requirements:</b> Based on the federal work requirements activity assigned by the referring agency.</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> Yes -- from Welfare Transition Program/local workforce board</p> <p><b>Income Eligible:</b> Yes -- at or below 185 percent of Federal Poverty Level (Determined by DCF)</p> <p><b>Household Size:</b> 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.</p> <p><b>Countable Income:</b> 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.</p> <p><b>Authorization Period:</b> Based on Child Care Authorization Form - maximum is six months.</p> <p><b>Reference:</b> 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.</p>
BG3W	Temporary Cash Assistance Working	TCAW	TCA Working	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Employment (EM), Both Employment and Training and/or Education (TT)</p> <p><b>Work Requirements:</b> Based on the federal work requirements activity assigned by the referring agency.</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> Yes -- from Welfare Transition Program/local workforce board</p> <p><b>Income Eligible:</b> Yes -- at or below 185 percent of FPL (Determined by DCF)</p> <p><b>Household Size:</b> 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.</p> <p><b>Countable Income:</b> 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.</p> <p><b>Authorization Period:</b> Based on Child Care Authorization Form - maximum is six months.</p> <p><b>Reference:</b> 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.</p>

WRC	Temporary Cash Assistance Respite	RCI	TCA Respite	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Respite Services (WR)</p> <p><b>Work Requirements:</b> Based on the federal work requirements activity assigned by the referring agency.</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> Yes -- from Welfare Transition Program/DCF</p> <p><b>Income Eligible:</b> Yes -- at or below 185 percent of FPL (Determined by DCF)</p> <p><b>Household Size:</b> 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.</p> <p><b>Countable Income:</b> 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.</p> <p><b>Authorization Period:</b> Based on a documented Child Care Authorization Form not to exceed 60 days</p> <p>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.</p>
BG3AP	Economically Disadvantaged TCA Applicant	APP	TCA Applicant	<p><b>Description:</b> 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. <b>Applicable Purpose for Care:</b> Employment (EM), Education &amp; Training (ET), Employment and Education and/or Training (TT), Job Search (JS) or Work Activity (WA) <b>Work Requirements:</b> Based on the federal work requirements activity assigned by the referring agency. <b>Child Age Requirements:</b> Birth to younger than 13 years. <b>Child Care Authorization Form:</b> Yes -- Welfare Transition Program/local workforce board</p> <p><b>Countable Income:</b> 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. <b>Household Size:</b> 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. <b>Income Eligible:</b> Yes-- at or below 150 percent of FPL <b>Authorization Period:</b> One 30-day period. <b>Reference:</b> 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.; Section 1002.89, F.S.</p>

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

## Policy and Procedures

### Policy:

Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.

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~~ 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:

### BG3R-RCG -

**SR at-risk – TANF relative caregiver (RCG)** – SR services a coalition provides to a child in court-ordered relative care. DCF or its contracted service provider must submit a documented Child Care Authorization Form. Eligibility is not dependent on family income or work requirements. A letter from DCF stating the individual is a relative caregiver receiving RCG payments can establish eligibility.

This program provides monthly cash assistance to relatives who meet eligibility rules and have custody of a child under age 18 whom a Florida court has ordered dependent and DCF Child Welfare/Community Based Care (CW/CBC) contracted provider placed in the relative's home. The monthly cash assistance amount is higher than the Temporary Cash Assistance for one child, but less than the amount paid for a child in the foster care program. Only the child's income and assets ~~matter~~ are considered when determining eligibility and payment amounts. TCA bases payments on the child's age and any countable income. Monthly payments for children with no countable income are

Age 0 through 5 – \$242 per child.

Age 6 through 12 – \$249 per child.

Age 13 through 17 - \$298 per child

### Eligibility RulesCriteria

Only the child must ~~pass~~ meet all eligibility ~~criteria~~ rules to ~~get~~ receive RCG benefits. Some of the eligibility ~~rules~~ criteria are

☐ **Citizenship** – Individuals must be U.S. citizens or qualified noncitizens.

☐ **Residency** – Individuals must live in the state of Florida.

☐ **SSN** – Child must have a Social Security Number or prove he/she has applied for one.

☐ **Assets** – Child's countable assets must be equal to or less than \$2,000.

☐ **Relationship** – Relative caregiver must be within the specified degree of relationship to the child's parent or stepparent.

☐ **Income** – Child's net countable income cannot exceed the payment standard for the child's age (see payment amounts above).

☐ **Child Support Cooperation** – Relative caregiver must cooperate with child support enforcement to identify and locate the parents, to prove a child's legal relationship to the parent and to petition the court to order child support payments.

☐ **Immunizations** – Children under age 5 must be current with immunizations.

☐ **Learnfare** – Child age 6 to 18 must attend school.

### o RCG funding documentation –

☐ Verification from the case manager or an award letter/ACCESS printout showing how much the recipient receives and who the grant includes.

□Letter from DCF stating the individual is a relative caregiver (see Memo dated May 1, 2008, on Relative Caregiver Eligibility).

1.

2.4. **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.~~

3. **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. The coalition must verify employment/purpose of care with one current pay stub or employment verification documentation. Care is authorized for a maximum of one year.

2.4.

Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
2, 5, 9	BG3R	At Risk	RCG	At Risk RCG	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Child Protection (CP)</p> <p><b>Work Requirements:</b> N/A</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization:</b> No -- verification of current RCG payment is required</p> <p><b>Countable Income:</b> If available, count child(ren)'s income only</p> <p><b>Household Size:</b> Related child(ren) only</p> <p><b>Income Eligible:</b> Eligibility not dependent on income, but if available use to calculate parent fee.</p> <p><b>Authorization Period:</b> 12 months or less</p> <p><b>Reference:</b> 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.</p>

3, 6, 9	BG3	Economically Disadvantaged TANF Child Only	28A	TANF Child Only	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Employment (EM), Education &amp; Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)</p> <p><b>Work Requirements:</b> 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.</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> No (verification of TANF child only payment needed)</p> <p><b>Countable Income:</b> Child(ren) income only</p> <p><b>Household Size:</b> Child(ren) only</p> <p><b>Income Eligible:</b> 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; <b>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.</b></p> <p><b>Authorization Period:</b> 12 months or less</p> <p><b>Reference:</b> 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.;</p>
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### 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:

<u>Age</u>	<u>TANF amount received</u>
0-5 years	\$242 for each child
6-12 years	\$249 for each child
13+	\$298 for each child

#### BG3-28A:

<u>Number of children</u>	<u>TANF amount received</u>
1	\$180
2	\$241
3	\$303
4	\$364
5	\$426

6	\$487
7	\$549
8	\$610
9	\$671
10	\$733

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. 3. Maximum redetermination period is one year.

#### SRPP05 BG5 – Billing Group 5- WorkSource Policy and Procedures

#### Policy:

*Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.*

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:**

Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
4, 7, 9	BG5	Transitional Child Care	TCC	Transitional Child Care	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Employment (EM), Both Employment and Training and/or Education (TT).</p> <p><b>Work Requirements:</b> Employment or Both Employment and Education and/or Training based on documented Child Care Authorization Form.</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> Yes -- Welfare Transition Program/local workforce board</p> <p><b>Countable Income:</b> 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.</p> <p><b>Household Size:</b> 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.</p> <p><b>Income Eligible:</b> Yes -- at or below 200 percent of FPL initial entry and continued eligibility; <b>Authorization Period:</b> 12 months or less.</p> <p><b>Reference:</b> 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.;</p>

**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 MOD~~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~~MOD
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~~MOD. Must enter a TCC history code specifying the TCC time frame and months of TCC remaining.

## SRPP06 BG 8 – Working Poor & Migrant Farmworkers & CCpp

### Policy and Procedures

## Policy:

*Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.*

### 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.

**Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of**

documents or other methods of documenting the family's eligibility so that they may receive 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.~~

Eligible families 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. Transferring families are subject to the same document requirements found under subsection 6M-4.208(4), F.A.C. The coalition shall make every effort to coordinate with the transferring coalition to obtain documents that would be valid regardless of the location of the coalition such as birth certificates, shot records or proof of parental relationship. Any documentation received because of new employment in the receiving coalition shall not be used in increase a family's copay.

(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:

## School Readiness Service Priorities

Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
3, 6, 9	BG8	Economically Disadvantaged	ECON	Economically Disadvantage	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Employment (EM), Education &amp; Training (ET), Both Employment and Training and/or Education (TT), Migrant Employed (ME) or Disability (DI)</p> <p><b>Work Requirements:</b> 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.</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> No</p> <p><b>Countable Income:</b> 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.</p> <p><b>Household Size:</b> 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.</p>

					<p><b>Income Eligible:</b> 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</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 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.;</p>
	CCPP	Child Care Executive Partnership	P1	CCEP	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Employment (EM), Education &amp; Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)</p> <p><b>Work Requirements:</b> 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.</p> <p><b>Child Age Requirements:</b> Younger than 13 years of age</p> <p><b>Child Care Authorization Form:</b> No</p> <p><b>Countable Income:</b> 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.</p> <p><b>Household Size:</b> 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.</p> <p><b>Income Eligible:</b> Yes -- at or below 200 percent of FPL initial entry and continued eligibility</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 45 CFR §§§ 98.20(a)(1)(ii), 98.44, 98.50; Section 1002.94, F.S.</p>



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:~~ **and as listed in our School Readiness Wait List Policy.**

<b>School Readiness Service Priority Definitions</b>	
<del>s. 1002.87(1), F.S.</del>	
<del>(1) Effective August 1, 2013, or upon reevaluation of eligibility for children currently served, whichever is later, each early learning coalition shall give priority for participation in the school readiness program as follows:</del>	
<b>Priority</b>	
<del>1</del>	<del>(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.</del>
<del>2</del>	<del>(b) Priority shall be given next to an at-risk child younger than 9 years of age.</del>
<del>3</del>	<del>(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.</del>
<del>4</del>	<del>(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.</del>
<del>5</del>	<del>(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.</del>
<del>6</del>	<del>(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.</del>
<del>7</del>	<del>(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.</del>



8	<del>(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.</del>
9	<del>(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.</del>

~~a.~~ The client will be contacted by via email and notified that they can either complete the enrollment process online or schedule an appointment with one of the Family Services Specialists at one of the one stop offices for assistance with completing the application process. ~~asked to come in to the office and provide the FSS with the required documentation to establish eligibility.~~

~~b.a.~~ 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.

~~e.b.~~ 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. This information is also in the funding notification email provided to the families when being notified as well as throughout the enrollment process when completing online. 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 requesting a Provider Transfer Request provider transfer, the family needs to the Family Service Departments 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, as defined in paragraph (1)(k) of this rule, with an option to return to that activity, not to exceed three (3) months. 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.

~~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

Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
8	CF	Special Needs	SN	Special Needs	<p><b>Description:</b> 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.</p> <p><b>Applicable Purpose for Care:</b> Special Needs (SN)</p> <p><b>Work Requirements:</b> N/A</p> <p><b>Child Age Requirements:</b> 3 years of age through admission to kindergarten</p> <p><b>Child Care Authorization Form:</b> No - IEP needed from local school district</p> <p><b>Countable Income:</b> 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.</p> <p><b>Household Size:</b> 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.</p> <p><b>Income Eligible:</b> No</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> Section 1002.87(1)(h) and 1003.21(1)(a)2, F.S.</p>

**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.

## Policy and Procedures

### **Policy:**

When setting up eligibilities ~~in EFS~~ for BG3 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~~ one household unless separating ~~eligibilities~~ households 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~~ household under ~~the client~~ one household 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:**

*Note: Until EFS Mod is fully functional, ECS will be using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.*

*A formal process for ~~reconciling~~ duplicate records will be determined once the system is fully functional.*

~~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 NOT DUPSMITH.~~
- ~~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 DUPSMITH.~~
- ~~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 of both the parent and child name in the system on both the eligibility and SR application side. 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 EFS Mod~~the interview screen~~ appropriately. However, the Maintain eligibility screen must be revised as follows:

Eligibility	Client's own child's name	Client's niece's name
Funding	BG8-ECON	BG3-28A
Purpose of Care	Employment	Employment
Income	Employment income & Death benefits	TANF Child Only Income
Household size	Client and her own child	Child receiving TANF Child Only
Redetermination	Follow BG8 redetermination policy	Follow BG3-28A redetermination policy

~~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.~~



## SRPP16 Eligibility for School Readiness and VPK for ECS Staff & Friends and Family of ECS Staff

### 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 ~~electronic~~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 thereafter.~~

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~~ four 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 Form 1040, 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.

- o 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)
- o 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

$\$5200/52 = \$100/\text{week}$ .

$\$100/\text{minimum wage } (\$8.05 \text{ per hour, effective June 1, 2015}) = \text{average of } 12.42 \text{ hours per week}$ . 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 spouses 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 time 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 case noted in ~~both the parent file and in EFS under the "History" section of the parent screen and/or the provider screen.~~

## Returned Mail Policy

If you receive returned mail from a client, try contacting the parent by phone or email to see if you can get an updated address and new documentation for this address to add to their electronic file-file. If you are not successful reaching the parent by phone or email, 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 DCF ~~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 DCF ~~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 uploaded to the electronic file in EFS Mod. ~~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:

*Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.*

- ~~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 casenote:

- 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:  $\$250/2 = \$125/\text{wk} \times 52 \text{ weeks} = \$6500 \text{ yearly} / 12 \text{ months} = \$541.67/\text{month}$
  - 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:  $\$25/\text{wk} \times 52 \text{ wks} = \$1300/12 \text{ months} = \$108.33 \text{ per month.}$
2. In the case where payments are sporadic or not consistent, the formula to be used is as follows:
  - a.  $(\text{The sum of payments made within the last 4 weeks}) / 4 \text{ weeks} = \text{____}/\text{wk} \times 52 \text{ wks} = \text{____} \text{ yearly} / 12 \text{ months} = \text{____} \text{ monthly amount}$

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

## Policy:

*Note: Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed.*

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 20<sup>th</sup> 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:

Procedures will be determined for this process once this portion of EFS Mod is fully functional.

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 Mod 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 ~~of 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 Mod 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 Mod & 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:**

A parent may not transfer his or her child to another school readiness program provider until the parent has submitted documentation from the current school readiness program provider to the early learning coalition stating that the parent has satisfactorily fulfilled the co-payment obligation related to school readiness program. Satisfactory fulfillment of the co-payment obligation is defined as immediate payment of the outstanding co-payment obligation or establishment of a repayment plan for the outstanding co-payment obligation. All transfers shall be approved by the coalition.

(a) If the referenced documentation is not available, the coalition shall contact the provider to determine compliance and document compliance as reported by the provider. The coalition shall complete the transfer once the copayment obligation has been satisfactorily

fulfilled.

(b) If a parent of an at-risk child defined in section 1002.81(1), F.S., is unable to satisfactorily fulfill the co-payment obligation prior to transfer, the provider shall attempt to arrange a repayment plan with the at-risk child's parent. If the provider is unable to arrange a payment plan with the at-risk child's parent, the provider shall document the repayment attempt and submit to the coalition.

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:

Explain the transfer process to the family requesting the transfer and provide them with the Provider Transfer Form. Update their status in EFS Mod to allow the family to upload the completed form and select a new child care provider. -Once the Provider Transfer Form has been completed / returned and uploaded, 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. Staff will then terminate the care at the current child care provider and follow the process of selecting a new provider and completing the new enrollment process so that a new child care certificate will be generated for the family to sign. 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 "**CHANGING A CHILD'S SCHEDULE**".
2. Print out the new paperwork for the parent to sign.—Go to the ELIGIBILITY screen and update the schedule as necessary. \* Note, currently this does not generate a new child care certificate for the family to sign. This process might change with the new

releases, but currently staff are to contact the child care provider and notify them of any schedule changes and history note these changes in the system. -

~~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.
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**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 employers 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:

To use your Work Number account:

1. Go to The Work Number web site: <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 [BG1 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 [BG1 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 [BG1 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 ~~designated report~~ **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~~ BG8clients. 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 Mod history notes. Send 1~~40~~ 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-update system~~ with new employment information.
6. If start date was after termination notice was sent and 3 months ~~30 days~~ has not lapsed since last day of employment, ~~redetermine-update the system~~ with new employment information.
- ~~7.~~ If start date was after termination notice was sent and 30 days ~~3 months~~ has passed since last day of employment, ~~terminate-services based on last day recorded on termination notice send a 14 day term notice.~~
- 8.7. Refer cases to the compliance department when appropriate.
- 9.8. Record all contacts, notices and redeterminations in EFS Mod 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, it will be added in the system. the SSN must be used as client's or child's ID number in EFS. When reviewing documents 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, uploaded in the system. 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.

## SRPP44 SR Citizenship Requirements Policy and Procedures

### *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.

☐ Lawfully admitted alien document\* (e.g., Forms I-94, I-94A, I-197, I-551 & I-766) with non-U.S. passport.

☐ Religious documents recorded in the U.S. shortly after birth.

☐ Certificate of citizenship or naturalization.

☐ TCA/TCC referral (Child Care Application and Authorization).

☐ In November 2012, DCF issued a standardized referral form, CF-FSP 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.
- Lawfully admitted alien document\* (e.g., Forms I-94, I-94A, I-197, I-551, & I-766) with non-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.

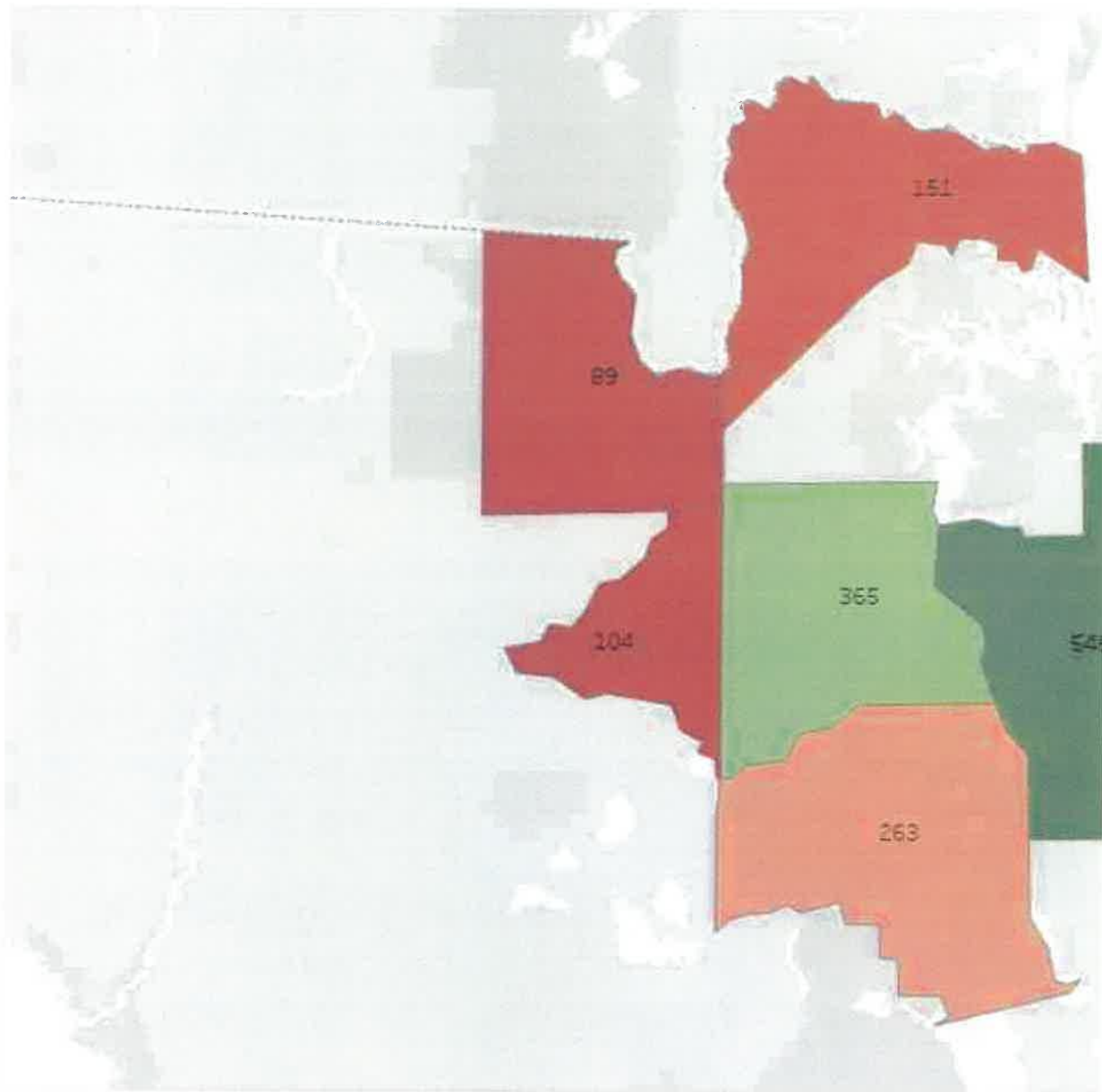
- A refugee who gains admittance to the U.S. under INA section 207.
- An alien who receives parole into the U.S. for a period of at least one year under INA section 212(d)(5) .
- An alien whose has deportation withheld under INA section 243(h).
- An alien who receives conditional entry pursuant to INA section 203.

### **SRPP45 SR Definition of a Parent Requirement** **Policy and Procedures**

#### ***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.

## Total Licensed Capacity for Infants





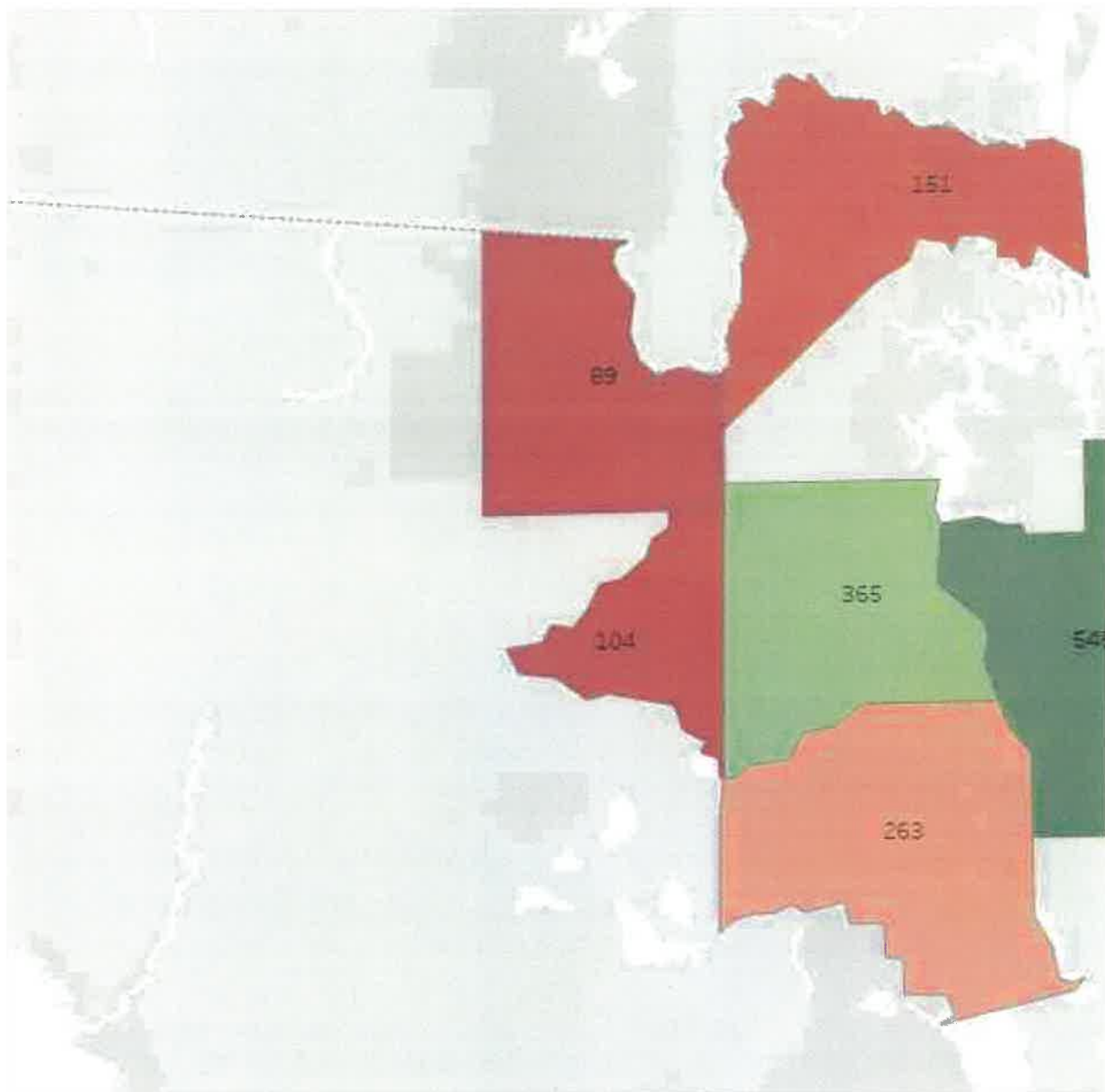
Licensed Infant Count



County Name	Total Capacity for Infants
Baker	89
Bradford	104
Clay	365
Nassau	151
Putnam	263
St. Johns	545
Total	1517

County Name	Provider Physical Address	Zip Code (group)
Baker	32040	14
	32043	8
	32063	67
Bradford	32044	20
	32058	0
	32091	72
	32622	12
Clay	32666	0
	32003	78
	32043	20
	32065	65
	32068	57
	32073	111
	32234	0
	32656	24
Nassau	33068	10
	32009	0
	32011	52
	32034	48
	32046	4
Putnam	32097	47
	32112	34
	32131	4
	32148	20
	32177	194
	32178	2
	32187	4
	32189	1
	32640	0
St. Johns	32666	4
	32033	4
	32080	12
	32081	114
	32082	41
	32084	88
	32086	93
	32092	39
	32095	24
	32145	12
32259	118	

## Total Licensed Capacity for Infants



Licensed Infant Count



89.0

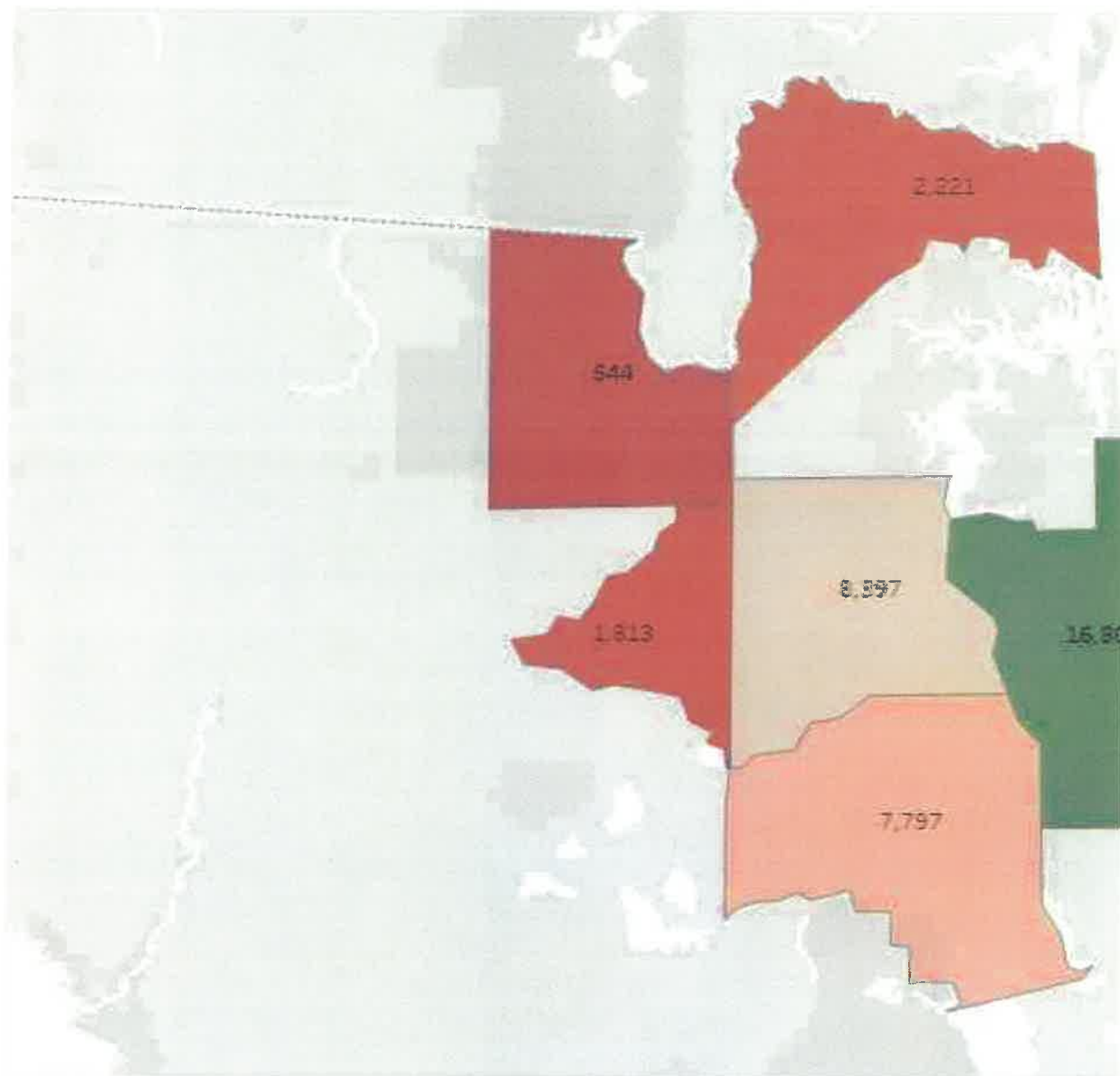
545.0



County Name	All Children All Ages
Baker	544
Bradford	1813
Clay	8397
Nassau	2221
Putnam	7797
St. Johns	16806
Total	37578

County Name	Provider Physical Address	Zip Code (group)
Baker	32040	46
	32043	62
	32063	436
Bradford	32044	264
	32058	350
	32091	1199
Clay	32003	1219
	32043	455
	32065	2439
	32068	2332
	32073	1546
	32234	50
	32656	255
	33068	101
Nassau	32009	69
	32011	417
	32034	1007
	32046	114
	32097	614
Putnam	32112	1103
	32148	909
	32177	3755
	32178	10
	32187	848
	32189	10
	32640	605
	32666	557
St. Johns	32033	1185
	32080	152
	32081	484
	32082	1198
	32084	3940
	32086	1852
	32092	3581
	32095	529
	32145	75
	32259	3810

## Total Licensed Capacity for All Children (All Ages)





Total Licensed Children



# Community Needs ELC of North Florida

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## Assessment for Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties



The ELC of North Florida promotes school readiness for children, birth to age 5, and their families. This assessment focuses on the trends affecting young children in our community, with attention to those at highest risk because of income, homelessness, foster care or disabilities.

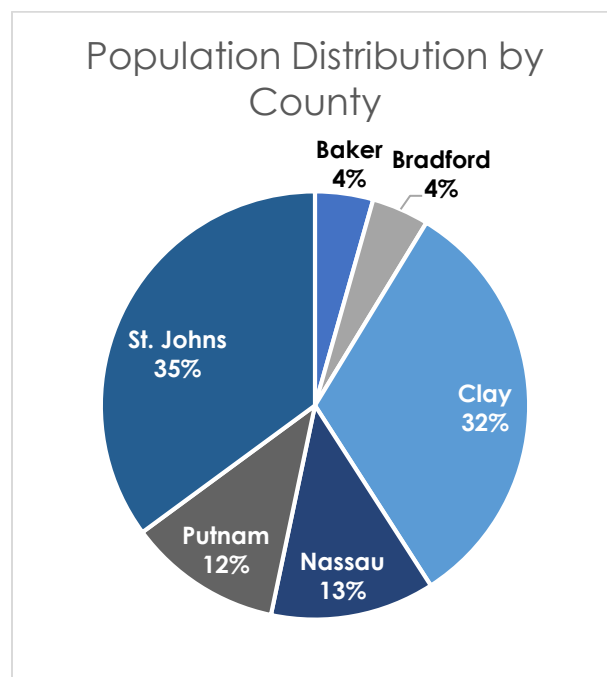
**More than 1 in every 4 young children live in poverty.**

**Families are increasingly affected by high housing and food costs.**

## **Community Description**

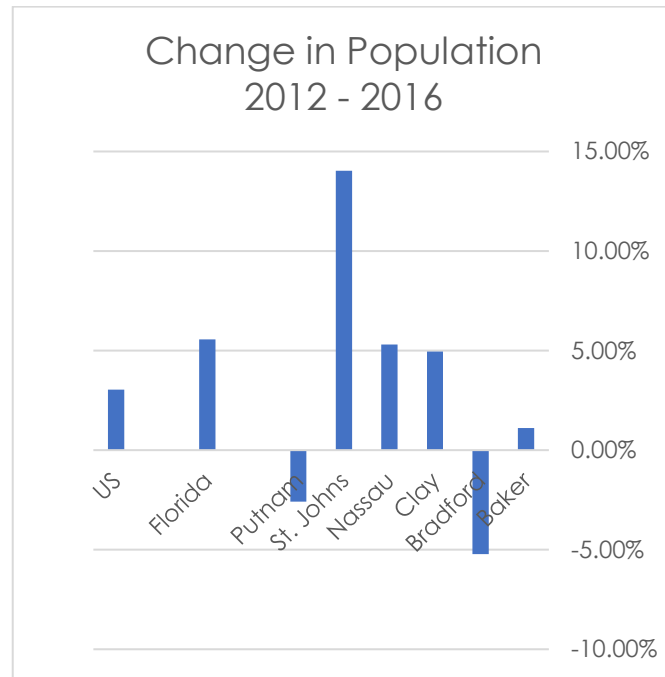
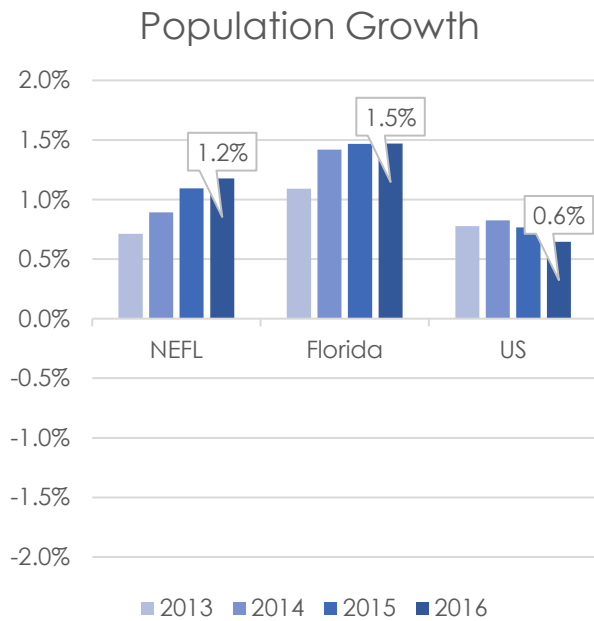
The Northeast Florida Service area encompasses six counties – Baker, Bradford, Clay, Nassau, Putnam and St. Johns.

While the counties are relatively similar in size, the population is concentrated predominantly in St. Johns and Clay, with Baker and Bradford being the least densely populated. All six counties have large rural areas, but St. Johns and Clay have large suburban areas as well.

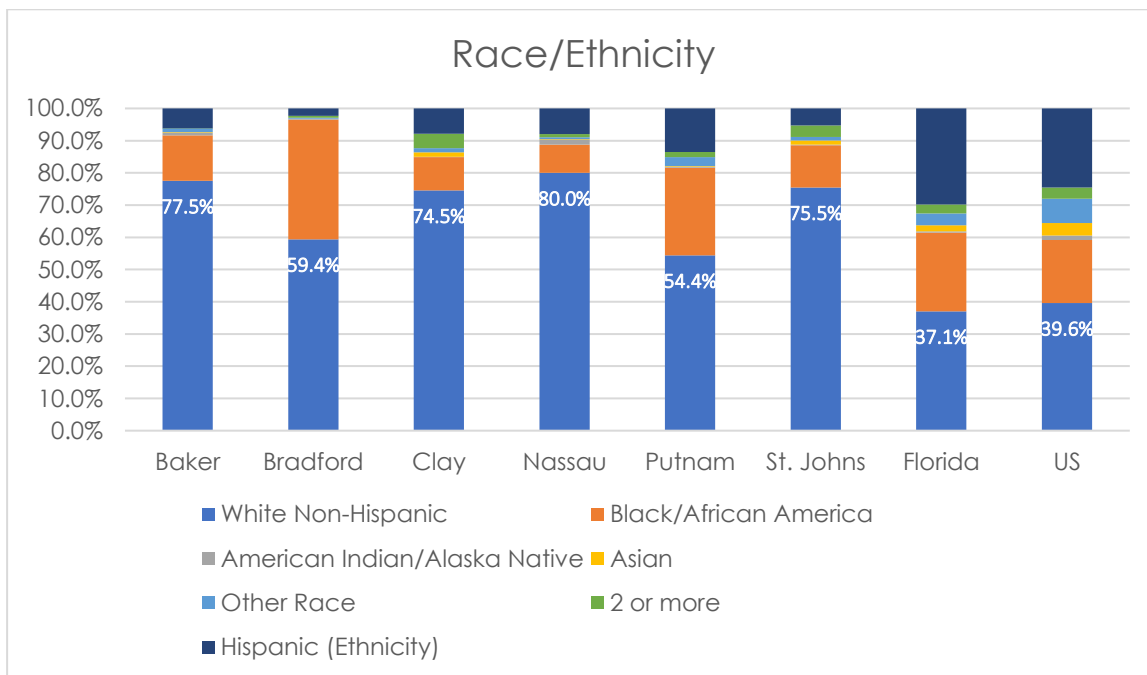


## **Community Well-Being**

The overall population growth trend for Northeast Florida is very positive, particularly compared to the national average. The urbanized counties – Clay, St. Johns and Nassau – are growing much faster than the predominantly rural counties of Putnam, Baker and Bradford.



The service area is racially diverse but is more predominately white than Florida or the United States as a whole. Black/African American's make up significant percentages of the population especially in Putnam and Bradford Counties. There is also a smaller but significant Hispanic population.



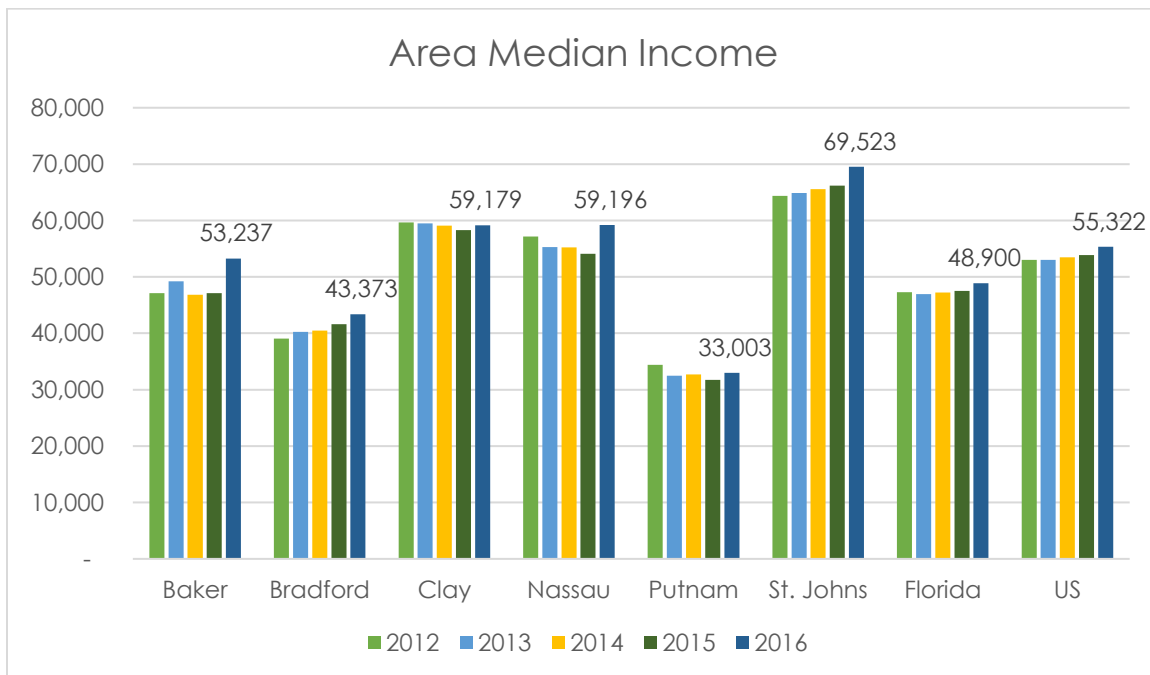
## Language

English is the most common language spoken throughout the six-county region, but many residents are Spanish speaking and a smaller number speak various other languages. This makes it important for the ELC to hire bilingual staff when possible and to engage with a translations service when that is not possible.

Language	Baker	Bradford	Clay	Nassau	Putnam	St. Johns	Total	Total %
English Only	24,733	24,606	169,938	70,327	61,696	190,184	541,484	91.97%
English Proficient & other	632	623	12,745	2,027	3,575	12,676	32,278	5.48%
Spanish	151	151	2,922	634	2,575	2,081	8,514	1.45%
Indo-European	8	20	1,816	113	46	1,392	3,395	0.58%
Asian/Pacific Island	69	40	1,652	97	177	668	2,703	0.46%
Other	22	-	56	9	33	269	389	0.07%
Total	25,615	25,440	189,129	73,207	68,102	207,270	588,763	100%

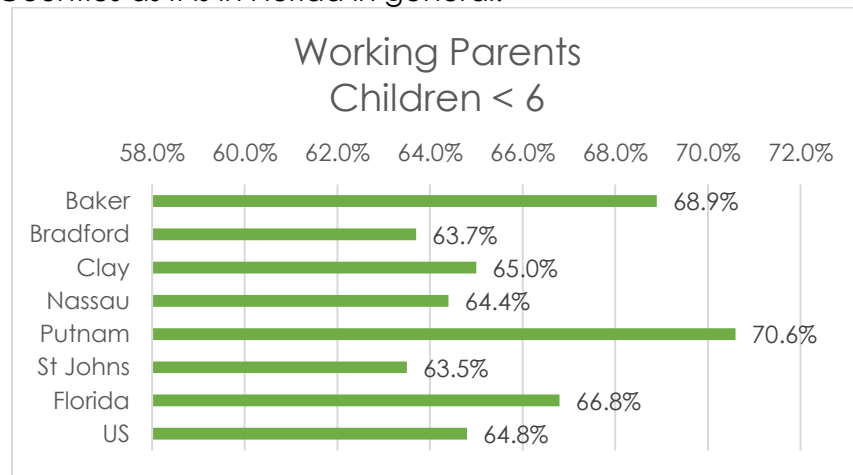
## Income

Area Median Income is beginning to rise in some counties but in others remains largely unchanged. Putnam County and Bradford Counties have median incomes substantially below the Florida median while St. Johns, Clay and Nassau Counties are above it.



## Working Parents with Children Under 6

St. Johns, Clay and Nassau Counties have poverty rates below the state and national average, while Baker, Bradford and Putnam Counties exceed the state and National average. Putnam County's poverty rate is 69% higher than the national average. The rate of poverty is growing in Putnam, Baker, and Nassau Counties as it is in Florida in general.



### Child Care Options

Working families need child care. Child care needs to be affordable, dependable and available for families to access the care they need.

### Number of School Readiness Providers by Provider Type

(2017-2018 State Fiscal Year Year-to-date)

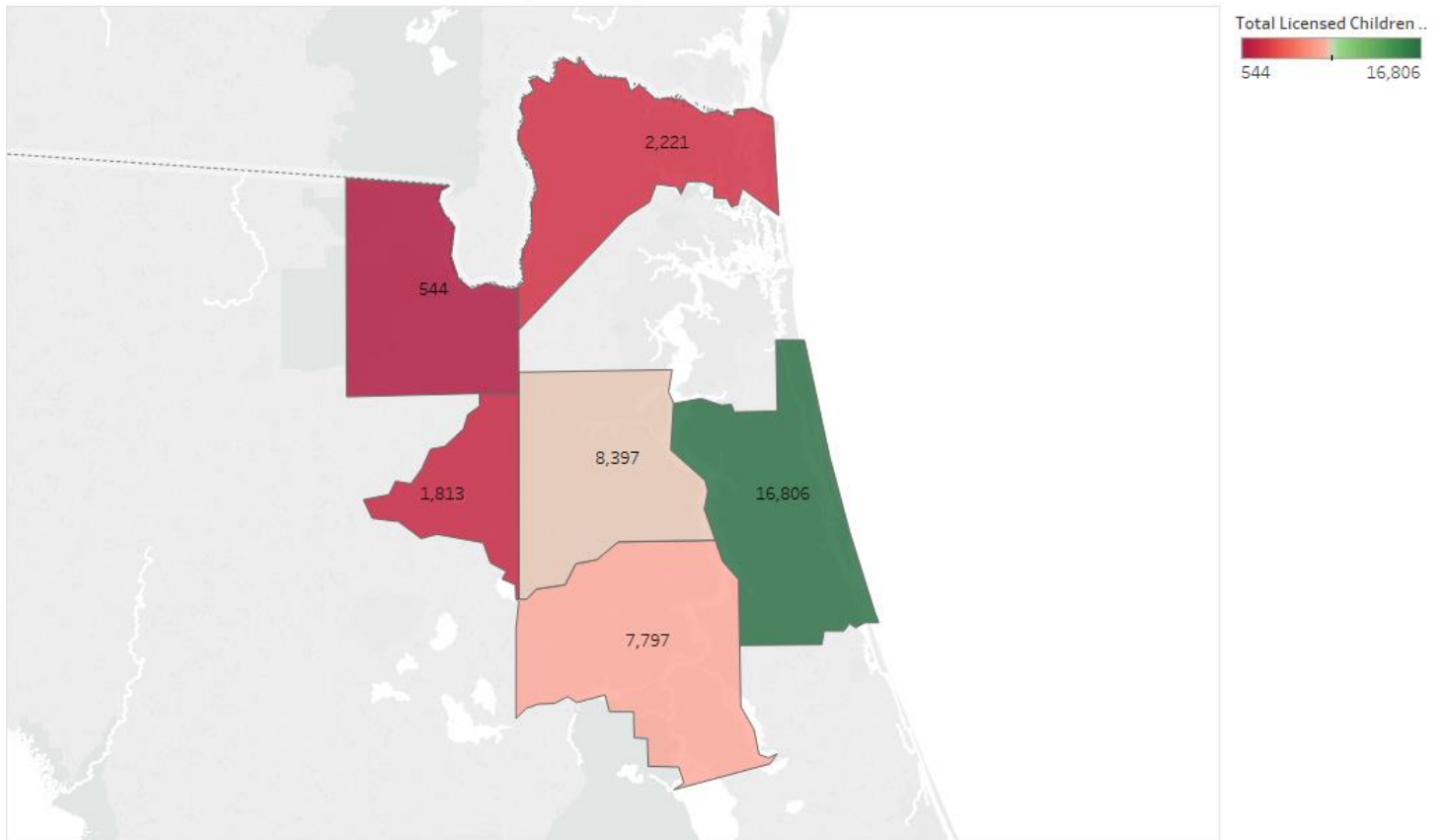
County	Number of Providers				Total (undup)
	Private Center/ School	Public School	Family Day Care Home	Informal Care	
Baker	12	1	4	0	17
Bradford	27	4	2	0	33
Clay	96	1	14	0	111
Nassau	25	0	2	0	27
Putnam	45	0	18	0	63
St. Johns	43	4	6	0	53

\*The sum of county data does not equal the statewide total. Providers may offer services in more than one county.

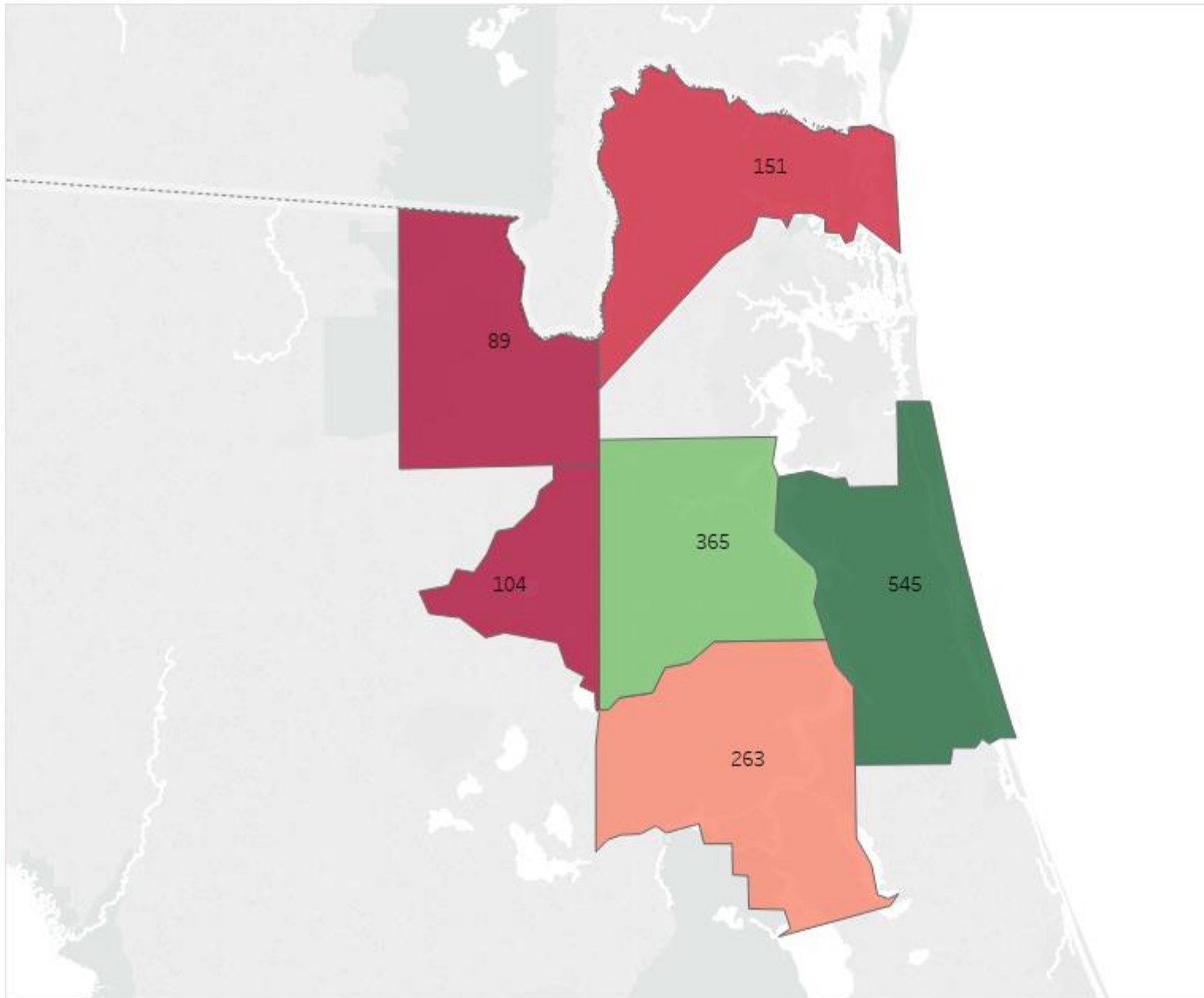
[Data Extracted on Nov 19, 2018 from FactBook  
http://factbook.floridaeearlylearning.com.](http://factbook.floridaeearlylearning.com)

## Child Care Capacity by County and Care Level

Total Licensed Capacity for All Children (All Ages)



## Total Licensed Capacity for Infants



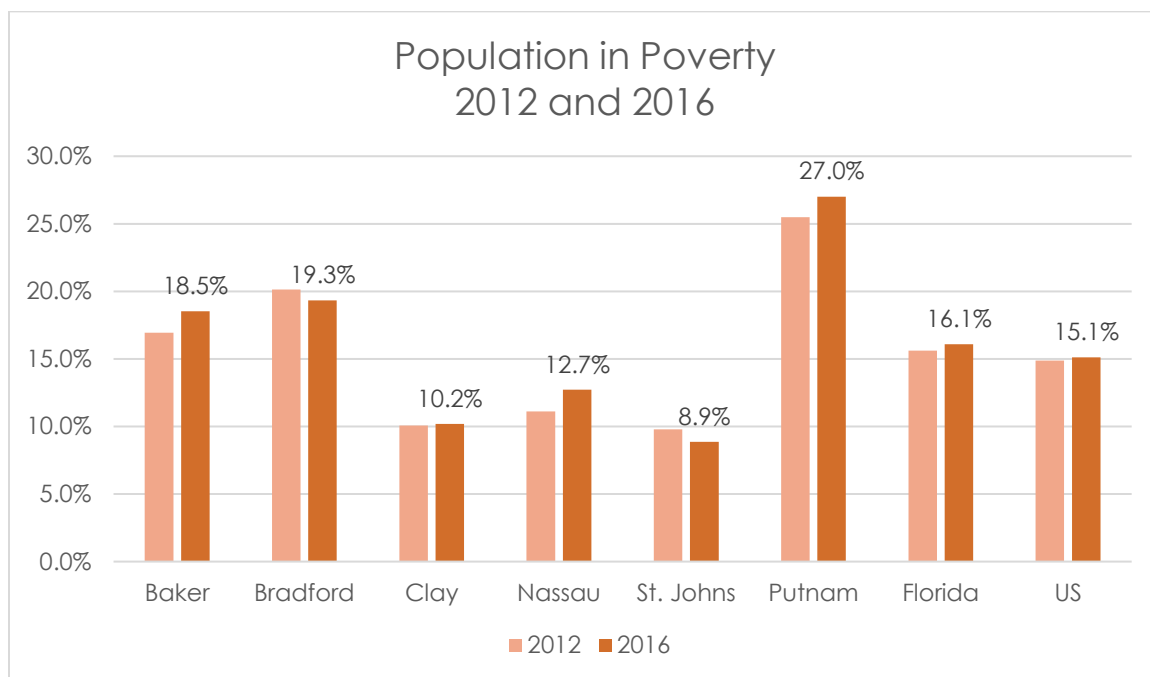
Based on the information above care is limited in some areas especially for infant care. One solution is to recruit Family Child Care Homes (FCCH) in these areas. This would serve several purposes. First it could increase the overall available care in an area. Secondly, FCCH are often more willing to service infants and toddlers than are centers. Lastly operating a FCCH could provide employment to a parent



that needs it. Especially, those parents in rural areas that may have to drive a considerable distance to and from work each day.

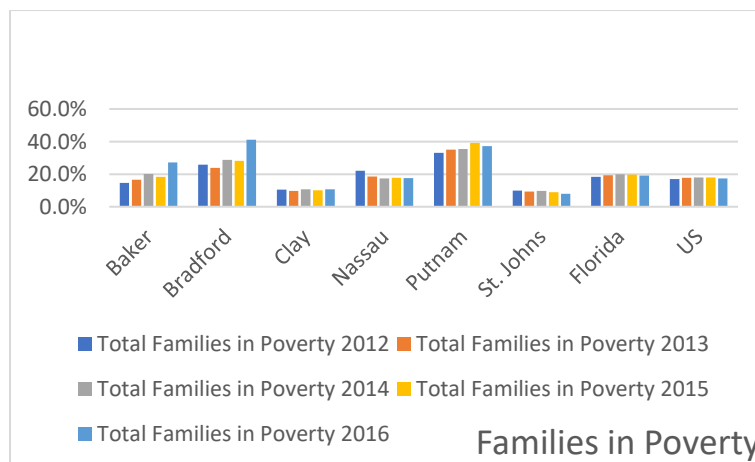
For more information on available child care slots by county and zip code please see Appendix A.

## Poverty



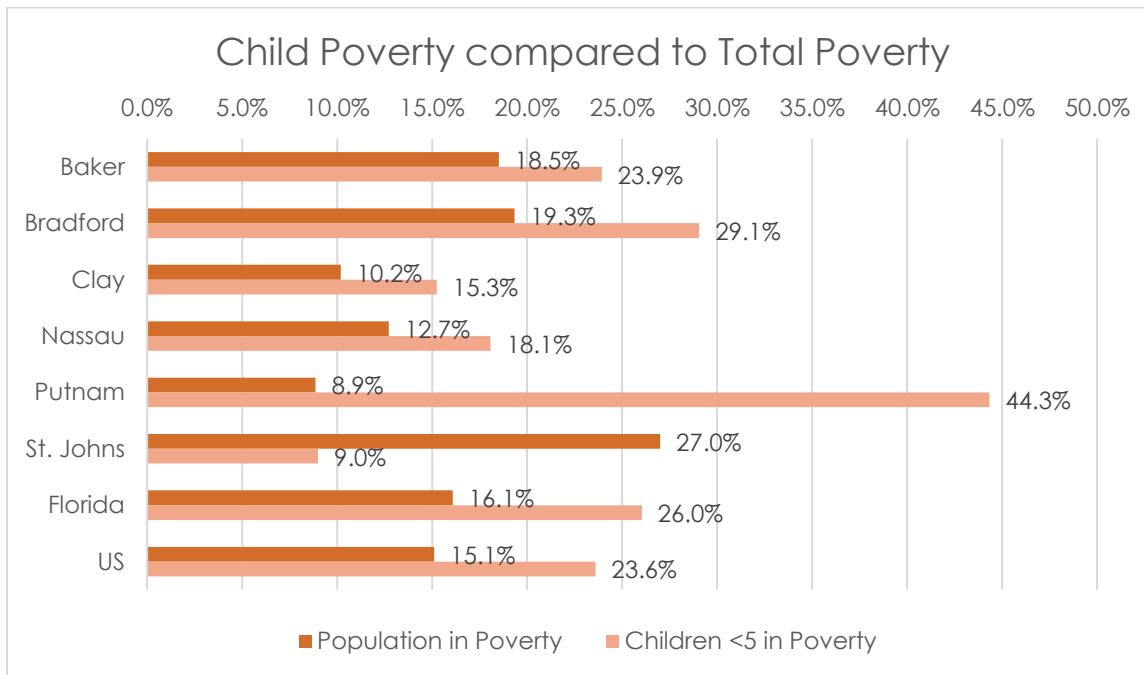
## Families in Poverty

A significant number of children from all families are living in poverty especially in the more rural counties of Baker, Bradford and Putnam Counties. In 2016, the most recent year we have data from, poverty is increasing in over previous years in Baker and Bradford Counties and remaining virtually flat in the other counties.



## Children in Poverty

Child poverty rates are more than 150% of the population at large. In every county except St. Johns County the rate of children living in poverty far exceeds the total population living in poverty. While the levels of poverty are high for the total population, the situation for young children is dramatically worse.

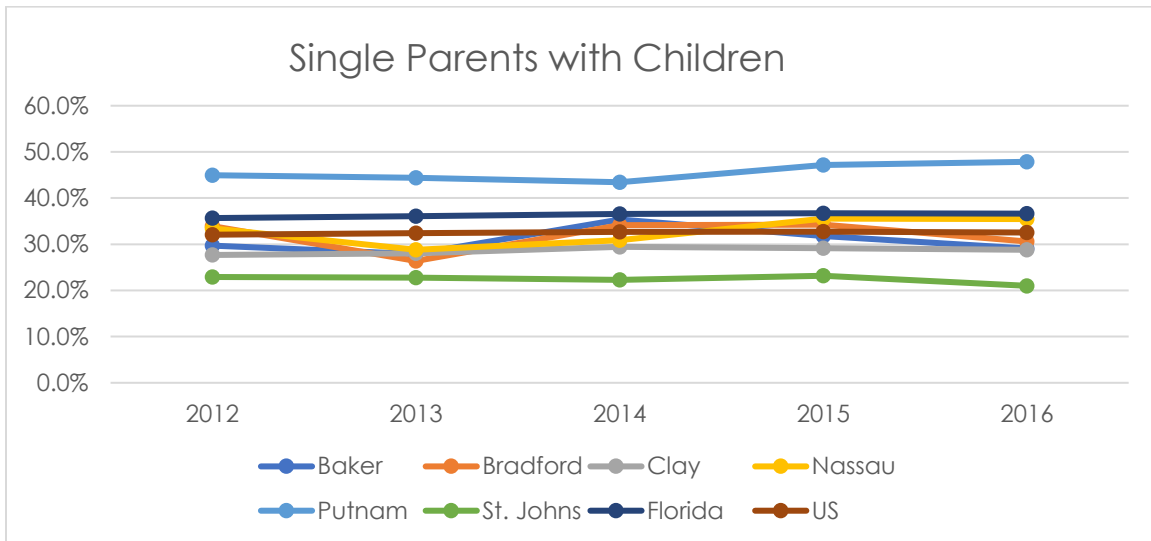


The St. Johns decrease in child poverty rates is at least in part due to a large homeless population in St. Johns County. The National Homeless Information Project reports that in 2016, St. Johns County ranked third in the state for homeless people per 100,000 individuals—or 540. Another contributing factor is the higher cost of housing in St. Johns County. The median home price is \$307,800 there as opposed to \$106,200 in Putnam County according to Zillow making it increasingly difficult for low income families to live in St. Johns County.

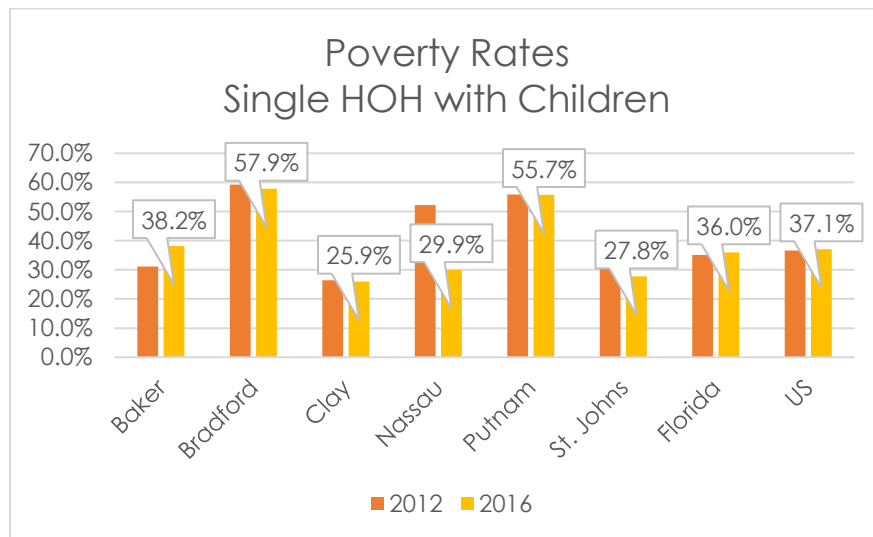
### Single-Parent Homes

Because there is only one adult, children in single head of household families are more likely struggle financially and emotionally, increasing the odds that they will drop out of school or experience a teen pregnancy.

While five out of six counties have lower than or equal rates of single parents with children than Florida or the United States, the rates are still quite high and impactful to the children they affect. Putnam County children fare the worst in this measure with the rate of single parent households 20% higher than the national average.



Meanwhile, the poverty rates for single head of household families with children is much higher than the overall poverty rate for all families.



### Children in Poverty Benefitting from SR Services

The chart below is based on Census data and the Florida's Kid Count. The Census data showed the estimated number of children in 2016 under 5. The Florida Kid Count data showed the percentage of children under 19 living in poverty. The number of children under 5 living in poverty was calculated using the total number of children under 5 and the percentage of children living in poverty. The Number of Children Under 5 Served in SR is based on a Tableau Enrollment report pulled in November, 2018.

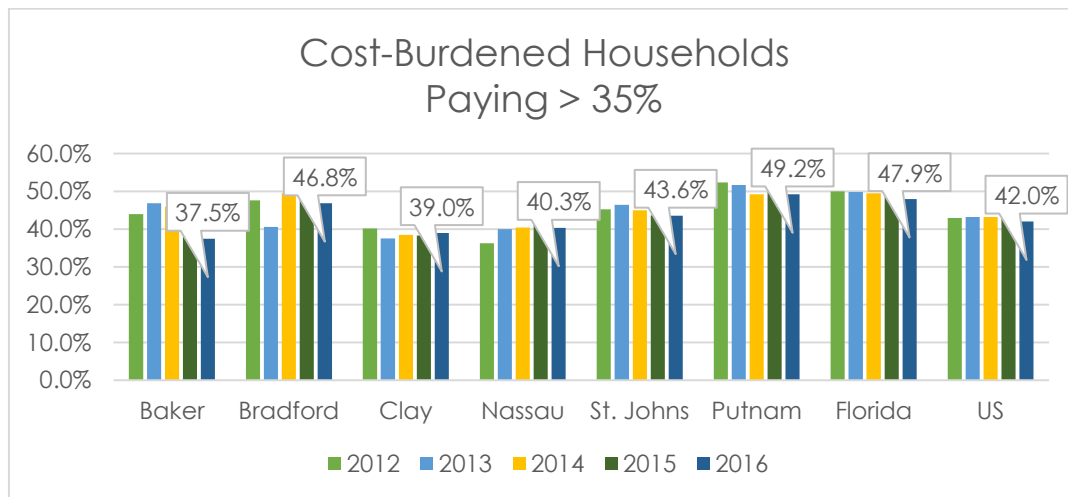
Based on the chart below there are many children under 5 that would qualify for School Readiness services but are not receiving this service. Some may be attending Head Start/Early Head Start but this would only account for a small number of the total children. Still it is clear that many families with children under 5 could benefit from School Readiness but the ELC does not have the funding to serve them all.

County	Children Under 5	Children Under 5 In Poverty	Children Under 5 Served In SR
Baker	1,166	279	248
Bradford	1,568	420	217
Clay	12,097	1,633	616
Nassau	4,301	619	161
Putnam	4,313	1,557	805
St. Johns	12,434	1,057	712
<b>Total</b>	<b>35,880</b>	<b>5,565</b>	<b>2,759</b>

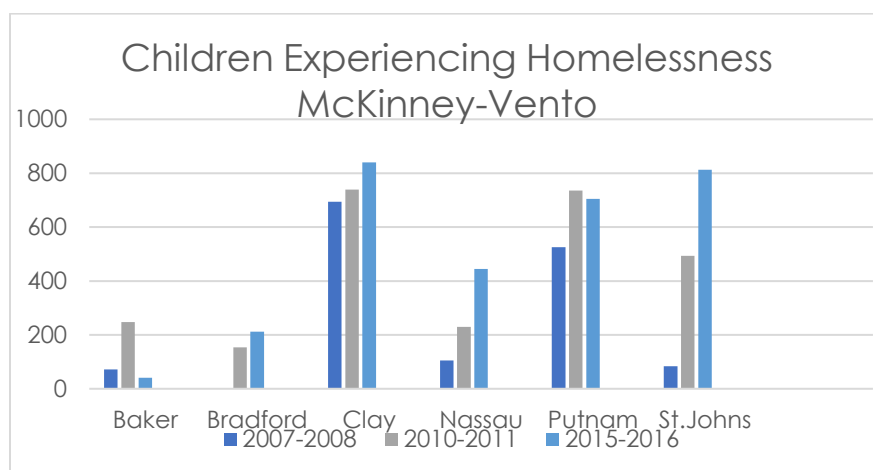
The families of school age children would and do benefit by receiving School Readiness Services but there are many other programs that serve School Age children. Many schools have after school programs housed in their schools. Other counties have YMCA afterschool programs available that provide transportation. Both the YMCA and school district before and after school programs offer discounted tuition to those that qualify. Also, school age care costs much less, around 60% less, than full time care for a younger child making it more likely that parents can find a way to pay for before and after school care.

### Affordable Housing

Housing is one of the largest budget items for families. Renters are particularly vulnerable to high housing costs, as landlords can raise rents based on market trends. When affordable subsidized housing is not widely available, families are forced into rents that are unaffordable and unsustainable. Many renters in all counties are Cost-Burdened due to cost of housing rising and stagnant wages. A family is considered Cost-Burdened if their rent or mortgage exceeds 35% of the family income.



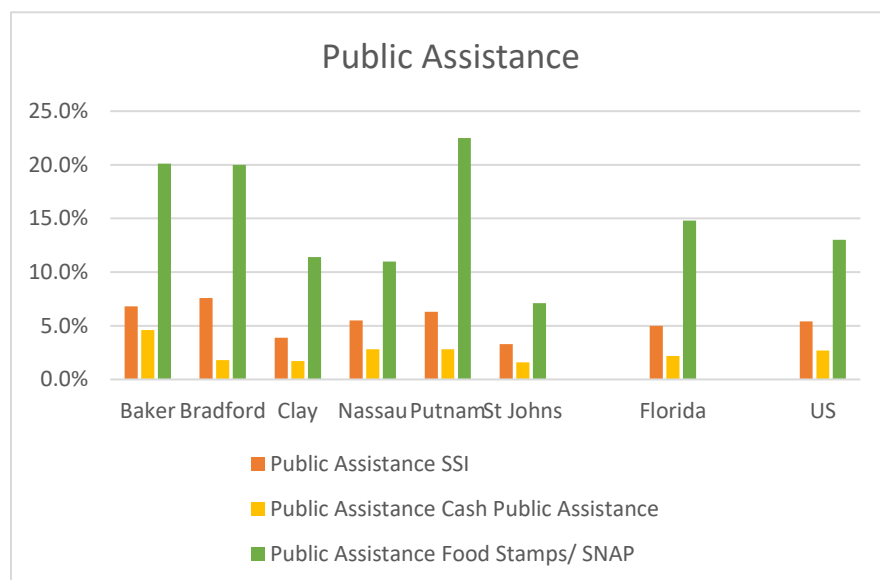
### Children Experiencing Homelessness



The ELC uses the McKinney-Vento Homeless Assistance Act definition of homelessness, which includes people living with relatives or in motels. The combination of low wages and high housing costs results in increasing numbers of children without a stable and safe place to live. St. Johns and Clay Counties have over 800 homeless children each and the rates of homelessness among children is growing in those counties as well as in Nassau County indicating that homelessness among children seems to be a growing concern in suburban/urban areas. St. Johns County alone has 10 times the number of homeless children it did in 2007/2008.

### Public Assistance

For families in poverty, public assistance helps families to meet their basic needs. Four of our counties exceed the state average for SSI while three counties exceed the Florida average for families receiving cash assistance and SNAP.



### Food Insecurity

Lack of nourishing food causes health risks. Food insecurity is defined as the state of being without reliable access to a sufficient quantity of affordable, nutritious food. Feeding America used a combination of census data and clients surveys to calculate the rate of food insecurity at a county level.

## **Public Transportation**

The info-graphic below illustrates the lack of public transportation in all of the counties we serve although there are limited services in St. Johns and Clay. This means that it is harder for low income families to get to work or child care unless they are able to own and maintain a car or arrange transportation through friends or family.

# Florida's Transit Systems



In 2016, there were 31 urban fixed-route systems operating in Florida that reported to the National Transit Database (NTD).

During 2016, Florida's transit agencies ranged in size from the six-vehicle system in Ocala (SunTran) to the 1,077-vehicle system operating in Miami-Dade County. The systems included in this edition of the Handbook represent only those that reported to the National Transit Database in 2016. More information on public transit in Florida can be found at the following website: [www.dot.state.fl.us/transit](http://www.dot.state.fl.us/transit).

Charlotte County Transit Division and the Tampa Bay Area Regional Transportation Authority (TBARTA) are required to report vanpool information to NTD; however, neither agency operates a fixed-route system. Please note that Charlotte's and TBARTA's vanpool numbers are included in the Florida totals on page 5, where applicable.

For NTD report year 2016, there were two new urban reporting agencies: Citrus County Transit and Clay Transit.

## Florida Urban Fixed-Route Systems

Bay	Bay Town Trolley
Brevard	Space Coast Area Transit
Broward	Broward County Transit
Citrus	Citrus County Transit
Clay	Clay Transit
Collier	Collier Area Transit
Escambia	Escambia County Area Transit
Gainesville	Gainesville Regional Transit System
Hernando	The Bus
Hillsborough	Hillsborough Area Regional Transit
Indian River	GoLine Transit
Jacksonville	Jacksonville Transportation Authority
Lake	Lake Cty Public Transportation/Lake Xpress
Lee	Lee County Transit
Manatee	Manatee County Area Transit
Martin	Martin County
Miami	Miami-Dade Transit
Ocala/Marion	SunTran
Okaloosa	Okaloosa Emerald Coast Rider
Orlando	LYNX
Palm Beach	Palm Beach Cty Transportation Agency
Pasco	Pasco County Public Transportation
Pinellas	Pinellas Suncoast Transit Authority
Polk	Lakeland Area Mass Transit District
Sarasota	Sarasota County Area Transit
St. Johns	Sunshine Bus Company
St. Lucie	St. Lucie Council on Aging, Inc.
SunRail	Florida Department of Transportation
Tallahassee	StarMetro
Tri-Rail	S. FL Regional Transportation Authority
Volusia	Votran

- greater than 200 peak vehicles
- 50-200 peak vehicles
- 10-49 peak vehicles
- 1-9 peak vehicles
- Rail Systems



## Rail Systems in Florida

**Skyway Express**  
Jacksonville Transportation Authority

**SunRail**  
Florida Commuter Rail Authority  
Florida Dept. of Transportation

**TECO Line Streetcar**  
Hillsborough Area Regional Transit Authority

**Tri-Rail**  
The South Florida Regional Transportation Authority

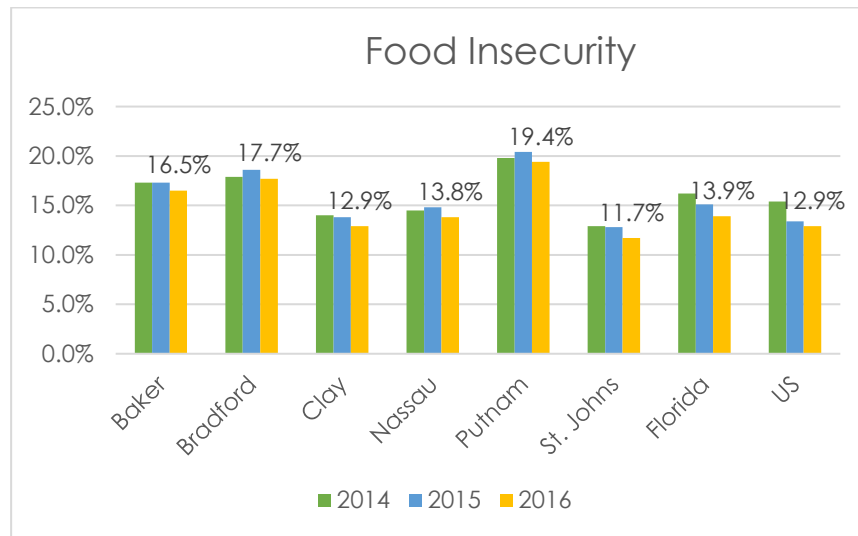
**Metrorail & Metromover**  
Miami-Dade Transit  
operates a heavy rail system



## What's New This Year?

"The Wave Streetcar is coming to the City of Fort Lauderdale! The Wave will be powered by overhead electric lines along its 2.8-mile route and will serve downtown Fort Lauderdale. For more information see [wavestreetcar.com](http://wavestreetcar.com)"

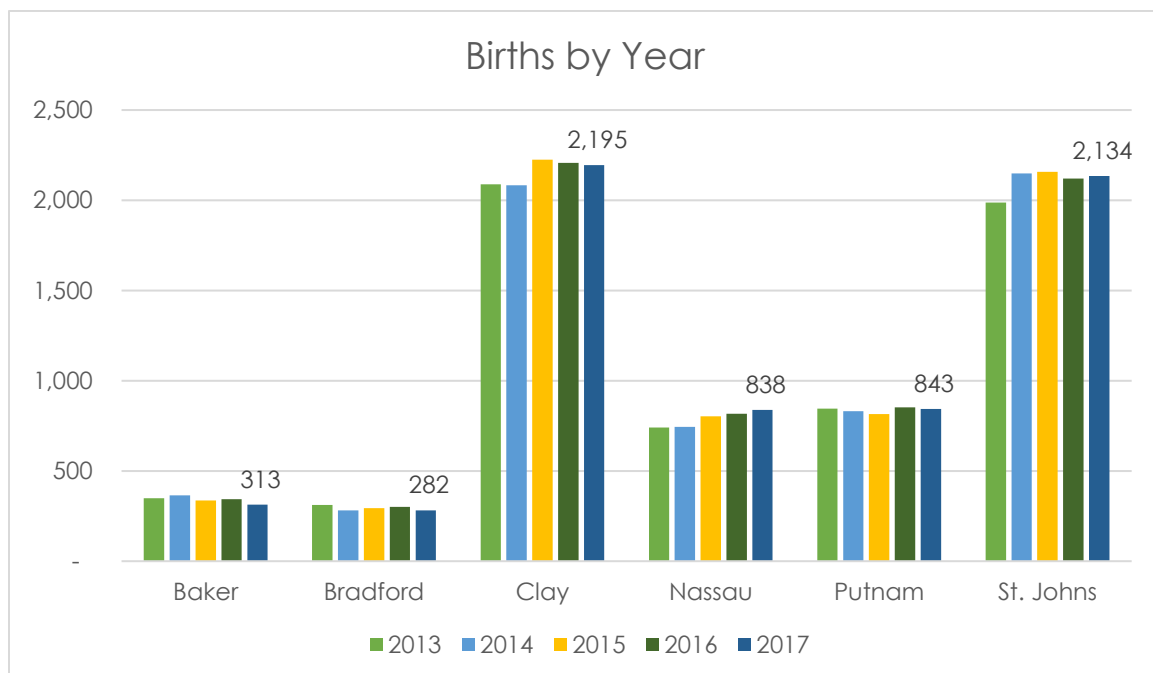
The data shows that food insecurity remains a major issue despite an increase in Food Stamps/SNAP. However, small gains have been made since 2014 in each of the counties in our service area.



## **Children's Health**

### **Births**

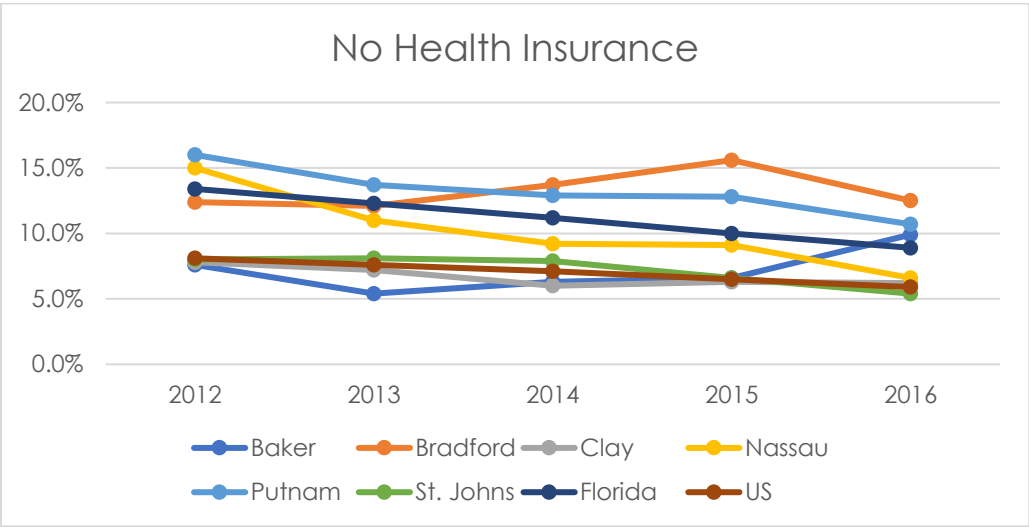
As Clay and St. Johns Counties have 67% of the total region's population, these Counties have the highest number of births. In Clay, Nassau and St. Johns Counties births per year have risen slightly since 2013. In Baker, Bradford, and Putnam Counties the birth rate has either dropped slightly or remained unchanged.



### **Health Insurance**



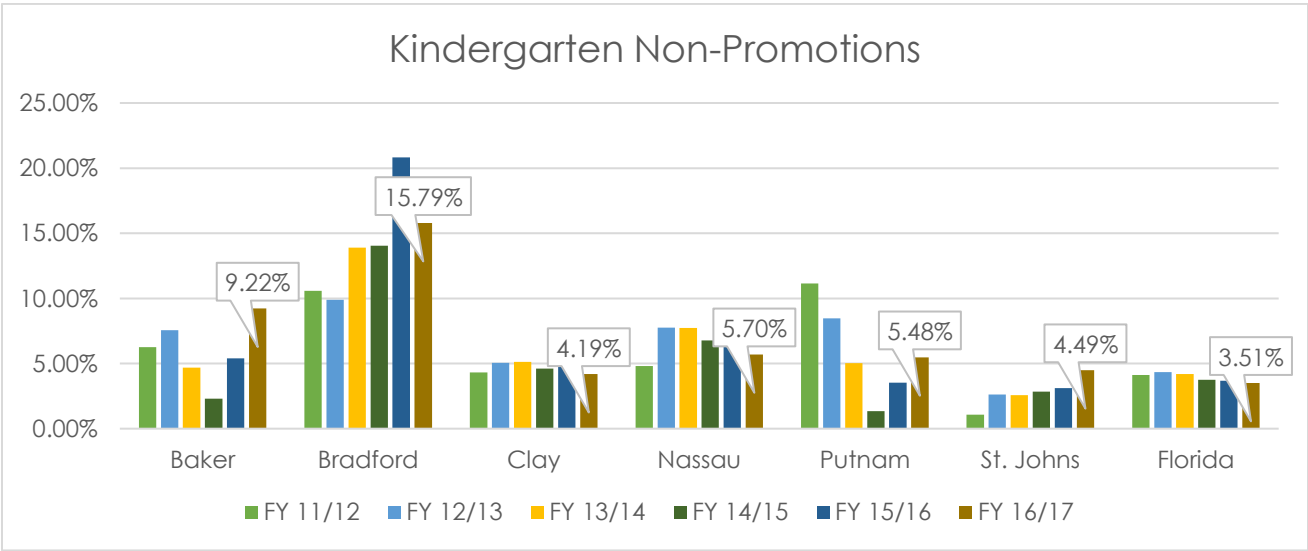
Families that have health insurance are more likely to get the care they need for their children to remain healthy. However, four of our counties are above the national average of people without health insurance. Worse yet one county, Putnam had at one time been below the national average but is now well above it.



School Readiness

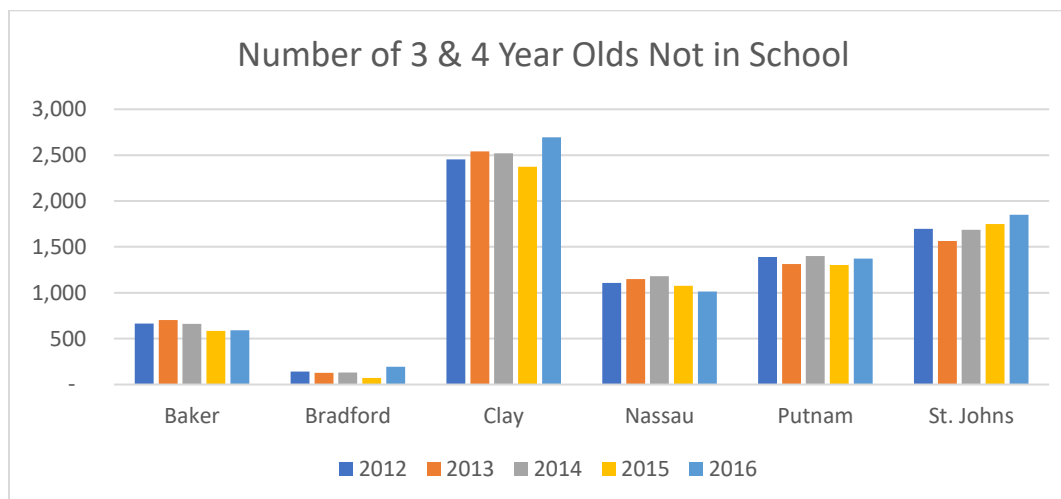
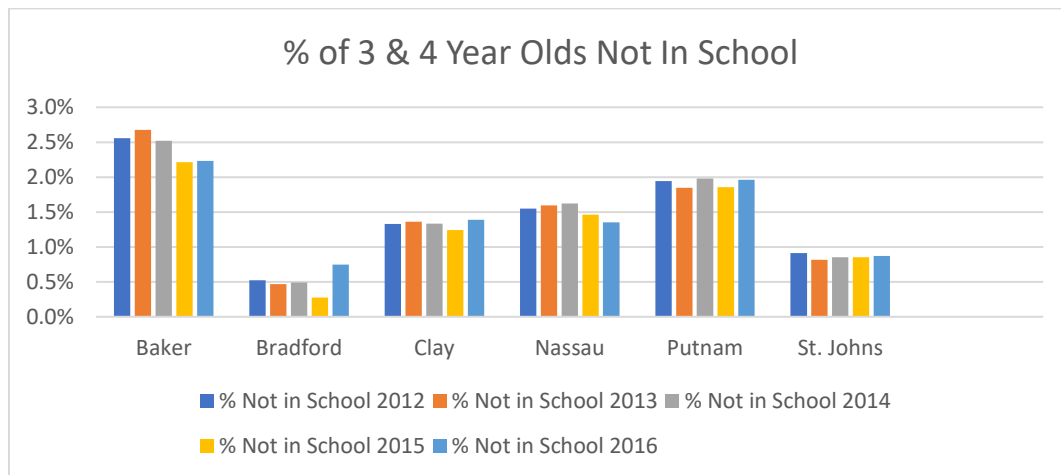
Kindergarten Non-Promotions

The percentage of children not being promoted into the first grade is an indicator of overall school readiness of the population. The Florida average is approximately 3.5% of children are retained in kindergarten but is higher in each of the six counties in our service area and in all but Clay County is higher than the rate in 2012. The variances each year in many of the counties is significant. For instance in Baker County in 2014/2015 the rate was an extremely low 2.31%. However in 2016/2017 the rate jumped to 2016/2017. Baker and Bradford County's currently have the highest retention rates and this may be due to specific school district policy. However, efforts at improving the quality of pre-school programs such as coaching, technical assistance, and training are clearly needed and should be increased as funding allows.



### 3 & 4 Year Olds Not In School

The two graphs below illustrate the number of 3 and 4 year olds that do not attend any kind of pre-school program.

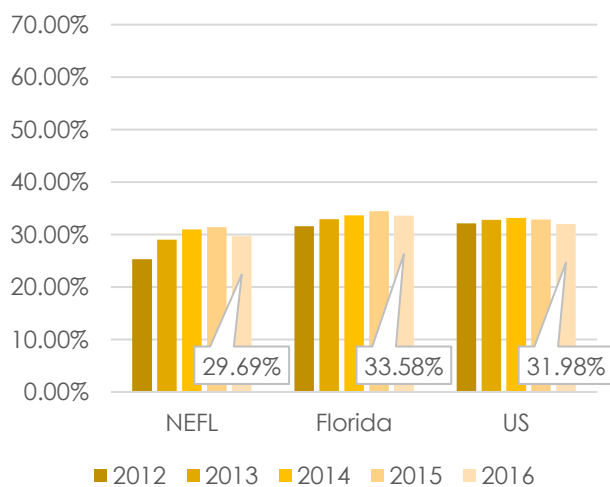


These graphs show that there are many children who are not participating in any pre-school program at the ages of 3 & 4. While as a percentage of the population the numbers are not great in most cases, the total number across all counties is significant, totaling over 7,700 children per year. Also some of the smaller counties have higher percentages of children not participating in any preschool program. This may be due to capacity issues in some of these counties and also speaks to the need for more full time School Readiness availability. In the rural counties where families travel longer distances to early education and child care programs, half day programs may not be practical. Transportation is limited

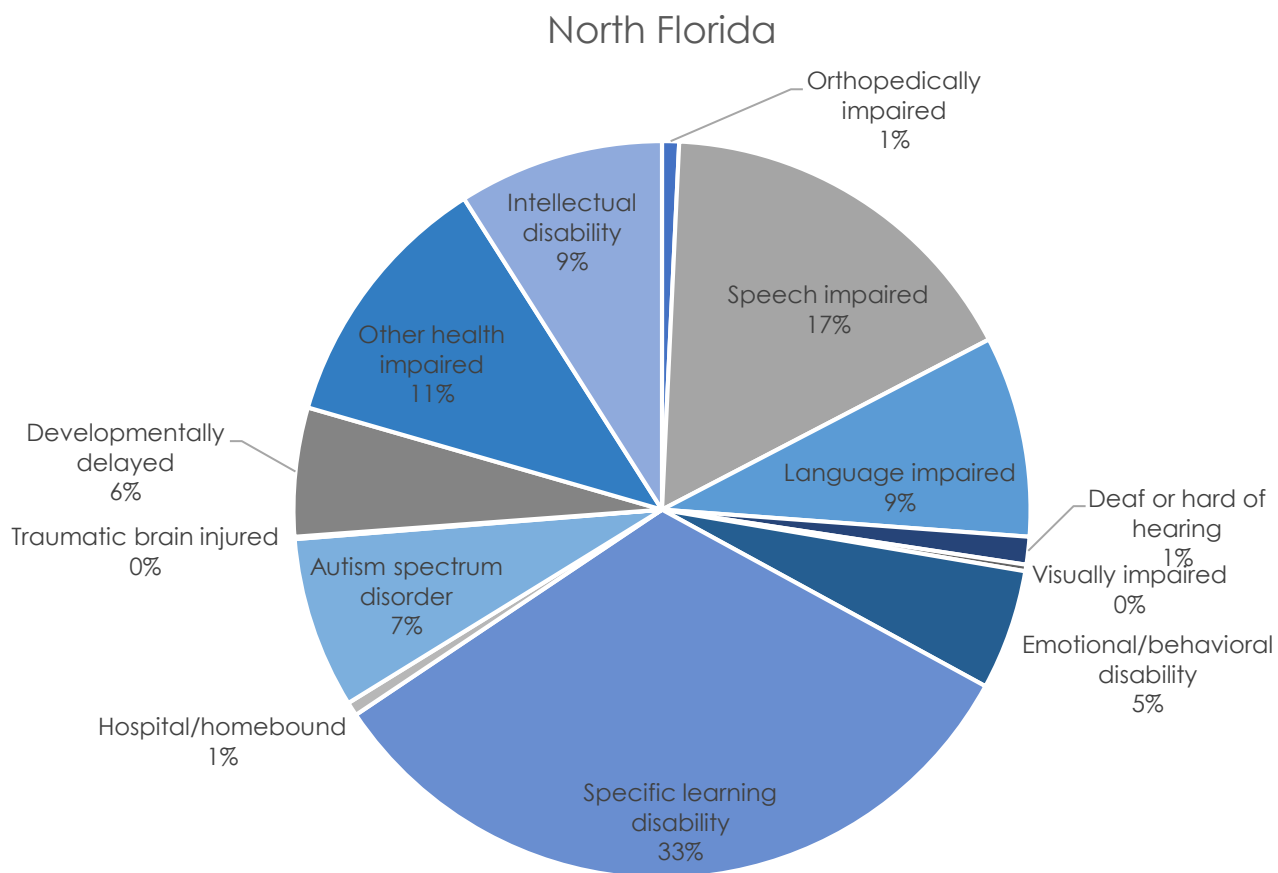
### Children with Disabilities

The Head Start/Early Head Start Program emphasizes serving children with disabilities.

## Children < 18 with Disabilities in Poverty



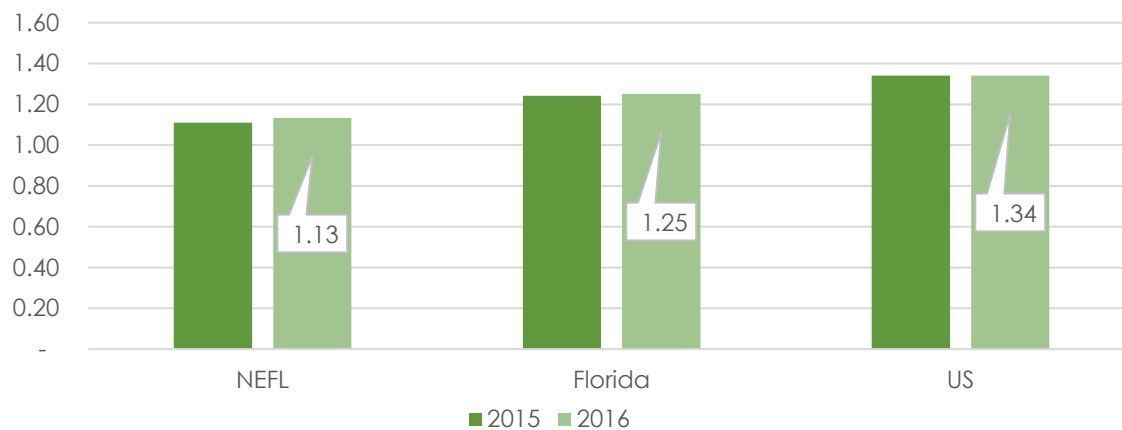
Data from the Florida Department of Education identifies the type of disability for students, with Specific Learning Disability as the largest type.



## Mental Health Services

Florida has only begun tracking the availability of Mental Health Professionals in the past 2 years, with this category including Licensed Psychologists, Licensed Mental Health Counselors, Licensed Marriage and Family Therapists and Licensed Clinical Social Workers.

Mental Health Professionals per 1,000 Residents



## Children in Foster Care

School Readiness has specific eligibility for children in Foster Care, and the percentage of Infants and Children ages 1 – 5 in Foster Care continues to increase. There is a 57% increase in foster care for children 0-5 in our six county region between 2013 and 2016. This is of great concern because children in foster care many times have elevated stress levels and other issues that must be dealt with before School Readiness success is possible.

Number of 0-5 in foster care	2013	2014	2015	2016
Putnam	38	38	43	71
Clay	73	71	75	75
Nassau	15	26	32	51
Bradford	4	13	17	16
Baker	12	16	14	15
St. Johns	74	72	104	112
Total	216	236	285	340

## Conclusion

The state of children and families in the 6 county region is somewhat mixed. It should be concerning that homelessness and children in foster care is increasing. On the other hand food insecurity and area median income are both beginning to show early signs of improvement.

Capacity, especially for infant care is an issue that the ELC will be focusing on over the next several years. We are not likely to be able to convince a child care center to open in some of our poorer, rural areas because of the capital investment required and the small customer bases. However, FCCH may be an answer for both capacity and employment for some of our clients living in areas where transportation and work opportunities are limited.

Kindergarten retention rates make it clear that our quality activities need to expand as the budget allows. In addition to this, although the vast majority of 3 and 4 year old children are in some kind of preschool program, there are some that are not. Although 100% participation is not feasible, the ELC should continue to encourage enrollment in Florida's VPK program. It is free to all Florida 4 year olds so cost is not a barrier to participation.

In conclusion, the most significant finding of this report is that each county shares some characteristics with each other but also differ in significant ways. Any work for children and families must look at each community to assess what approaches will be successful.

## Sources List

### Community Trends

1. **Population** – DP05
  - a. Total population
  - b. Change in population
  - c. Distribution of population across geography
2. **Area Median Income** – DP03
3. **Population in Poverty**
  - a. Total % in Poverty
    - i. DP03 All People
  - b. Children <5
    - i. S1701 – Children <5 Poverty
4. **Race/Ethnicity** – S1701
  - a. Total
  - b. Poverty
5. **Housing Cost Burdened Households/Rental Demand** – DP04
  - a. Total 35% or More
  - b. % Paying 35% or More
  - c. Rental Vacancy Rate
6. **Single HOH Households with Children** – B17023
  - a. Total
  - b. In poverty
7. **Working Parents with Children <6** – DP03
8. **Unemployment** – Bureau of Labor Statistics
  - a. Labor Force Data by County
9. **ALICE Data** – United Way
  - a. Household Survival Budget – 2 Adults + Children
    - i. Compare by County

### Number of eligible infants, toddlers, preschool age children and expectant mothers

Eligible Children:

- Poverty
- Foster Care
- Homeless
- Disabilities

#### **1. Children by Age**

- a. **Total** by Age - Florida Department of Health CHARTS
  - Birth Query System: Births by Year of Birth by County of Residence

- Births by year for 5 years to get total children by age
      - E.g. 2017 births = infants; 2016 = 1's
  - b. **Total Eligible** by Age – Florida Department of Health CHARTS
    - Birth Query System: Births Covered by Medicaid
      - Births by year for 5 years to get eligible children by age
        - E.g. 2017 births = infants; 2016 = 1's
  - c. Children in Poverty Benefitting from SR Services
    - US Census Data
    - Florida's Kids Count
    - ELC Data
- 2. Households Receiving Public Assistance**
  - a. DP03 Households with
    - SSI
    - Cash Public Assistance
    - Food Stamps/SNAP
- 3. Children in Foster Care**
  - a. DCF Fostering Court Improvement
    - By County
      - # of Maltreatment Reports
      - Total # served by foster care
  - b. Florida Department of Health CHARTS
    - By County
      - Infants in Foster Care
      - 1-5 in Foster Care
- 4. Homeless**
  - a. DCF – Council on Homelessness
    - McKinney Vento from FDOE
    - PIT from HUD
- 5. Children with Disabilities**
  - a. Florida Department of Health CHARTS
    - Children 3-5 Served with Disability Services
  - b. Early Steps Data – need to get source and report
  - c. Types of Disabilities
    - a. FDOE Exceptional Student Data by Exceptionality

## **Education, Health, Nutrition and Social Service Needs of Eligible Children and Families**

### Education

- 1. Adult Educational Status – S1701**
  - a. Total
  - b. In Poverty

**2. Kindergarten Non-Promotions**

- a. FDOE Non-Promotions
- b. FDOE Membership by Grade

**3. 3 and 4 in School – B14003**

- a. Total in Public School + Total in Private School
- b. Total Not Enrolled in School
- c. Calculate % Served

**4. Language Proficiency – S1701**

- a. Total Population
- b. % Speak only English or English Very Well
- c. Calculate % on Less than Very Well by
  - i. Spanish
  - ii. Indo-European
  - iii. Asian/Pacific
  - iv. Other

Health

**1. Health Insurance**

- a. Percentage without Health Insurance – Total Population DP03

Nutrition

**1. Food Insecurity- Feeding America**

- a. Number
- b. Percentage

**Child Care in Community**

**1. Capacity by Type of Care – ELC Data**

- 2. Need for Child Care – from # 7 Community – US Census DP03 Parents Working with Children <6**
  - a. Calculate Unmet Need**

**3. Subsidized Child Care – ELC Data**

**Transportation – Florida Department of Transportation**





# Screening Specialist Policies/Procedures and Training Guide

**Staff Signature and Date**

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# Introduction

Welcome to Episcopal Children's Services! This Guide has been created to assist you in performing your essential job duties as a Screening Specialist.

## Overview

### Coalition Information:

- School Readiness (subsidized child care) and VPK (Voluntary Pre Kindergarten) are both made possible through grants from the Florida's Office of Early Learning (OEL) to the local Coalition. The local Coalition (ELC of North Florida) contracts with Episcopal Children's Services (ECS) to administer both programs.
- OEL provides us (ECS) with most of the policies that must be followed in order to receive the funding that pays our providers for their services.
- Some policies are decided at the local level by the Coalitions that act as policy boards and are based on local needs.

### Job Description:

Screening Specialists utilize state and agency data to secure timely screenings of enrolled school readiness children.

As a Screening Specialist with this agency your major responsibilities will include:

1. Stay current in the field of early childhood education by reading articles and books, and by attending trainings, conferences and peer group meetings.
2. Attend quarterly provider meetings as needed to network and remind providers of screening requirements.
3. Collaborate with the Family Service Specialists to ensure enrollment screenings are completed on all school readiness children.
4. Utilizes state and agency databases to track school readiness children screenings.
5. Prepare, mail/e-mail, track and work to ensure that providers return completed screening instruments by coalition established deadlines.
6. Prepare and maintain child files ~~complete with~~ and case notes.
7. Identify needs by providing ~~a variety of primary~~ screenings for school readiness children enrolled in child care programs and family child care homes.
8. Make referrals for services or further evaluation when appropriate.

## Screening Mandate

All children receiving school readiness funding through ECS, ages **birth through five years inclusive**, need to be screened within **45** days of enrollment and annually within the month of the child's birthday.

For new enrollment screenings of children **birth through five**, the Ages and Stages Questionnaire will be completed by the parent/guardian of the child receiving school readiness funding ~~on or prior to the date of enrollment~~. The online screening link will be given to the parent/guardian by a county Family Service Specialist for completion. ~~The Family Service Specialist will then store the enrollment ASQ's at their office for pick up and grading by the Screenings Specialist at a later date.~~

If the parent/guardian is not able to complete the screening at enrollment, the Screening Specialist will e-mail the link to the provider for completion.

For annual screenings of children **birth through five**, the Ages and Stages Questionnaire online link will be mailed to providers by the Screening Specialist.

Note: Children who have birthdays in summer months and will be going to Kindergarten in the fall are not screened.

## Create Notebook for Record Keeping

- ~~A notebook needs to be kept for record keeping and documentation.~~
- ~~When monitored, this is something that will be reviewed.~~
- ~~The following is a list of sections to include:~~
  - ~~Job description/Goals~~
  - ~~Referral Documentation~~
  - ~~Trainings/Conferences Attended~~
  - ~~Reports-Backup for Monthly Reports~~
  - ~~Other pertinent information~~

## Child Files

Keep a file for ~~each child that you work with.~~ children who score refer and children whose guardians have declined screening. Include the following in each file:

- Case notes
- ~~Completed assessments/screenings~~
- Referral documentation (if applicable)
- Other pertinent information

## Case Notes

~~Located on the left hand side of each child's file~~

### What to note:

- Date original screening was completed or mailed.
- Note who completed the screening (parent/**guardian** at the time of enrollment or provider).
- Initials of the Specialist entering the data.
- If a release form was returned, that date should be noted as well. The referral date can be listed at the same time (i.e. 7/4/07 Received release form and forwarded referral to FDLRS).
- Date and info of any phone call exchanges with FDLRS, the Provider, or the parent.
- All communications with parent, provider, supervisor, or Coalition regarding non-compliance of returning screenings. (Note: Coalition should only be contacted by Manager or Director.)
- Other information as the Screening Specialist sees fit.

Note: All **paper** documents received should be Date Stamped (on the date received).

## Ages and Stages Questionnaire

- The ASQ is a parent questionnaire that pertains to the communication, gross motor, fine motor, problem-solving, and personal-social skills of children birth through five.
- Questions are asked according to Yes (10 pts), Sometimes (5 pts), or Not Yet (0 points).
- Comes with a user's guide which explains scoring procedures.
- Comes with activities to copy for parents on enhancing age appropriate development.

## Screening Policy and Procedures

### Enrollment screening birth through five years old:

**Policy:** Children who are between the ages of birth and 5 years inclusive will be screened using the Ages and Stages Questionnaires within 45 days of enrollment.

### **Procedures for enrollment screenings:**

1. Each week, the Screening Specialist will run an enrollment report from the appropriate database to find all of the previous week's new enrollments.
2. If a parent **does not want their child to participate in ASQ, they may declines-for their child to be screened, and no screening will be completed. Notes on**

tracking logs will show that the parent declined child screening. Additionally, the provider FSS will ask the parent to sign a form stating that the screening was declined by the parent and will ask the parent to sign and date the form. This form will be returned to the screening specialists within 45 days of enrollment 30 days of receipt. This documentation will be maintained in the child's file.

3. The Screening Specialist will then compare the received ASQ's to the new enrollment report from the database. It is the responsibility of the Screening Specialist to e-mail out any ASQ's that were not received to the provider to be completed immediately.
4. The specialist will track which ASQs were not received at the time of enrollment and use this as a communication tool with the FSS and supervisors.
5. After checking received ASQ's against the enrollment report spreadsheet, the Screening Specialist will score the ASQs. Once all the ASQ's are scored, the Screening Specialist will pull the screenings that were scored "referred" (see definition below) and set the other screenings aside for further processing later, as referral ASQs are time sensitive. The screenings which are scored "referred" are entered into the database and the results are printed out immediately and mailed to both the provider and the parent, so as to meet the policy of mailing a Release of Authorized Information form to the parent within 21 calendar days of receiving the completed screening from the parent or provider.

Note: A screening is considered scored "referred" if the child's overall total score is below the overall total cutoff in one or more areas, if there are concerns about speech, hearing, or vision, or if the parent or provider requests the child be referred for any other reasons. Referrals are not given if the child scores below the cutoff for fine motor ONLY, as FDLRS and Early Steps do not accept 'fine motor only' referrals. In these instances, Fine Motor activities will be sent to the provider (with a copy for the parent) parent in order to assist the child in increasing fine motor skills. If the child scores refer in Fine Motor AND in any other area, then a referral can be made.

- ASQ results will be emailed to the parent in an encrypted email with read receipt, as to meet the requirement of verifying the parent's receipt of ASQ results.
- If the child does not score "referred", a letter will be sent to the provider, with a copy for the parent, with information about child's development and activity sheets.
- If the child's screening is scored "referred", and the child is between **0 and 3 years of age**, the Screening Specialist will send by encrypted email with read receipt a release form to the parent and provider within 21-60 calendar days of receiving the completed screening, to gain permission to refer directly to the Early Steps program, along with the letter of results and activities. If the child is within 45 days of their 3<sup>rd</sup> birthday, the referral can be sent to FDLRS.
- If the child's screening is scored "referred", and the child is **3-5 years of age**, (or less than 45 days from their 3<sup>rd</sup> birthday) the Screening Specialist

will send by encrypted email with read receipt a release form to the parent and provider within 21\_60 calendar days of receiving the completed screening, to gain permission to refer directly to the FDLRS/Child Find Program, along with the letter of results and activities.

- Once the signed Release of Authorized Information is received, the Screening Specialist needs to refer the child to the appropriate agency within 21 calendar days of receiving the Release of Authorized Information, whenever possible. If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form. Tracking logs and/or case notes will show when Authorization is received from parents.
- ECS will initiate individualized supports within 60 calendar days for children showing concerning screening results. (Rule 6M-4.720 (5), FAC)

Individualized service must include, at a minimum, one of the following-

- Additional screening or assessment.
  - Individualized learning plan.
  - Suggested developmental activities for parents or providers.
  - Observations and accommodations in the early learning program.
  - Parent education
  - Referrals to early intervention or specialized care.
6. The Screening Specialist will track all screenings and follow-up services and submit a monthly report to the Director of School Readiness. Specialists will ensure that all tracking sheets are completely up to date and accurate, and available ~~in the appropriate folder on the H drive~~ for supervisors to view.
  7. Computer tracking for all screenings will be entered in the designated agency database. ~~and filed in each child's individual file. (If a file is not in pre-existence one will need to be created.)~~ Screening data will be entered into an electronic data system no later than 60 calendar days after screening (unless ASQ shows concerns that result in referral, then within 30 days).

### **Annual screening for children through-five years old:**

**Policy:** Children who are between the ages of 1 year and 5 years old inclusive will be screened using the Ages and Stages Questionnaire annually within the month of their birthday.

### **Procedures for birthday/annual screenings:**

The Screening Specialist will pull a birthday report monthly. posted on the H drive at the beginning of each month (pathway: H:\CCRR\Birthday Reports for Screening Specialists). Using the spreadsheet for children with birthdays ages 12, 24, 36, 48, and 60 months old the Screening Specialist will:

A. ~~At the beginning of each month the Screening Specialist will E-mail out a list of all the ASQ's needed for all the children ages 12, 24, 36, 48, and 60 months old on the birthday report to providers during the month of the child's birthday.~~

1. When the Screening Specialist receives the completed ASQ from the provider, it is to be processed **in the ASQ database. date stamped and scored.** Once all the ASQ's are scored, the Screening Specialist will ~~pull~~ **process** the screenings that were scored "referred" (see definition below) and set the other screenings aside for further processing later, as referral ASQs are time sensitive. The screenings which are scored "referred" are entered into the database and the results **are printed out immediately and** mailed to **both the provider and the** parent, so as to meet the policy of mailing a Release of Authorized Information form to the parent within 21 calendar days of receiving the completed screening from the parent or provider. **If a parent declines for their child to be screened, no screening will be completed. Notes on tracking logs will show that the parent declined child screening.**

Note: A screening is considered scored "referred" if the child's overall total score is below the overall total cutoff in one or more areas, if there are concerns about speech, hearing, or vision, or if the parent or provider requests the child be referred for any other reasons. Referrals are not given if the child scores below the cutoff for fine motor ONLY, as FDLRS and Early Steps do not accept 'fine motor only' referrals. In these instances, Fine Motor activities will be sent to the provider (with a copy for the parent) in order to assist the child in increasing fine motor skills. If the child scores refer in Fine Motor AND in any other area, then a referral can be made.

- ASQ results will be emailed to the parent in an encrypted email with read receipt, as to meet the requirement of verifying the parent's receipt of ASQ results.
- ~~If the child does not score "referred", a letter will be sent to the provider and parent along with information about child's development and activity sheets.~~
- If the child's screening is scored "referred" and the child is between **4 months and 3 years**, the Screening Specialist will send a release form to the parent and provider within 21 calendar days of receiving the completed screening, to gain permission to refer directly to the Early Steps program, along with the letter of results and activities. If the child is within 45 days of their 3<sup>rd</sup> birthday, the referral can be sent to FDLRs.
- If the child's screening is scored "referred", and child is **3-5 years** (or less than 45 days from their 3<sup>rd</sup> birthday), the Screening Specialist will send a release form to the parent and provider within 21 calendar days of receiving the completed screening to gain permission to refer directly to



the FDLRS/Child Find Program, along with the letter of results and activities.

- Once the signed Release of Authorized Information is received, the Screening Specialist needs to refer the child to the appropriate agency within 21 calendar days of receiving the Release of Authorized Information, whenever possible. If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form. Tracking logs and/or case notes will show when Authorization is received from parents.
2. The Screening Specialist will track all screenings and follow-up services and submit a monthly report to the Director of School Readiness. Specialists will ensure that all tracking sheets are completely up to date and accurate, and available in the appropriate folder on the H drive for supervisors to view.
  3. Computer tracking for all screenings will be entered in the designated agency database and filed in each child's individual file. (If a file is not in pre-existence one will need to be created.) Screening data will be entered into an electronic data system no later than 60 calendar days after screening (unless ASQ shows concerns that result in referral, then within 30 days).

*Note: Children who do not receive school-readiness funded childcare through ECS can be screened and/or observed by the Inclusion Specialist after signed documentation is received from the parent/guardian.*

## Tracking

- Computer tracking for all screenings will entered into the appropriate Database. after screenings are completed and graded.
- Individual files Case notes will be kept for each child with all screenings completed from the date of enrollment forward.

## EFS System

- The EFS system is a computer system that has information regarding children in our program and their parents.
- This system may be used for obtaining names, addresses, and phone numbers of children, parents, and providers. If the screening specialist is aware of any information in EFS that should be updated, the specialist will notify the appropriate Family Service Coordinator by email. The Family Service Coordinator will then ensure any necessary changes are made in EFS.

## Parental Contacts

- When ~~talking to~~ **communicating with** parents about any issue, remember to always start with any strength the child has before voicing concerns about screenings or observations.

## Parental Authorizations

- Parental authorizations need to be obtained for all screenings and/or observations requested for children not receiving school readiness funds.
- Parental authorizations also need to be obtained **when referring a child to an outside agency after a screening. ECS cannot release the results of screenings or observations completed by Screening or Inclusion staff to outside agencies without parental consent.** A *Release of Authorization* form will need to be completed and signed by the parent/guardian before placing the referral. **If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form.**

## Community Agencies

- There are several community agencies that families may wish to seek out for services that ECS does not provide. A community resource packet should be provided to them.

## Referrals

### Placing Referrals to Outside Agencies

- If there are mental health concerns for a child, the screening specialist will immediately refer the child to the appropriate Inclusion Specialist. Referrals should be mailed to the appropriate agency upon receipt of parental consent to refer, and a copy kept for documentation in the child's file. The date the referral paperwork was received and sent to the agency should be case noted in the database.

### Receiving Referrals from ECS Employees

Internal referrals are placed in the appropriate database and Screening Specialist will notify via e-mail that a new referral for the Inclusion Specialist has been listed. Further details are noted in the "Complaint and Referral Procedures" section of this guide.

## How the system works for children who are potentially delayed

- After the referral ~~leaves ECS and gets to~~ **is received by** FDLRS/Child Find, the intake coordinator for that agency should contact parent within 7-10 days.

- Children ages 0-3 are referred to the Early Steps Program (ES). The intake coordinator makes an appointment for further evaluations for the child. After the appointment, a service coordinator with ES meets with the parent to discuss therapy options. Usually, a therapist will travel to the childcare provider for a specified number of times per week. This happens until therapy is terminated or the child reaches the age of 3 when they are automatically transferred into Child Find's system.
- Children ages 3-5 are referred to Child Find. The Child Find Specialist will call the parent and send them a packet of information that needs to be signed. An appointment is made for the parent to bring the child to a local elementary school for a complete developmental evaluation. If eligible (meaning the child scores below a certain point on their screenings), the Child Find Specialist then refers the child to the local pre-k program to be enrolled in the ESE pre-k class. These children can be bused from their childcare provider in the morning and taken back in the afternoon.

## Inclusion Laws

- ADA, the Americans with Disabilities Act, states that:
  - Child care providers must not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare programs and services. Specifically:
    - Childcare providers cannot exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
    - Providers have to make *reasonable modifications* to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a *fundamental alteration*.
    - Providers must provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
    - Providers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the *readily achievable* standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*.
- IDEA (Individuals With Disabilities Education Improvement Act) was passed in 1997. The purposes of this was:
  - To ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special

education and related services designed to meet their unique needs and prepare them for employment and independent living;

- To ensure that the rights of children with disabilities and their parents are protected;
- To assist states, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities; and to assess and ensure the effectiveness of efforts to educate children with disabilities.

## **Additional Requirements**

### **Helping Hands Newsletter**

All staff are required to submit an article(s) to add to our monthly *Helping Hands* newsletter. Helping Hands articles are due to your immediate supervisor by the given deadline. Your supervisor will proof read the article and submit to the HH Editor. Detailed information about each individual staff member's assigned months and the guidelines of your submissions will be provided by the Manager of School Readiness.

### **Provider Meetings**

Throughout the year, CCR&R departments collaborate to provide quarterly provider meetings for SR providers. These meetings are designed to update our providers on any new policy changes, provide resources on early childhood education, and provide an opportunity for networking with other providers. These meetings may be in person in our service areas or provided as an online webinar type meeting. As an education staff member, you may be required to present information relating to your current position at these meetings. Detailed information on what your presentation should include will be provided by the Manager of School Readiness.

## **Reports and Documentation**

**The Screening Specialist is responsible for the following reports and documentation:**

### **Provider Visits**

All ECS education staff are required to log the number of monthly visits made to providers on the Master Provider Visit Log. Our goal is to have every active CCMS provider visited a minimum of once per fiscal year. Documenting visits assists in monitoring this goal. The master logs can be located on the H drive at the following link: (H:\CCRR\Education\Provider Visits).

### **Provider Signature Log**

All ECS Education Staff are required to submit a monthly Provider Signature Log, as applicable. The Provider Signature Log is a log that documents the date, time, length and reason for all technical assistance visits. It is the responsibility of the Education Staff member to have either the teacher or director receiving technical assistance sign the log verifying the documented information is accurate at the time of the visit. Each classroom visited will need to have the teacher or director's signature. The monthly log will be kept in the Specialist's notebook and a copy is submitted to the Director of School Readiness. This log can also be used to record provider visit cancellations or phone calls made to providers.

### **Provider Database**

All trainings, technical assistance, and assessments are required to be logged in the Provider Database. This includes: any communication with a provider through phone calls, emails, and visits. Dates letters are mailed, scores of screenings, etc. are also required to be entered into the database.

### **Timesheets and PAR (Personal Activity Record)**

Timesheets (PAR and ECS) must be submitted to the Director of School Readiness by each requested deadline. Detailed instructions on how to complete both forms will be given to you by the Director of School Readiness.

### **Travel Reimbursement Forms**

Travel/Reimbursement Forms are submitted monthly to the Manager of School Readiness. Detailed instructions on how to complete the form will be given to you by the Manager of School Readiness.

### **Local Travel**

Time spent traveling during normal work hours is considered compensable work time. Work-related travel will be reimbursed and must be pre-approved by the Manager of School Readiness. Work-related travel is to be documented on a mileage form. The form

shall be filled out completely and approved by the supervisor before submission to the Fiscal Department.

Work-related travel that occurs between employees' home and office, which is on the direct travel route, may not be submitted for reimbursement. Work-related travel that occurs between employees' home and office will be allowed as follows: either the total mileage minus the direct path mileage or mileage from destination in question to the office, whichever is shorter.

### **Out of Town Travel**

Pre-approved work-related travel expenses will be paid by ECS and include the following: hotel, airfare and/or mileage, cab fares to/from airport and per diem for meals. In accordance with section 112.061 Florida Statutes, conference agendas or other appropriate description of the conference should be attached to purchase order. If meals are included in the conference package, per diem will not be issued.

The employee is responsible for obtaining receipts for all travel expenses, with the exception of per diem. When actual expenses exceed prepaid expenses ECS will reimburse the employee when receipt is presented and approved by their supervisor. When prepaid expenses exceed actual expenses, the employee shall arrange with the vendor to refund ECS.

Employees shall be paid for an eight-hour work day for each day out of town on work-related business.

### **Cell Phone Reimbursement**

Cell Phone Reimbursement is given to approved staff each pay period to cover work related cell phone use. Detailed information will be given to you by the Manager of School Readiness.

### **Snapshots**

The Screening Specialist is required to submit a monthly snapshot detailing all technical assistance, enrollment and annual provided to the Director of School Readiness by the 5<sup>th</sup> of each month. The snapshot also includes any training the Screening Specialist attended, as well as other pertinent information. Detailed instructions on how to complete the snapshot will be provided by the Director of School Readiness.

### **Screening Staff Checklist**

The Screening Staff Checklist was created to help you remember all of the required documentation that needs to be submitted on a weekly, monthly and quarterly basis. The

checklist has all of the required documentation listed above. The checklist is due to the Director of School Readiness on the 5th of each month submitting the previous month's reports.

All items are to only be checked off once the documentation/report has been completed. The checklist is not to be submitted until all items have been completed unless some items are not applicable for that month. If any item listed on the checklist is not applicable, a "N/A" needs to be listed next to the box.

~~Electronic copies of the Screening Staff Monthly Checklist will not be accepted. All checklists must be printed off with a physical signature and date.~~ If the checklist is submitted past the deadline, the education staff member is required to list on the notes section any reason their document was late. The Director of School Readiness will then sign and date the checklist and keep a copy in the staff member's file.

## Meetings

Team meetings are scheduled once a month. Attendance is required and expected. If unable to attend, the staff member is responsible for notifying the Manager of School Readiness and obtaining all information that was discussed.

## Complaint and Referral Procedures

### ECS Complaint Policy and Procedures:

**Policy:** ECS follows the FOEL-DCF complaint policy. All complaints including child abuse or neglect, licensing, etc. called into Episcopal Children's Services needs to be documented in the appropriate database. An "open" or "closed" status will be maintained on each case so that all employees will be aware of the situation.

### Procedures:

1. Take complaint
2. Create a complaint in the database. (fill-out form; create a case number (county initial and date) *If more than one complaint is taken from same county on same day, Use letters to distinguish between the cases. Example: If a second complaint is taken on 1/23/09, change the first one to C012309a. The second one should be C012309b.*
3. Send e-mail to supervisors of county issue occurred letting them know a case has been opened.
4. Supervisors read and evaluate if and how their team members can address complaint.
5. Supervisors send out e-mail to respective staff to address complaint.
6. Staff will update the database complaint/TA documentation until case is closed. Follow up with DCF needs to be attempted at least once within 30 days of initial complaint.

### **CCR&R Intra-Office Referral Form Policy and Procedures:**

**Policy:** All referrals in the department will be documented in the appropriate database. The referral should be immediately shared with the recipient so that technical assistance can be given as quickly as possible. An “open” or “closed” status will be maintained on each case so that all employees will be aware of the situation.

### **Procedures:**

1. Make referral in the database.
2. Send an e-mail to respective staff member noting a new referral had been generated.
3. Person provides TA and documents case notes on referral form in the database.
4. Print completed referral and place in position notebook Send an e-mail to the person who made the referral noting that the updated follow-up is in the database so that they can print and place in notebook.

### **Community Events and Brochure Distribution**

ECS seeks out opportunities to attend and speak at events held by other community resource agencies, institutions involved with early childhood learning and other events involving community and business leaders throughout the region to bring awareness to Resource and Referral Services. Education staff is asked to volunteer to participate in these events throughout the year.

Recognizing that the counties we serve are at least partially rural counties with few large employers, ECS seeks opportunities to work with the business community to provide information to their employees concerning Resource and Referral services. We increase public awareness of the value of CCR&R services which promote quality early care and education by marketing to businesses at key locations in Putnam, St. Johns, Clay, Nassau, Baker and Bradford Counties. Brochures and posters are distributed to businesses by CCR&R and Education staff members and database entries are made to reflect distribution. Education staff members are required to distribute brochures to a minimum of ten businesses each fiscal year. To ensure we are distributing the brochures throughout the year, five of the ten businesses need to be completed by December 31<sup>st</sup> of each fiscal year.

Documentation of attendance and distribution of brochures in the agency database is required by all ECS staff .

### **Changes/Revisions:**

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Screening Specialist Training Guide

Staff Initials \_\_\_\_\_

ECS SR Education

Last Revision: 11/2018



<b>Date of Change/Revision</b>	<b>Person making change/revision</b>	<b>Change/Revision</b>
<b>7.1.09</b>	<b>Brittney Spangler</b>	<b>Added detailed information on the required documents that are submitted.</b>
<b>01.19.10</b>	<b>Brittney Spangler</b>	<b>Clarified wording in section IV. Screening Policy and Procedures.</b>
<b>9.22.10</b>	<b>Amanda Griffis</b>	<b>Added new ECS logo. Added information on reporting EFS information updates.</b>
<b>7.1.11</b>	<b>Amanda Griffis</b>	<b>Deleted coaching information. Added updated information on monthly checklist, provider signature log, and entering database information weekly.</b>
<b>7.29.14</b>	<b>Amanda Griffis</b>	<b>Made clarifications to referral references and internal referral procedures</b>
<b>9.2.14</b>	<b>Amanda Griffis</b>	<b>Clarified what ages to refer to FDLRs and Early Steps</b>
<b>9.22.14</b>	<b>Amanda Griffis</b>	Added “Screening data will be entered into an electronic data system no later than 60 calendar days after screening.” Based on OEL monitoring suggestion.
<b>6.1.16</b>	<b>Amanda Griffis</b>	<b>Updated Helping Hands section, provider meeting section. Updated language for a minimum of weekly TA visits to targeted providers ‘as schedules allow’ to account for cancellations, holidays, etc.; removed information regarding Resource room. Added information about specialists providing an environmental assessment/action plan.</b>
<b>8.31.16</b>	<b>Amanda Griffis</b>	<b>Corrected screening 45 days from birthday to ‘annually within the month of the child’s birthday’.</b>
<b>9.11.18</b>	<b>Amanda Griffis</b>	<b>Removed items related to School districts completing their own screenings, as SR children at these sites will be screened by the SD sites through our ASQ online system. Added: ASQ results will be emailed to the parent in an encrypted email with read receipt, as to meet the requirement of verifying the parent’s receipt of ASQ results. Added: If a parent declines for their child to be screened, no screening will be</b>

		<p>completed. Notes on tracking logs will show that the parent declined child screening.</p> <p>Added: If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form.</p> <p>Tracking logs and/or case notes will show when Authorization is received from parents.</p>
11/8/18	Teresa Matheny & Amanda Griffis	<p>Various changes to meet new OEL plan requirements, list additional interventions, communication by encrypted email and clean up document.</p>

## Attachment II.G. Program Assessment

OEL has identified the CLASS assessment as the program assessment tool to be used to determine child care provider eligibility to participate in the School Readiness program. The ELC working through our primary service provider will implement 6M-4.740 Program Assessment Requirements for the School Readiness Program and 6M-4.741, Program Assessment Threshold Requirements for the School Readiness Program and require providers to participate in program CLASS assessments to be eligible to deliver the School Readiness program.

Child Care providers will be given an exemption if they qualify based on 6M-4.740 unless they request to opt in and receive a CLASS assessment. Providers with an exemption will be required to have an assessment if they cease to qualify for the exemption. Should this occur, the ELC will give the provider notice within 21 days of the provider no longer being eligible for the exemption. A CLASS assessment will be performed within 30 days of the date of the notice.

A child care provider placed on an ELC approved Quality Improvement Plan (QIP) for a 12-month period, must achieve a CLASS score exceeding the Quality Improvement Threshold prior to the end of that year. Otherwise, the coalition shall terminate or not renew the contract and may revoke the provider's eligibility for up to five years within 45 calendar days of the program assessment. Written notice of termination will be sent to the provider from the coalition at least thirty (30) calendar days before the termination/nonrenewal date. Written notification must include a reason and identify the contract revocation period.

Providers that are on a QIP will have an assessment completed within 30 days prior to the end of the 12-month QIP period, if the plan term ends on the School Readiness contract end date.

If a provider has CLASS assessment with a score below the contract minimum threshold, the provider's contract will be terminated or not renewed. Written notice of termination will be sent to the provider from the coalition at least thirty (30) calendar days before the termination/nonrenewal date. Written notification must include a reason and identify the contract revocation period.

Providers that have been determined ineligible to contract based on program assessment scores may pay for one additional assessment for selected classrooms to be conducted by an OEL approved observer. Providers must meet the contract minimum threshold to be reconsidered for a SR School Readiness contract.

Providers currently on a QIP may pay for an additional assessment to be conducted by an OEL approved observer to satisfy the requirements of the QIP.

Providers requesting an additional CLASS assessment, an assessment when they are exempt from the requirement, or those requesting a CLASS assessment after deciding that they want to contract with the ELC and having previously informed us that they do not wish to contract, will be given a CLASS assessment within ninety (90) days of requesting in writing that they receive a CLASS assessment.

Providers with a CLASS composite score falling below the contract minimum threshold or providers with a CLASS score that is above the contract minimum but below the QIP threshold will have their contract

terminated with thirty (30) calendar days-notice. However, a waiver may be granted to the provider that would allow the provider to remain contracted if the provider qualifies based on the local child care capacity needs as defined in the ELC's plan. The provider must remain on a QIP as long as the waiver is in place. Providers that have been determined to be essential to meeting child care capacity and have an active QIP shall not have a QIP or more than three consecutive years. Providers that surpass this number will not be eligible to contract for the School Readiness Program for a period of up to five years as determined by the ELC.

Should the ELC revoke a provider's eligibility to contract based on the provider's CLASS assessment composite score and this is the first time the provider has had its eligibility revoked for this reason, the provider will remain ineligible to contract to participate in the School Readiness program for no less than one full contract term in the year following the original termination date. After that time if the provider has another CLASS assessment completed by an authorized assessor and the composite CLASS Score exceeds the Quality Improvement Threshold, the ELC will allow the provider to contract for School Readiness assuming the provider meets all other criteria. If the provider does not receive a composite score at that time that exceeds the Quality Improvement Threshold, the provider will remain ineligible for 5 years based on the original contract termination date. If a provider that was allowed to contract with the ELC after having their eligibility revoked previously receives a CLASS assessment with a composite score below the contracting minimum threshold or below the Quality Improvement Threshold but does not qualify for a QIP, that provider will have their School Readiness contract terminated with 30 calendar days-notice and will not be eligible to contract for 5 years from the termination date.

If the community assessment indicates that care may not be adequate to fully meet the needs of the community and a provider falls below the Quality Improvement Threshold and does not qualify for a QIP or falls below the Contract Minimum Threshold, the provider may be granted a waiver from the requirements. A community is defined for this purpose as a county or a zip code within a county. A community is deemed to not have adequate care to fully meet its needs if the available legally operating child care slots in total or for any age group is less than or equal to the number of children birth through 12 or the number of children in a specific age group and assumes the provider in question is no longer contracted for School Readiness. In deciding whether to grant a waiver based on the community's needs, the ELC may also consider data updated since the last community needs assessment, the provider's past 2-year history of DCF violations, the provider's CLASS score in relation to the Contract Minimum Threshold and the provider's previous 2 year's School Readiness contract compliance issues.

Any provider who is required to submit a QIP or is terminated due to their CLASS score will be given a copy of the ELC/ECS grievance policies either as a hard copy or electronically.

## Attachment II-H – Use of Pre and Post Assessments

The ELC is working with voluntary participants in our enrichment program and those providers that qualify based on their composite CLASS score for an additional reimbursement rate and a control group to pilot use Teaching Strategies Gold (TSG) in their classrooms. Programs in the enrichment program are given resources and materials to assist them in completing assessments and using the results to individualize instruction. Providers are requested to complete a beginning and end of year data point.

The Members of the primary service provider's Education Specialists have also completed the training ~~program~~ and will be available to providers for technical assistance as needed. Training will focus on how classroom teachers can use TSG to inform individualization of instruction. Education Specialists will assist providers in the enrichment program individualize instruction as needed and be available for technical assistance throughout the service area.

~~The volunteers will be asked to make their assessments available to the primary service provider who will further analyze the results. The results will be filtered to look at the success of coaching in our Enrichment program as compared to a control group. Aspects of the results will be analyzed to determine the strengths and weaknesses of our coaching model and its practice and will include analysis of specific groups of children such as males versus females. From there the Education team will develop a plan to play on its strengths while adjusting practices to address any general weaknesses or specific groups of children not benefiting equally from the Enrichment program.~~

### III. D. Quality Improvement Strategies

When Quality Improvement Plans (QIP) are required for child care providers whose CLASS scored fall below the minimum standard set in OEL rule to contract with the ELC without an QIP, the ELC will follow the guidelines in Exhibit 3: Quality Improvement Plan Selection of the OEL Provider School Readiness contract, Form OEL SR-20. Strategies selected may be any of those listed in Exhibit 3 but that no program will be allowed to implement more than 2 strategies. Strategies will be chosen by the ELC through its primary service provider based on several factors including the strategy's appropriateness to address the concerns highlighted from the CLASS assessment, available resources and provider trainings and technical assistance in which the provider and staff have previously participated. The ELC will also consider the preference of the child care provider if the provider expresses a preference for a QIP that adequately addresses the provider's specific needs.

## **Attachment V.A.1.**

### **School Readiness Provider Monitoring**

School Readiness Provider Monitoring will be in compliance with 6M-4.630 and use the Statewide School the Statewide School Readiness Provider Contract Monitoring Tool, Form OEL-SR 20M with Attachment A through D (April 2015) attached or by the currently OEL approved monitoring tool should the tool be altered or replaced at a later date. A copy of Form OEL-SR 20M including Attachments A-D may be obtained at [http://www.floridaearlylearning.com/oel\\_resources/rules\\_guidance\\_technical\\_assistance.aspx](http://www.floridaearlylearning.com/oel_resources/rules_guidance_technical_assistance.aspx) or from the Office of Early Learning, 250 Marriott Drive, Tallahassee, FL 32399.

School readiness providers shall be monitored by ECS using Form OEL-SR-20M. This contract monitoring tool shall also be used by ECS to monitor a school readiness program provider in response to a parental complaint. For parental complaints, only the criteria in the monitoring tool that applies to the complaint will be monitored.

ECS may execute and retain this Contract Monitoring Tool electronically in compliance with s. 668.50, F.S.

ECS's school readiness provider program monitoring plan shall include identifying timelines for notification to school readiness program providers, requirements for submitting documentation, site visit dates, desk reviews, documented sample size that adheres to the OEL minimum annual sample size guidelines found in Attachment B of form OEL-SR 20M, draft and final report dates, response dates and deadlines, corrective action plan requirements and resolutions, and additional processes to facilitate program compliance.

Child Care Programs added or leaving the School Readiness program throughout the year will be added to the monitoring schedule. However, not all new programs will be monitored using the Tier 2 model within that year. The monitoring sample size will be adjusted upward as needed and if that should occur a newly contracted center may be included in the new sample. Should a program no longer contract with the ELC during the year, this will not impact the total sample size. If a program that no longer contracts with the ELC but was scheduled for monitoring within that year has not been monitored by the time their contract ends, a substitute center will be selected.

The monitoring schedule will be updated by July 31 of each year and include which programs will be monitored along with each program's expected monitoring dates during the fiscal year. Scheduled dates for monitoring may be modified throughout the year but providers will be given at least 10 business days' notice of an upcoming monitoring unless the monitoring is in response to a parental complaint that relates to health and safety or fraud. If a monitoring must be rescheduled by either party it will be noted in the monitoring schedule along with the reason for the rescheduling. Within 10 business days after a scheduled monitoring has been canceled or delayed, it must be rescheduled for a new date.

The monitoring schedule will include the following a list of all active School Readiness programs and the following information:

- The date of their last monitoring; whether they are considered to be high risk programs for monitoring purposes;
- The date of submission of their School Readiness contract;
- Date of completion and submission of their Health and Safety Checklists if applicable; whether or not they are compliant with conducting the developmental screenings, ASQ ;
- Date of completion and submission of annual CCR&R Provider Updates in accordance with Rule 6M-9.300(5), FAC;
- Accurate completion of monthly enrollment/attendance certifications in accordance with Rule 6M-4.500(2), FAC.;
- Use of statewide information system as applicable and; whether they have been selected for Tier 1 or Tier 2 monitoring in the current year.

Neither ECS nor the ELC may omit, supplement, or amend the monitoring criteria identified in the Statewide School Readiness Provider Contract Monitoring Tool or include any attachments, addenda, or exhibits to the Statewide School Readiness Provider Contract Monitoring Tool. Rulemaking Authority 1001.213(2), 1002.82(2)(o) FS. Law Implemented 1002.82(2)(o), 1002.84 (15), 1002.85(2)(h)

Providers will be selected for either Tier 1 or Tier 2 monitoring at the beginning of each year by July 31. Providers contracted after that date will be assigned a Tier after their contract is executed.

### **Tier 1 Monitoring**

ECS shall annually monitor each of its SR program providers for Tier 1 compliance using the ECS developed monitoring schedule described above. Tier 1



monitoring will be conducted as a desk review. Providers will be asked 10 business days in advance for their sign-in/ sign-out sheets. These can be mailed, uploaded to a secure site or faxed to ECS. Providers selected for Tier 1 monitoring will be monitored for the following items only.

- The date of submission of their School Readiness contract
- Date of completion and submission of their Health and Safety Checklists if applicable; whether or not they are compliant with conducting the developmental screenings, ASQ
- Date of completion and submission of annual CCR&R Provider Updates in accordance with Rule 6M-9.300(5), FAC
- Accurate completion of monthly enrollment/attendance certifications in accordance with Rule 6M-4.500(2), FAC.
- Use of statewide information system as applicable.

Providers selected for Tier 1 Monitoring will be monitored for the accurate completion of monthly enrollment/attendance certifications in accordance with Rule 6M-4.500(2), FAC in the following manner:

- Each School Readiness provider selected for Tier 1 monitoring will be monitored by a review of their attendance rosters and sign-in/out sheets at least once per calendar year.
- At least 4 School Readiness records for each provider will be included in the monitoring unless the provider has less than 4 school readiness students for the month being monitored.

### **Corrective Action**

- Any errors found will require a Corrective Action Plan (CAP) that may include a plan for completing ASQ's in a timely manner, parent awareness training, and reimbursement by the provider for improper payments due to provider error or other measures taken to ensure future compliance.
- A draft report will be sent to the provider giving the provider 5 business days to dispute any findings.
- Following that, ECS will notify the provider in writing and deliver by email if available or mail the final results of the monitoring and if a (CAP) is required.
- If a CAP is required the provider will have 10 business days to complete it and submit it in writing to ECS.
- The notice must identify the specific requirement(s) which the provider failed to meet and describe how the provider failed to meet each requirement. In addition, the notice must provide a detailed description of

any required corrective action and set a deadline for completion of the corrective action.

- Finally, the notice must state that the provider may request a review of the findings of noncompliance.
- Upon determining that the provider has satisfactorily completed the corrective action, ECS shall notify the provider in writing within 10 business days and shall send such notice by email if available or mail.
- CAPs may be submitted by email, mail, uploading to a secure site or fax.
- Additionally, providers with inaccurate enrollment/attendance certifications that have resulted in improper payments may be chosen again for additional monitoring in subsequent months.

## **Tier 2 Monitoring**

Tier 2 monitoring will be conducted as a combination of on-sight and desk review. Providers will normally have 10 business days' notice except if the monitoring is a result of a complaint of fraud, or health and safety. All documentation needed for the review is to be made available by the provider on the date of the review. Tier 2 monitoring includes Tier 1 monitoring but with the attendance monitoring increased to meet OEL policy.

## **Compliance**

Using the monitoring tool form OEL-SR 20M, **Attachment A**, ECS shall monitor a sample of its contracted SR program providers on an annual basis. The sample should be representative of all provider types funded by the coalition and include no less than the number of providers included in **Attachment B – Minimum Annual Sample Size**. Since the ELC of North Florida is a multi-county coalition, the sample size is calculated using the total number of contracted providers among all counties in the coalition's service area. The sum of the sample for each county will be the overall total of providers monitored. If the number of high risk providers exceeds the sample size the coalition shall monitor all high risk providers annually.

## **SR Program Risk Assessment**

A provider that has eight or more findings on **Attachment A** will be considered high risk. Additionally, using **Attachment A**, if 15 percent or more of the files in the selected sample result in questioned cost, that provider will be considered high risk. For example, if three out of 20 files result in questioned cost, that provider will be considered high risk.

ECS shall monitor providers determined to be high risk at least twice a year using the Tier 2 tool. All follow up monitoring shall evaluate, at a minimum, the criteria that were found to be non-compliant in the previous monitoring.

### **SR Children Sample Size**

For Tier 2 monitoring, ECS shall monitor a sample of at least twenty-five percent of a SR program provider's SR child files. If the SR program provider has less than 20 SR children, the sample will be 4 SR child files. If the SR program provider has 4 or less SR children, all SR child files will be reviewed. The sample should be representative of classrooms, billing groups and age of children. The percentage of SR child files to be reviewed is based on the total number of SR children enrolled with a SR program provider during the month of the monitoring engagement. For example, if the provider's actual child enrollment count is 65, 16 children should be the sample selected for review. When applying the 25% for the sample, please round up to the nearest whole number.

### **Corrective Action Plans**

- Any errors found will require a Corrective Action Plan (CAP) that may include a plan for completing ASQ's in a timely manner, parent awareness training, and reimbursement by the provider for improper payments due to provider error or other measures taken to ensure future compliance.
- A draft report will be sent to the provider giving the provider 5 business days to dispute any findings.
- ECS will notify the provider in writing and delivered by email if available or mail the results of the monitoring and if a (CAP) is required.
- If a CAP is required the provider will have 10 to 30 business days to complete it and submit it in writing to ECS.
- The exact time will be based on the nature of the noncompliance and the time to complete it will be clearly stated on the written notice.
- The notice must identify the specific requirement(s) which the provider failed to meet and describe how the provider failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action.
- Finally, the notice must state that the provider may request a review of the findings of noncompliance.

- Upon determining that the provider has satisfactorily completed the corrective action, the ECS shall notify the provider in writing within 10 business days and shall send such notice by email if available or mail.
- CAPs may be submitted by email, mail, uploading to a secure site or fax.
- Additionally, providers with inaccurate enrollment/attendance certifications that have resulted in improper payments may be chosen again for additional monitoring in subsequent months.

## Attachment A. 2. Monitoring

### Policy and Procedures for Refusal to Contract Based on Class 1 Violations

In accordance with 1002.88(2)(b) the ELC of North Florida may refuse to contract with a provider or revoke a provider's eligibility to deliver the School Readiness Program if the provider has been cited for a Class 1 violation by the Department of Children and Families (DCF). The following is the ELC's plan for implementation.

DCF Class 1 violations will be tracked by the ELC through their Service Provider. The Service Provider will monitor violations through child care provider self-reporting, DCF notification and through a report ran monthly in the CARES system listing all providers with Class 1 violations. Monitoring will ensure continuing compliance with ELC standards and in conjunction with plan element V.A.1. Any providers with Class 1 violations will be required to submit a corrective action plan to prevent future violations.

Providers meeting the conditions of Emergency Termination in the Statewide School Readiness Provider Contract, Form OEL-SR 20 will be terminated according to the contract provisions regardless of the number of Class 1 violations to date. Otherwise providers will not be terminated after the first instance of receiving a DCF Class 1 violation. An instance is considered all Class 1 violations resulting from a single incident on a single day.

Providers receiving a Class 1 violation in a 2<sup>nd</sup> instance within a rolling 2-year period may finish the year's SR contract but will not be eligible for SR contract renewal unless corrective action plan (CAP) has been approved by the Service Provider and successfully implemented by the provider.

A CAP for the 2<sup>nd</sup> instance of Class 1 violations will consist of staffing changes, and changes to personnel policies as deemed necessary by the ELC's Service Provider to prevent or reduce the risk of another Class 1 violation if appropriate under the circumstances. All CAP's will also include documentation of at least 8 additional hours of staff training relevant to the area of non-compliance that must be approved by the ELC's Service Provider. To have a CAP considered successfully implemented, the provider must deliver to the Service Provider sign-in/sign-out sheets for the training listing every staff employed at the program as having attended the training. The training may be online or in person but there must be a way to track attendance for a training to be accepted as a CAP. Additionally, a training agenda and short narrative relating the training to the most recent Class 1 violation must be included in the packet sent to the Service Provider. Lastly, documentation concerning the training and its publisher or author must be included in the packet. If the training is self-developed a copy of the training materials must be included but if it is published by a 3<sup>rd</sup> party, information concerning the training and the publisher such as a web link will be sufficient.

All CAP's required for this purpose must be completed prior to a new contract being issued. The CAP and the required training are the sole responsibility of the provider. The ELC and its Service Provider may assist in developing the CAP or in providing the training as resources allow but ultimately the provider is responsible for all aspects of the CAP and the ELC and its Service Provider are responsible for approving the CAP and approving its successful completion. Should the provider choose to not submit a CAP or fail to implement it successfully that provider will not be eligible for contract renewal for at least one year. If there is a third instance of receiving a Class 1 violation within a 2-year rolling period, the provider will be ineligible for School Readiness contract renewal for a period of at least 1 year.

Any provider found ineligible to contract for School Readiness may reapply for the new contract year after having received 2 consecutive DCF inspections containing no Class 1 violations. A provider that contracts for School Readiness after having been ineligible to contract due to Class 1 violations and subsequently has another CLASS 1 violation within the first year of contracting again will be allowed to remain contracted for School Readiness for the remainder of the contract year but will be ineligible to contract again for 5 contract years.

Any provider that is found to be ineligible to contract due to Class 1 violations will be given a copy of the ELC grievance policy either by hard copy or electronically.



OFFICE OF  
**Early Learning**  
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# Early Learning Coalition School Readiness Plan Guide

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## 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.

Each early learning coalition must biennially submit a SR Program plan to the office before spending funds (s.1002.85(2), F.S.). A coalition may not implement its SR Program plan until it receives OEL approval. A coalition may not implement any revision to its SR Program plan until the coalition submits the revised plan to OEL and receives approval. If OEL rejects a plan or revision, the coalition must continue operating under its previously-approved plan.

The coalition may periodically amend its plan as necessary. The coalition must submit an amended plan to OEL and receive approval before incurring any expenses on the new activities proposed in the amendment.

OEL must publish a copy of the standardized format and required content of SR Program plans on its website.

## I. Coalition Operations

### A. Membership

A SR Program plan a coalition submits must describe the coalition's operations, including its membership if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.) and Rule 6M-9.110, FAC.

<b>1.</b>	<p><b>The coalition composition must adhere to minimum and maximum membership requirements.</b> (s. 1002.83(2), F.S.)</p> <p>At least 15 but not more than 30 members shall compose each early learning coalition.</p>
<b>2.</b>	<p><b>The coalition's private sector business membership representation must be more than one-third of the total membership.</b> (s. 1002.83(5), F.S.)</p> <p>Private sector business membership representation includes all private sector non ex-officio board members.</p>
<b>3.</b>	<p><b>The coalition must fill all of the required ex officio positions.</b> (s. 1002.83(4), F.S.)</p> <p>Each early learning coalition must include the following member positions. In a multicounty coalition, multiple non-voting members may fill each ex officio member position, but the coalition may seat only one voting member per position. If an early learning coalition has more than one member representing the same entity, only one may serve as a voting member –</p> <ul style="list-style-type: none"> <li>– A Department of Children and Families regional administrator or a permanent designee authorized to make decisions on the department's behalf.</li> <li>– A district superintendent of schools or a permanent designee authorized to make decisions on the district's behalf.</li> <li>– A regional workforce board executive director or a permanent designee.</li> <li>– A county health department director or designee.</li> <li>– A children's services council or juvenile welfare board chair or executive director, if applicable.</li> <li>– Where applicable, a local licensing agency head as s. 402.302, F.S., defines.</li> <li>– A Florida College System institution president or a permanent designee.</li> <li>– One member that a board of county commissioners or the governing board of a municipality appoints.</li> <li>– A Head Start director.</li> <li>– A private for-profit child care provider representative, including private for-profit family day care homes.</li> <li>– A faith-based child care provider representative.</li> </ul>

	<ul style="list-style-type: none"> <li>– A representative for programs for children with disabilities under the federal Individuals with Disabilities Education Act.</li> <li>– A central agency administrator, where applicable.</li> </ul>
<b>4.</b>	<p><b>If a coalition has a vacancy in any voting ex officio position, the coalition must maintain documentation that it has taken action to fill the position.</b></p> <p>Action may include requesting that the applicable agency designate a member.</p>
<b>5.</b>	<p><b>If the coalition has vacancies in the governor appointee private business sector positions, the coalition (or prospective appointee) must submit appointment applications to the Governor’s Office of Appointments and inform the Office of Early Learning that the application is being submitted. (s. 1002.83(3), F.S.)</b></p> <p>The governor shall appoint the chair and two other members of each early learning coalition. They must each meet the same qualifications as private sector business members the coalition appoints.</p>
<b>6.</b>	<p><b>If the coalition has more than one county represented, the coalition must have representation from each county. (s. 1002.83(10), F.S.)</b></p>
<b>7.</b>	<p><b>Coalitions shall establish terms for all applicable appointed coalition members. (s.1002.83(11), F.S.)</b></p> <p>The coalition must stagger terms and they must be a uniform length that does not exceed four years per term. Coalition chairs shall serve for four years in conjunction with their membership on the Early Learning Advisory Council in compliance with s. 20.052, F.S. Appointed members may serve a maximum of two consecutive terms.</p>
<b>8.</b>	<p><b>If the coalition has a vacancy in one of its appointed positions, the coalition must advertise the vacancy. (s. 1002.83(11), F.S.)</b></p>
<b>B. Business Organization</b>	
A SR Program plan the coalition submits must describe the coalition’s operations, including its business organization if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.).	
<b>1.</b>	<b>The coalition’s organizational chart should include all of the coalition’s business units by title or function.</b>
<b>2.</b>	<b>The coalition’s organizational chart should identify position titles for each position associated with a coalition business unit.</b>
<b>C. Articles of Incorporation</b>	
A SR Program plan the coalition submits must describe the coalition’s operations, including its articles of incorporation if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.).	
<b>1.</b>	<b>If the coalition is organized as a corporation, the coalition’s articles of incorporation <u>shall</u> not conflict with current statute or applicable rules. (ss. 1002.83(2)-(11), F.S.)</b>
<b>D. Bylaws</b>	
A SR Program plan the coalition submits must describe the coalition’s operations, including its bylaws if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.).	
<b>1.</b>	<b>The coalition’s bylaws must align with current statute or applicable rules. (ss. 1002.84(3)-(11), F.S.)</b>

2.	The coalition's bylaws should reference ss. 112.313, 112.3135 and 112.3143, F.S., regarding ethics.
3.	The coalition's bylaws should clearly define the responsibilities of the coalition, its committees and the executive director/chief executive officer.
4.	The coalition's bylaws should address adherence to the public meetings and records law as it relates to board member communications and board/committee meetings. ( <i>s. 286.011(1),(2) and (6), F.S.</i> )
5.	The coalition's bylaws should include a general statement that the articles of incorporation and bylaws are a part of the coalition's plan and any amendments to them constitute an amendment to the plan.
<b>E. Fiscal Agent Contract</b>	
If a coalition is not organized as a corporation or other business entity, its plan must include the contract with a fiscal agent ( <i>s. 1002.85(2)(a), F.S.</i> ).	
1.	Coalitions will submit the fiscal agent contract, if applicable.
<b>F. Procurement</b>	
A SR Program plan the coalition submits must include updated policies and procedures, including those governing procurement ( <i>s. 1002.85(2)(g), F.S.</i> ).	
1.	<p><b>The coalition's policy must align with federal regulation, state statute and rule requirements.</b> (<i>s. 1002.84(12), F.S.</i>)</p> <p>A coalition must comply with federal procurement requirements and the ss. 215.971, 287.057 and 287.058, F.S., procurement requirements. However, an early learning coalition does not have to competitively procure direct services for SR Program providers.</p>
2.	<p><b>The coalition's policy must establish grant manager responsibilities.</b> (<i>s. 215.971, F.S.</i>)</p> <p>For each agreement of federal or state financial assistance funds, the state agency or sub-recipient shall designate an employee to function as a grant manager. The grant manager shall be responsible for enforcing performance of the agreement's terms and conditions and shall serve as a liaison with the recipient or subrecipient.</p>
3.	<b>The coalition's policy must establish who has the authority to procure commodities and services.</b>
4.	<b>The coalition's policy must establish adequate procedures for separating contract management and fiscal management duties.</b>
5.	<b>The coalition's policy must establish limits for how much coalition staff may spend before seeking review and approval.</b>
6.	<b>The coalition's policy must establish how the coalition will address conflicts of interest and related party contracts based on regulations, state statute and rule.</b> ( <i>ss. 112.3143(1)(c) and 1002.84 (20), F.S.</i> )
7.	<b>The coalition's policy must establish how the coalition will maintain (content and duration) procurement files.</b>

**G. Tangible Personal Property Maintenance**

A SR Program plan the coalition submits must include policies and procedures, including those governing tangible personal property maintenance (*s. 1002.85(2)(g), F.S.*).

<b>1.</b>	<p><b>The coalition’s policy must align with requirements stipulated in applicable federal regulations, state statute and rule.</b></p> <p>Tangible personal properties purchased solely with state funds (e.g., VPK funds) must apply all applicable requirements that Chapter 274, F.S., and Rule Chapter 69I-73, FAC, describe. Tangible personal properties purchased solely with federal funds (e.g., SR funds) must apply all applicable requirements that 45 CFR Part 74, Chapter 274, F.S., and Rule Chapter 69I-73, FAC, describe. When entities combine funding for purchasing tangible property, the more restrictive requirements apply.</p>
<b>2.</b>	<p><b>The coalition’s policy must establish custodian and custodian delegate responsibilities for managing tangible personal property.</b></p> <ul style="list-style-type: none"> <li>– <b>Custodian</b> – The person or agency entitled to lawful custody of tangible personal property.</li> <li>– <b>Custodian delegate</b> – The person acting under the custodian’s supervision to whom the custodian has delegated property custody, and from whom the custodian receives custody receipts.</li> </ul>
<b>3.</b>	<p><b>The coalition’s policy must establish the requirement to maintain adequate property records of property in the coalition/subrecipient’s custody.</b></p> <p>Statute and rule require each entity to maintain adequate records of property in its custody (<i>Chapter 274, F.S., and Rule Chapter 69I-73, FAC</i>).</p>
<b>4.</b>	<p><b>The coalition’s policy must establish the minimum information required for each record of property.</b></p> <p>Each property record entered at the time of the purchase transaction must include</p> <ul style="list-style-type: none"> <li>– Identification number.</li> <li>– Item or items description.</li> <li>– Physical location.</li> <li>– Name of custodian with assigned responsibility for the item.</li> <li>– In the case of a property group, the number and description of the component items comprising the group.</li> <li>– Name, make or manufacturer, if applicable.</li> <li>– Year or model(s), if applicable.</li> <li>– Manufacturer’s serial number(s), if any, and if an automobile, vehicle identification number (VIN) and title certificate number, if applicable.</li> <li>– Date acquired.</li> <li>– Item’s cost or value at the acquisition date.</li> <li>– Acquisition method and, for purchased items, the voucher and check or warrant number.</li> <li>– Date the coalition last physically inventoried the item and the item’s condition at that date.</li> <li>– If disposed of, use or refer to the information in Rule 69I-73.005, FAC.</li> <li>– The coalition or contractor may include any additional information on the individual property record.</li> </ul>
<b>5.</b>	<p><b>The coalition’s policy must establish periodic physical inventory requirements that comply with Rule Chapter 69I-73, FAC.</b></p> <p>Rule Chapter 69I-73, FAC, requires that each entity conduct a physical equipment inventory at least once per year and whenever there is a custodian or custodian’s delegate change.</p>

<b>6.</b>	<p><b>The coalition’s policy must establish maintenance procedures.</b></p> <p>Federal regulations require that the custodian implement adequate maintenance procedures to keep the equipment in good condition. OEL staff or independent contracted auditors/monitors may review support documentation to ensure compliance with this requirement.</p>
<b>7.</b>	<p><b>The coalition’s policy must account for lost or stolen grant-purchased property.</b></p> <p>Upon completing a physical inventory or other discovery, the custodian must reconcile inventory records as appropriate. This includes comparing the data listed on the inventory forms with the individual property records. The custodian must investigate noted differences such as location, condition and custodian and correct as appropriate. Alternatively, the custodian must relocate the item to its assigned location and custodian in the individual property record. The custodian must promptly report to management, for thorough investigation, items not located during the inventory process. If the investigation determines that someone stole or may have stolen the item, the custodian must update the individual property record at the time of determination and file a report with the appropriate law enforcement agency describing the missing item and circumstances surrounding its disappearance.</p>
<b>8.</b>	<p><b>The coalition’s policy must establish disposition of property.</b></p> <p>If the custodian does not need the equipment, the custodian must –</p> <ul style="list-style-type: none"> <li>– Follow the coalition or contractor’s disposition policy that complies with Chapters 274.05, 274.06 and 274.07, F.S.</li> <li>– If there is no disposition policy in place, submit a request to OEL for approval prior to disposition.</li> <li>– Record on the individual property record for each item <ul style="list-style-type: none"> <li>• Disposition date.</li> <li>• Disposition authority (governing body resolution properly recorded in the minutes as Chapter 274.07, F.S., requires).</li> <li>• Disposition manner (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).</li> <li>• Identity of the employee(s) witnessing the disposition, if cannibalized (e.g., the process of dismantling portions or components of a property item to repair, replace, upgrade or extend the useful life of other property items), scrapped or destroyed.</li> <li>• For disposed items, a notation identifying any related transactions (e.g., receipt for item sale, insurance recovery, trade-in).</li> <li>• For property certified as surplus, reference to documentation showing that the coalition or contractor disposed of such property as Chapters 274.05 or 274.06, F.S., require.</li> </ul> </li> </ul>
<b>9.</b>	<p><b>The coalition’s policy must establish priority of disposition.</b></p> <p>When no longer needed for the original project or program, the custodian must use the equipment in connection with its other federally-sponsored activities, if any, in the following order of priority –</p> <ul style="list-style-type: none"> <li>– Programs, projects or activities the Health and Human Services (HHS) awarding agency sponsors.</li> <li>– Programs, projects or activities other HHS awarding agencies sponsor.</li> <li>– Programs, projects or activities other federal agencies sponsor.</li> </ul>
<b>10.</b>	<p><b>The coalition’s policy must establish transfer of property and property records.</b></p>

	<p>A coalition or contractor must document the transfer of grant-purchased property from one office to another, or from one location to another within the same coalition. The coalition or contractor must do this by updating the new physical location on the Master Property Inventory List and the Property Tag Assignment Form.</p> <p>The coalition or contractor must transfer to a disposed property file, upon item disposition, the individual property record for each item. The coalition or contractor must maintain such records for five years after disposition.</p>
<b>H. Records Maintenance</b> A SR Program plan a coalition submits must include updated policies and procedures, including those governing records maintenance ( <i>s. 1002.85(2)(g), F.S.</i> ).	
1.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR eligibility and enrollment files.</b> (<i>s. 1002.84(9), F.S.</i>)</p> <p>A coalition must establish proper records maintenance related to eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p>
2.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR attendance records (i.e. sign-in/sign-out sheets).</b> (<i>s. 1002.84(10), F.S.</i>)</p> <p>A coalition must establish a records retention requirement for sign-in and sign-out records consistent with state and federal law. Coalitions may not alter or amend attendance records after Dec. 31 of the subsequent year.</p>
3.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR provider agreements and payments.</b> (<i>s. 1002.84(9), F.S.</i>)</p> <p>A coalition must establish proper records maintenance regarding eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p>
4.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding background screening reports per the current Grant Agreement between OEL and early learning coalitions.</b> (<i>s. 1002.84(9), F.S.</i>)</p> <p>A coalition must establish proper records maintenance regarding eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p> <p>A coalition must maintain on file at the coalition, for appropriate monitoring and audit purposes, verification of all coalition and subrecipient/contractor, if applicable, personnel assigned to work on this contract.</p>
5.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding record confidentiality per the current Grant Agreement between OEL and early learning coalitions.</b></p>
6.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding custodial, preservation and retention requirements based on s. 119.021(1), F.S.</b></p> <p>(1) Public records shall be maintained and preserved as follows:  (a) All public records should be kept in the buildings in which they are ordinarily used.</p>

	<p>(b) Insofar as practicable, a custodian of public records of vital, permanent, or archival records shall keep them in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials and in such arrangement as to be easily accessible for convenient use.</p> <p>(c) 1. Record books should be copied or repaired, renovated, or rebound if worn, mutilated, damaged, or difficult to read.</p> <p>2. Whenever any state, county, or municipal records are in need of repair, restoration, or rebinding, the head of the concerned state agency, department, board, or commission; the board of county commissioners of such county; or the governing body of such municipality may authorize that such records be removed from the building or office in which such records are ordinarily kept for the length of time required to repair, restore, or rebind them.</p> <p>3. Any public official who causes a record book to be copied shall attest and certify under oath that the copy is an accurate copy of the original book. The copy shall then have the force and effect of the original.</p>
7.	<b>The coalition's policy must establish proper records maintenance and retention regarding coalition monitoring processes, tools, schedules and reports for its SR, and CCRR programs.</b>
8.	<b>The coalition's policy must establish proper records maintenance and retention regarding audit reports based on Florida's Single Audit Act, s. 215.97, F.S.</b>
<b>I. Information Technology Security Controls</b>	
A SR Program plan a coalition submits must include updated policies and procedures, including those governing information technology security ( <i>s. 1002.85(2)(g), F.S.</i> ).	
1.	<b>The coalition's policy shall align with the requirements of the Grant Agreement between OEL and early learning coalitions.</b>
<b>J. Disbursement Controls</b>	
A SR Program plan a coalition submits must include updated policies and procedures, including those governing disbursement controls ( <i>s. 1002.85(2)(g), F.S.</i> ).	
1.	<b>The coalition's written disbursement policies and procedures will use fiscal control and fund accounting procedures that will confirm proper disbursement of, and accounting for, federal and state funds paid to the coalition for early learning programs as required by the current Grant Agreement between OEL and early learning coalitions.</b>
<b>II. Implementation</b>	
<b>A. Minimum Children to be Served by Care Level</b>	
A SR Program plan a coalition submits must describe the minimum number of children the coalition will serve by care level ( <i>s. 1002.85(2)(b), F.S.</i> ).	
1.	<b>A SR Program plan a coalition submits must describe the minimum number of children the coalition will serve by care level. (<i>s. 1002.85(2)(b), F.S.</i>)</b>
<b>B. School Readiness Application and Waiting List Procedures</b>	
A SR Program plan a coalition submits must describe its procedures for implementing school readiness application and waiting list procedures ( <i>s. 1002.85(2)(c)1-2., F.S.; Rule 6M-4.300, FAC.</i> ).	



<p><b>1.</b></p>	<p><b>Coalitions will upload their current waiting list policies and procedures.</b></p> <p>Section 1002.82, F.S., and Rule 6M-4.300, FAC, require the statewide data information program to include a single point of entry.</p> <p>“Single point of entry” also known as the Family Portal, means the process established under Section 1002.81(14), F.S., for a parent wanting to apply for the school readiness program (<i>s. 1002.81(14), F.S.; Rule 6M-4.300, FAC</i>).</p> <p>All parents requesting school readiness program services must first complete the prequalifying questions before completing the School Readiness Application, if applicable, and submit it through the single point of entry available at the following web address: <a href="https://familyservices.floridaeearlylearning.com">https://familyservices.floridaeearlylearning.com</a>.</p> <p>If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to complete the School Readiness Application.</p> <p>Upon completion of the School Readiness Application, parents must submit at least one document to complete the application process. The document may be a current paystub, a verification of employment statement, written statement from employer, school enrollment or class registration, or documentation of a temporary or permanent disability.</p>
<p><b>2.</b></p>	<p><b>The policy and/or procedure establishes a prequalification screening for eligibility to determine whether or not a family is potentially eligible for services. The prequalification screening shall be at a minimum the family’s statement of income, family size, and type of service requested.</b></p> <p>If the coalition determines that the family is potentially eligible based on their application and funding is available, the coalition shall conduct an eligibility determination pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C. Upon determining the family eligible for the school readiness program, the child is eligible for enrollment with a provider delivering the school readiness program. The coalition shall indicate the required supporting documents for eligibility determination pursuant to Rule 6M-4.208, F.A.C.</p> <p>If the family is potentially eligible and funding is not available, the coalition shall place the child on its waiting list.</p> <p>If the family is not potentially eligible, the coalition shall offer the parent CCR&amp;R services pursuant to Rule 6M-9.300, F.A.C.</p> <p><i>Please note: all families requesting services shall be provided CCR&amp;R services.</i></p> <p>The early learning coalition shall review each submitted application and required documentation within 20 calendar days of receipt to determine if the parent is potentially eligible pursuant to Section 1002.87(1), F.S. The early learning coalition shall notify the parent if the eligibility criteria have or have not been met.</p>
<p><b>3.</b></p>	<p><b>The policy or procedure requires placing eligible children on the waiting list on a first-come, first-serve basis, based on the date of the submitted application, the potential eligibility category and priority categories specified in Section 1002.87(1)(a), F.S. and the age of the child.</b></p> <p>The coalition’s policy or procedures shall establish a methodology for prioritizing the waiting list according to eligibility category.</p> <p>A coalition may establish local service priorities within one of the above referenced priority groups.</p>
<p><b>4.</b></p>	<p><b>The policy establishes procedures for waiting list revalidation.</b></p>

	<p>At least once every six (6) months from the date the family was initially placed on the waiting list or from the last revalidation date the coalition shall contact the parent and request the parent to submit updated information regarding eligibility status.</p> <p>The coalition shall notify the parent within 30 calendar days prior to the revalidation date.</p>
<b>5.</b>	<p><b>The policy establishes procedures for removal from the waiting list.</b></p> <p>Notification shall include the reason why the family was not placed on the waiting list or why the family or child was removed from the waiting list.</p> <p>A family will be removed from the waiting list under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Failure to maintain accurate contact information;</li> <li>2. Failure to meet the school readiness eligibility requirements as specified in Section 1002.87(1), F.S.;</li> <li>3. Failure to confirm information by the due date indicated on the notification;</li> <li>4. Over age limitations. Any child on the waiting list age 13 or older will be removed from the waiting list;</li> <li>5. School readiness services no longer needed. The parent indicates, via email, fax, mail, telephone or in person, that school readiness services are no longer needed;</li> <li>6. The parent does not respond to the notification for available funding by the due date;</li> <li>7. The family no longer resides in the coalition's service delivery area; or</li> <li>8. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding. Enrollment in the school readiness program will be on a first-come, first-serve basis pursuant to Section 1002.87(1), F.S.</li> </ol>
<b>6.</b>	<p><b>The policy and procedures establish a process for reapplication to the waiting list.</b></p> <p>If a family is removed from the waiting list, a parent must reapply for school readiness services and shall be screened for eligibility according to subsection (3) to be placed back onto the waiting list and receive a new waiting list date.</p> <p>If a family on the waiting list of a coalition moves out of the coalition's service area, the family shall reapply for eligibility services with the coalition operating in the family's new location. The family will receive a new waiting list date with the coalition offering services in the new location.</p>
<b>7.</b>	<p><b>The policy establishes that an unborn child is not eligible for the waiting list.</b></p>

**C. Eligibility and Enrollment Policies and Procedures**

A SR Program plan a coalition submits must describe its procedures for implementing eligibility and enrollment processes and local eligibility priorities for children (*s. 1002.85(2)(c)3., F.S.*).

<b>1.</b>	<p><b>The coalition must have clearly defined and written eligibility enrollment procedures that reflect the eligibility priority categories and local eligibility priorities for serving children in the SR Program. (<i>ss. 1002.84(7); 1002.85(2) (j) and 1002.87, F.S.</i>)</b></p> <p>A coalition shall determine child eligibility based on s. 1002.87 and 1002.85(2)(j), F.S.</p> <p>Section 1002.87, F.S., requires a coalition to assign priority in the following order –</p> <ol style="list-style-type: none"> <li>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 and subject to the federal work requirements.</li> <li>b) Priority shall be given next to an at-risk child younger than 9 years of age.</li> <li>c) Subsequent priority shall be given, based on an early learning coalition's local priorities identified under s.1002.85(2)(j), FS, to children who meet the following criteria:</li> </ol>
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	<ol style="list-style-type: none"> <li>1. 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 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 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 a coalition for funding direct services.</li> <li>2. 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, of a parent who transitions from the work program into employment.</li> <li>3. 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 SR Program within eligibility priority category listed in paragraphs (a) and (b) and subparagraph (c)1 shall be given priority over other children who are eligible under this paragraph.</li> <li>4. A child who is younger than 13 years of age from a working family that is economically disadvantaged.</li> <li>5. A child, who is younger than 13 years of age, of a parent who transitions from the work program into employment.</li> <li>6. 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 at least 3 years of age but is not yet eligible for admission to kindergarten in a public school.</li> <li>7. A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs (c)(1) and (c)(2) but who is also enrolled concurrently in the federal Head Start Program and the VPK Program.</li> </ol>
2.	<p><b>The coalition must include an assessment of local priorities within the county or multi-county region based on the needs of families and provider capacity using available community data. 1002.85(2)(j), F.S.</b></p> <p>The community assessment shall not be more than three years old and must include, at a minimum, the collection and analysis of the following information about the coalition's service area:</p> <ol style="list-style-type: none"> <li>1) The demographic make-up of eligible children/families and unique populations, including their estimated number and geographic location;</li> <li>2) Other child development and early learning programs that are serving eligible children, including public and private programs, and the approximate number of eligible children served by each;</li> <li>3) Data regarding the education and social service needs of eligible children and their families, including children with disabilities and special needs; and</li> <li>4) Resources in the community that could be used to address the needs of children and their families, including assessments of their availability and accessibility.</li> </ol> <p>Coalitions are encouraged to work collaboratively with community partners to develop the community assessment. In many cases, community partners (e.g., Head Start, Healthy Start, and Children's Services Councils) may have similar requirements for community assessments.</p> <p>Coalitions shall identify local priorities from subsection 1002.87(1)(c) through information gained from completing the community assessment.</p>
3.	<p><b>The coalition must have written policies and procedures that comply with s. 1002.87(7), F.S., and the OEL Grant Agreement for disenrolling SR children from SR services. (ss. 1002.81(5) and 1002.87(7), F.S.; OEL Grant Agreement)</b></p> <p>"Disenrollment" means removing, either temporarily or permanently, a child from participation in the SR Program. A coalition may remove a child from the SR Program in accordance with 6M-4.200(6), FAC.</p>

4.	<b>The coalition’s written eligibility determination and redetermination policies and procedures must align with rules and statutes.</b> ( <i>ss. 1002.81 and 1002.87, F.S., and Rules 6M-4.200 and 6M-4.208, FAC.</i> )
<b>D. Parent Access and Choice</b>	
A SR Program plan a coalition submits must describe its procedures for implementing parent access and choice ( <i>s. 1002.85(2)(c)4., F.S.</i> ).	
1.	<p><b>The coalition’s policy or procedure must require and document that it will inform parents about a parent’s right to choose from a variety of legally operating child care categories.</b> (<i>45 CFR s. 98.30; s. 1002.82(2)(b), F.S.</i>)</p> <p>Preserve parental choice by permitting parents to choose from a variety of child care categories, including center-based care, family child care and informal child care to the extent authorized in the state’s Child Care and Development Fund (CCDF) Plan as the United States Department of Health and Human Services approved, based on 45 CFR s. 98.18. None of the categories may limit or exclude a faith-based provider’s care and curriculum.</p> <ul style="list-style-type: none"> <li>(a) The parent or parents of an eligible child who receives or is offered child care services shall be offered a choice: <ul style="list-style-type: none"> <li>(1) To enroll the child with an eligible child care provider that has a grant or contract for the provision of such services, if such services are available; or</li> <li>(2) To receive a child care certificate as defined in § <a href="#">98.2</a>. Such choice shall be offered any time that child care services are made available to a parent.</li> </ul> </li> <li>(b) When a parent elects to enroll the child with a provider that has a grant or contract for the provision of child care services, the child will be enrolled with the provider selected by the parent to the maximum extent practicable.</li> <li>(c) In cases in which a parent elects to use a child care certificate, such certificate: <ul style="list-style-type: none"> <li>(1) Will be issued directly to the parent;</li> <li>(2) Shall be of a value commensurate with the subsidy value of the child care services provided under paragraph (a)(1) of this section;</li> <li>(3) May be used as a deposit for child care services if such a deposit is required of other children being cared for by the provider;</li> <li>(4) May be used for child care services provided by a sectarian organization or agency, including those that engage in religious activities, if those services are chosen by the parent;</li> <li>(5) May be expended by providers for any sectarian purpose or activity that is part of the child care services, including sectarian worship or instruction;</li> <li>(6) Shall not be considered a grant or contract to a provider but shall be considered assistance to the parent.</li> </ul> </li> <li>(d) Child care certificates shall be made available to any parents offered child care services.</li> <li>(e) (1) For child care services, certificates under paragraph (a)(2) of this section shall permit parents to choose from a variety of child care categories, including – <ul style="list-style-type: none"> <li>(i.) Center-based child care;</li> <li>(ii.) Group home child care;</li> <li>(iii.) Family child care; and</li> <li>(iv.) In-home child care, with limitations, if any, imposed by the Lead Agency and described in its Plan at § <a href="#">98.16(g)(2)</a>. Under each of the above categories, care by a sectarian provider may not be limited or excluded.</li> </ul> </li> <li>(7) Lead Agencies shall provide information regarding the range of provider options under paragraph (e)(1) of this section, including care by sectarian providers and relatives, to families offered child care services.</li> <li>(f) With respect to State and local regulatory requirements under § 98.40, health and safety requirements under § 98.41, and payment rates under § 98.43, CCDF funds will not be available to a Lead Agency if State or</li> </ul>

	<p>local rules, procedures or other requirements promulgated for purposes of the CCDF significantly restrict parental choice by –</p> <ol style="list-style-type: none"> <li>(1) Expressly or effectively excluding – <ol style="list-style-type: none"> <li>(i.) Any category of care or type of provider, as defined in § 98.2; or</li> <li>(ii.) Any type of provider within a category of care; or</li> </ol> </li> <li>(2) Having the effect of limiting parental access to or choice from among such categories of care or types of providers, as defined in § 98.2; or</li> <li>(3) Excluding a significant number of providers in any category of care or of any type as defined in § 98.2.</li> </ol>
2.	<p><b>The coalition’s policy and or procedure must require and document that the coalition inform parents about a parent’s right to unlimited access to his or her child during normal hours of provider operation and whenever the child is in the provider’s care. (45 C.F.R. s. 98.31)</b></p> <p>The lead agency shall have in effect procedures to ensure that child care service providers who receive SR program funds allow parents unlimited access to their children, and to the providers caring for their children. Providers must grant this access during normal provider operation hours and whenever the children are in the provider’s care.</p> <p>Custodial parent or guardian access to children while in the care of any legally operating provider, regardless of whether receiving financial assistance through the Child Care and Development Fund, is an enforceable requirement of ss. 402.305, 402.313 and 402.3131, F. S.; Chapters 65C-20 and 65C-22, FAC; each grant award with early learning coalitions; and the Redlands Christian Migrant Association (RCMA) contract.</p>

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

A SR Program plan a coalition submits must describe its procedures for implementing a sliding fee scale and policies on applying the waiver or reduction of fees based on s. 1002.84(8), F.S., (s. 1002.85(2)(c)5., F.S.).

1.	<p><b>The coalition must base its sliding fee scale on the income thresholds from the most current OEL release of the federal poverty level (FPL).</b></p> <p>HHS annually revises the FPL and publishes this information in the Federal Register. The FPL specifies that “these guidelines go into effect on the day they are published unless an office administering a program using the guidelines specifies a different effective date for that particular program.” (The most recent FPL is available at <a href="https://aspe.hhs.gov/poverty-guidelines">https://aspe.hhs.gov/poverty-guidelines</a> )</p>
2.	<p><b>For each family co-payment listed on the sliding fee scale, the co-payment is less than or equal to 10 percent of the family’s income, regardless of the number of children in care. If the coalition’s proposed sliding fee scale does exceed 10 percent of family income, the coalition must provide justification of how the sliding fee scale meets the federal requirement that the copayment be affordable, prior to OEL approving the proposed sliding fee scale.</b></p> <p>OEL encourages coalitions to analyze their parent co-payments in order to make informed decisions in implementing their new sliding fee scales based on the 2013 Federal Poverty Level (FPL). Implementing a graduated sliding fee scale could help better prepare families as they move toward economic self-sufficiency.</p> <p>Rule 6M-4.400(1)(a), FAC, provides additional instruction on establishing a coalition’s sliding fee scale, stating that a “coalition’s sliding fee scale must be set at a level that provides economically disadvantaged families equal access to the care available to families whose income is high enough not to qualify for financial assistance for school readiness services.” The total amount of a family’s copayment for services based upon the sliding fee scale may not exceed 10 percent of the family’s income, regardless of the number of children in care during the 12-months of eligibility. If the coalition’s proposed sliding fee scale does exceed 10 percent of family income, the coalition must provide justification of how the sliding fee scale meets the federal requirement that the copayment be affordable, prior to OEL approving the proposed sliding fee scale.</p>

<b>3.</b>	<p><b>Coalitions may only waive family copayments on a case-by-case basis.</b></p> <p>A-coalition shall establish a parent sliding fee scale that requires a parent copayment to participate in the SR Program. Providers must collect the parent’s copayment.</p>
<b>4.</b>	<p><b>A coalition will establish special circumstances for which it will waive family copayments that are consistent with the examples from s. 1002.84(8), F.S., and Rule 6M-4.400, FAC.</b></p> <p>A coalition may, on a case-by-case basis, waive the copayment for an at-risk child or temporarily waive the copayment for a child whose family experiences a natural disaster or an event that limits the parent’s ability to pay. Examples are incarceration, placement in residential treatment or becoming homeless; an emergency situation such as a household fire or burglary; or while the parent participates in parenting classes.</p> <p>Coalition copayment waiver policies must outline procedures for obtaining and documenting copayment waivers.</p>
<b>5.</b>	<p><b>A coalition must submit the sliding fee scale in the format prescribed by OEL.</b></p> <p>The sliding fee scale should indicate the coalition name, county name and effective revised sliding fee scale date. The revised sliding fee scale effective date must be no later than July 1 of each fiscal year. Each coalition should submit its sliding fee scale to OEL no later than May 15 of each year.</p> <p>A coalition’s sliding fee scale must reflect parent fees for families with an income up to 85% of the State Median Income (SMI).</p>
<p><b><i>F. Child Screening</i></b></p> <p>A SR Program plan a coalition submits must describe its policies and procedures for implementing child screenings. (1002.82(2)(f)2 and 1002.85, F.S.; Rule 6M-4.720, FAC.)</p>	
<b>1.</b>	<p><b>All children must receive a developmental screening within 45 days of enrollme</b></p> <p>Each early learning coalition shall coordinate with parents or providers to complete initial screening for each child, aged six weeks to age of kindergarten eligibility. Children shall be screened no later than 45 calendar days after:</p> <ul style="list-style-type: none"> <li>• His or her first enrollment in the School Readiness program; or</li> <li>• Subsequent enrollment after being terminated or withdrawn from the School Readiness program.</li> </ul> <p>If a child, aged six weeks to age of kindergarten eligibility, is again enrolled in the School Readiness program after prior termination or withdrawal, the coalition must determine if the child has been screened in accordance with the subsequent screening intervals identified in paragraph (2)(f), no later than 45 calendar days after subsequent enrollment.</p>
<b>2.</b>	<p><b>All parents must be provided the screening results in writing.</b> (Rule 6M-4.720(2)(b)-(c))</p> <p>Each early learning coalition shall provide, in writing, or shall require a child care provider to provide in writing, the screening results for each child to the child’s parent. Early learning coalitions shall make staff persons available to explain screening results if requested by a parent.</p>
<b>3.</b>	<p><b>The coalition must document if a parent declines to have his or her child screened.</b> (Rule 6M-4.720(2)(d), FAC)</p> <p>The coalition’s screening policy and procedures must contain an option for the parent to decline screening.</p> <p>If a parent submits the form to the child care provider, the child care provider shall submit a copy of the form to the early learning coalition no later than 30 calendar days after receipt.</p>

	<p>The coalition shall maintain Form OEL-SR 24 or the coalition’s local form in the client’s file.</p> <p>A parent’s screening decision remains in effect if a child changes SR providers within an early learning coalition’s service delivery area.</p>
4.	<p><b>The coalition must initiate individualized supports within 60 calendar days for children showing concerning screening results. (Rule 6M-4.720(5), FAC)</b></p> <p>Individualized services must include, at a minimum, one of the following –</p> <ul style="list-style-type: none"> <li>• Additional screening or assessment.</li> <li>• Individualized learning plan.</li> <li>• Suggested developmental activities for parents or providers.</li> <li>• Observations and accommodations in the early learning program.</li> <li>• Parent education.</li> <li>• Referrals to early intervention or specialized care.</li> </ul>
5.	<p><b>The coalition must have a process to verify that each parent of a child who receives a referral services notification of the referral in writing. (Rule 6M-4.720(5), FAC)</b></p> <p>Each coalition shall notify or require a child care provider to notify, in writing, the parent of a child who receives a referral. The notification must include, at a minimum, areas identified through the screening that are concerning, and local contact information for the appropriate referral agency.</p> <p>The coalition must offer to contact the appropriate referral agency. Either the coalition or the child care provider must document the parent’s choice of “yes” or “no” regarding receiving additional help, the parent’s name, the date and the child’s name.</p>
<p><b>G. Program Assessment</b></p> <p>A SR Program plan a coalition submits must describe its procedures for implementing the program assessment requirement for potential providers and current providers to be eligible to deliver the SR Program. (1002.82(2)(n); 1002.85 and 1002.88(1)(h), F.S.)</p>	
1.	<p><b>An early learning coalition shall require providers to participate in program assessments as determined by OEL in order to be eligible to deliver the SR Program. (s. 1002.82(2)(n) and 1002.88(1)(h), F.S.)</b></p> <p>Section 1002.82(2)(n), F.S., requires OEL to, “Adopt a program assessment for school readiness program providers that measure the quality of teacher-child interactions, including emotional and behavioral support, engaged support for learning, classroom organization, and instructions support for children ages birth to 5 years.”</p> <p>OEL will identify a program assessment that includes quality measures. OEL will establish a minimum scoring threshold for contracting purposes and program improvement through a program improvement plan (Quality Improvement Plan). OEL will establish requirements for program participation, frequency of program assessments, and exemptions to program assessments. The coalition’s policies and procedures must describe how the coalition will implement the program assessment requirements, including provisions for termination for cause for up to 5 years.</p>
<p><b>H. Use of Observation-Based Child Assessment</b></p> <p>A SR Program plan a coalition submits must describe its procedures for implementing a child assessment for use at least three times a year. (s. 1002.85(2)(c)6, F.S.).</p>	

1.	<p><b>If specified in the coalition’s approved plan, an early learning coalition shall implement an age-appropriate ongoing assessment of children. (<i>s. 1002.84(6), F.S.</i>)</b></p> <p>Section 1002.82(2)(k), F.S., requires OEL to, Identify observation based child assessments that are valid, reliable, and developmentally appropriate for use at least three times a year. The coalition must explain how it solicits voluntary participation. A coalition may not require a provider to administer a child assessment (<i>s. 1002.88(3)(c), F.S.</i>).</p> <p>OEL will identify a list of assessments as valid, reliable, and developmentally appropriate for use three times per year.</p> <p>The early learning coalition must identify:</p> <ul style="list-style-type: none"> <li>– What tool/tools are used for the child assessments</li> <li>– How it solicits voluntary participation</li> </ul>
<p><b>I. Provider Payment Rates</b></p> <p>A SR Program plan a coalition submits must describe its procedures for implementing payment rate (<i>s. 1002.85(2)(c)7., F.S.</i>).</p>	
1.	<p><b>The coalition’s policy should establish the procedures for implementing payment rate changes. The procedures should take into consideration how a rate increase or decrease will impact the coalition’s financial status.</b></p>
2.	<p><b>The payment schedule must take into consideration the average market rate and include the projected number of children the coalition will serve. Coalitions shall reimburse informal child care arrangements at not more than 50 percent of the rate adopted for a family day care home. (<i>ss. 1002.84(16), F.S. and 1002.895, F.S.</i>).</b></p>
3.	<p><b>The coalition’s policy must establish that the provider payment rate schedule includes type-differentiated rates, including rates for providers holding a Gold Seal Quality Care designation and rates for participation in a quality improvement program; children with special needs; full-time and part-time differentiated rates; rates for informal child care arrangements that the coalition reimburses at not more than 50 percent of the rate adopted for a family day care home; and rates that consider discounts for multiple children in a single family. (<i>s. 1002.895, F.S.</i>)</b></p> <ul style="list-style-type: none"> <li>– The market rate schedule, at a minimum, must – <ul style="list-style-type: none"> <li>• Differentiate rates by type, including a child care provider who holds a Gold Seal Quality Care designation under s. 402.281, F.S.; a child care facility licensed under s. 402.305, F.S.; a public or nonpublic school exempt from licensure under s. 402.3025, F.S.; a faith-based child care facility exempt from licensure under s. 402.316, F.S., who does not hold a Gold Seal Quality Care designation; a large family child care home licensed under s. 402.3131, F.S.; or a family day care home licensed or registered under s. 402.313, F.S. Coalitions shall negotiate Gold Seal rates up to 20 percent above the licensed center payment rate. However, the Gold Seal rates may not exceed the private pay rate for licensed center care.</li> <li>• Differentiate rates by the type of child care services provided for children with special needs or risk categories, infants, toddlers, preschool-age children and school-age children. Coalitions shall negotiate special needs rates up to 20 percent above the licensed center infant payment rate. However, the special needs rates may not exceed the private pay rate for licensed center infant care.</li> <li>• Differentiate rates between full-time and part-time child care services.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>Consider discounted rates for child care services for multiple children in a single family.</li> <li>The coalition must base the market rate schedule exclusively on the prices charged for child care services.</li> <li>An early learning coalition shall consider the market rate schedule in adopting a payment schedule. The payment schedule must take into consideration the average market rate and include the projected number of children the coalition will serve. The coalition must submit the market rate schedule to OEL for approval. The coalition shall reimburse informal child care arrangements at not more than 50 percent of the rate adopted for a family day care home.</li> </ul>
4.	<p><b>As applicable, a coalition's policy may establish a provider payment rate schedule for quality improvement. A coalition may differentiate rates for providers offering higher quality care through documented participation in a quality improvement activity approved by the Office of Early Learning.</b></p> <ul style="list-style-type: none"> <li>The reimbursement rate for a quality improvement differential shall be in accordance with 6M-4.500, FAC.</li> </ul>
<p><b>J. Contracted Slots</b> A SR Program plan a coalition submits must include policies and procedures regarding implementation of the Contracted Slots Program based on the community assessment, as applicable (s. 1002.85(2)(c)8., F.S.).</p>	
1.	<p>If the coalition has providers participating in the Contracted Slots Program, the coalition must describe and submit a contracted slots policy and procedure on how the use of Contracted Slots are based on the community assessment conducted in accordance with plan element II.C.2. The coalition is responsible for selecting eligible provider participants in the program based on the community assessment.</p>
<h3>III. Quality Activities and Services</h3>	
<p><b>A. Child Care Resource and Referral (CCR&amp;R) and School-Aged Care</b> A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for resource and referral and school-age children (s. 1002.85(2)(d)1., F.S.).</p>	
1.	<p><b>The coalition must submit a description of its quality activities for resource and referral and school-aged care with its SR Program plan. (s. 1002.85(2)(d)1., F.S.)</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for resource and referral and school-age children. Coalition activities may only include developing, establishing, expanding, operating and coordinating CCR&amp;R services specifically related to providing thorough education to parents and the public (s. 1002.89(6)(b), F.S.)</p> <ul style="list-style-type: none"> <li>CCR&amp;R services that increase parental choice by helping families identify quality early learning programs and locate a provider who meets the family's needs.</li> <li>Services that provide child care referrals customized to meeting each family's needs, as well as offering referrals and information about other services available in local communities.</li> <li>Activities to improve the quality and availability of inclusive child care, including resource and referral for early special needs intervention, special needs referrals, warm line contact information and other activities that facilitate inclusion.</li> </ul>
2.	<p><b>The coalition's description of quality activities should align with what the coalition reported in the most recent projected budget. (s. 1002.89(6), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97QI4.</p>

	Section 1002.89(6), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may use no more than 5 percent of funds (total allocation) for administrative costs and may use no more than 22 percent of the funds in any fiscal year for any combination of administrative costs, quality activities and nondirect services.
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	<b><i>B. Infant and Toddler Early Learning Programs</i></b>
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A SR Program plan a coalition submits must include a detailed description of the coalition’s quality activities and services for infant and toddler early learning (s. 1002.85(2)(d)2., F.S.).

<b>1.</b>	<p><b>The coalition must submit a description of its quality activities for infant and toddler early learning with its SR Program plan.</b> (s. 1002.85(2)(d)2., F.S.)</p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition’s quality activities and services for infant and toddler early learning. Coalitions must limit activities to (s. 1002.89(6)(b), F.S.)</p> <ul style="list-style-type: none"> <li>– Training and technical assistance for school readiness providers and staff on standards and teacher-child interactions specific to infant and toddler children birth to 36 months.</li> <li>– Coalition services provided through contracted agencies or as direct services to providers in their respective areas.</li> <li>– Training and other initiatives that focus on selecting age-appropriate materials, creating developmentally-appropriate environments and using an infant/toddler mental health consultant.</li> <li>– Other infant and toddler quality initiatives identified and approved in the early learning coalition’s school readiness program plan.</li> </ul>
<b>2.</b>	<p><b>The coalition’s description of quality activities should align with what is reported in the most recent projected budget.</b> (s. 1002.89(6), F.S.)</p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97INT., 97ICS, 97 ICR, 97IAS and 97IGS.</p> <p>Section 1002.89(6), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may spend no more than 5 percent of funds (total allocation) described in subsection (5) for administrative costs and no more than 22 percent of funds described in subsection (5) in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>

	<b><i>C. Inclusive Early Learning Programs</i></b>
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A SR Program plan a coalition submits must include a detailed description of the coalition’s quality activities and services for inclusive early learning programs (s. 1002.85(2)(d)3., F.S.).

<b>1.</b>	<p><b>The coalition must submit a description of its quality activities for inclusive early learning programs.</b> (s. 1002.85(2)(d)3, F.S.)</p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition’s quality activities and services for inclusive early learning programs. Coalitions must limit activities (s. 1002.85(2)(d), F.S.)</p> <ul style="list-style-type: none"> <li>– Quality improvement inclusion services may include coalition or contractor staff time, materials and resources that pertain to assisting any early learning or school-age program (not limited to SR or birth to 5) that has a child with identified or suspected disabilities or special health care needs. Services include, but are not limited to, making accommodations for specific disabilities; quality enhancement; screening and assessment; training; collaborative meetings with staff, parents and partner agencies; and local training.</li> </ul>
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	– Responding to provider and parent warm line requests.
2.	<p><b>The coalition’s description of quality activities should align with what is reported in the most recent projected budget. (s. 1002.89(6), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97QIN.</p> <p>Section 1002.89(6), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may spend no more than 5 percent of funds (total allocation) described in subsection (5) for administrative costs and no more than 22 percent of funds described in subsection (5) in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>
<p><b>D. Quality Improvement Strategies</b> A SR Program plan a coalition submits must include quality improvement strategies that strengthen teaching practices and increase child outcomes (s. 1002.85(2)(d)4., F.S.).</p>	
1.	<p><b>The coalition must include a detailed description of the coalition’s local quality improvement strategies to use in the program assessment Quality Improvement Plan for applicable early learning programs.</b></p>
<p><b>E. Quality Performance Report</b> The Child Care and Development Fund (CCDF), which governs the primary funding source for the SR Program, acknowledges that there are many ways to improve the quality of child care providers. Early learning coalitions shall provide OEL with local program-related data and information regarding progress toward meeting the state’s goals as reported in the CCDF Plan. OEL based the questions included in this section on Administration for Children and Families federal reporting requirements to all lead agencies.</p>	
1.	<p><b>The coalition must answer yes or no to training programs on the Child Performance Standards adopted by OEL (Rule 6M-4.700 F.A.C.).</b> If the answer is yes, then the coalition must answer if it tracks how many programs were trained, by provider type, and how many children are served in those programs.</p>
2.	<p><b>The coalition must answer yes or no to providing targeted technical assistance to programs such as coaching, mentoring, or consulting during the fiscal year. Note: targeted technical assistance is technical assistance that is designed to address a particular domain/area of quality.</b> If the coalition answers yes, then the coalition must check which type of targeted technical assistance is provided. If there is another type of targeted technical assistance that the coalition provides that is not listed, then describe.</p>
3.	<p><b>The coalition must answer if financial supports are provided to child care centers and/or family child care homes.</b> 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. If the coalition answers yes to providing financial supports then a description of what type of financial supports must be provided.</p>
4.	<p><b>The coalition must answer yes or no to having a voluntary Quality Rating Improvement System (QRIS) in place for the coalition’s service area.</b></p>

	If the coalition answers yes then the number of levels and brief description of each level must be provided.
	<b>IV. Financial Management</b>
<b>A. Budget</b>	
A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by other-cost-accumulator code number; all estimated sources of revenue with identifiable descriptions; a listing of full-time equivalent positions; contracted subcontractor costs with related annual compensation amount or hourly compensation rate; and a capital improvements plan outlining existing fixed capital outlay projects and proposed capital outlay projects that will begin during the budget year ( <i>s. 1002.85(2)(e), F.S.</i> ).	
<b>1.</b>	<p><b>The coalition's budget must provide an estimate of expenditures by Other Cost Accumulator (OCA) codes.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by other-cost-accumulator code number.</p>
<b>2</b>	<p><b>The coalition's budget must identify all sources of revenue and describe in detail the source of the revenue.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by all estimated revenue sources with identifiable descriptions.</p>
<b>3.</b>	<p><b>The coalition's budget must provide detail of all full-time equivalent positions within the coalition and contractor or contractors.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by a listing of full-time equivalent positions.</p>
<b>4.</b>	<p><b>The coalition's budget must provide detail of all contract costs, including compensation.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by contracted subcontractor costs with related annual compensation amount or hourly compensation rate.</p>
<b>5.</b>	<p><b>The coalition's budget must outline fixed capital outlay or clearly state this is not applicable to the coalition.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by a capital improvements plan outlining existing fixed capital outlay projects and proposed capital outlay projects that will begin during the budget year.</p>
<b>6.</b>	<b>The coalition will submit its budget in the format prescribed on Attachment IV.A, "Coalition Budget Report".</b>

**B. Prior Year Revenues and Expenditures**

A SR Program plan a coalition submits must include a detailed accounting, in the format OEL specifies, of all revenues and expenditures during the previous state fiscal year. Revenue sources should be identifiable and coalitions should report expenditures by three categories – state and federal funds, local matching funds, and Child Care Executive Partnership Program funds.

- |           |  |
|-----------|--|
| <b>1.</b> | <b>The coalition will provide prior year revenues and expenditures in the format prescribed on Attachment IV.B, “Coalition Revenue and Expenditures Report”.</b> |
|-----------|--|

## V. Monitoring

**A. Monitoring Plan and Procedures**

A SR Program plan a coalition submits must include a description of the procedures for monitoring SR Program providers, including responding to a parental complaint, to determine that the standards prescribed in ss. 1002.88 F.S. are met using the standard monitoring tool adopted by the office. The coalition shall more frequently monitor providers the coalition determines high risk based on substantial findings of law violations (*s. 1002.85(2)(h), F.S.*).

- |           |   |
|-----------|---|
| <b>1.</b> | <p><b>The coalition must adopt and implement processes to monitor SR Program child care provider eligibility (including its monitoring plan and monitoring policies).</b></p> <p>The coalition’s monitoring plan should identify timelines for monitoring SR Program child care providers annually, the percentage or number of child care providers monitored based on sample size requirements and the process by which the coalition selects providers for monitoring under Rule 6M-4.630(3), FAC.</p> <p>The sample size is based on the number of SR programs funded by the coalition and not the total number of provider contracts. This includes contracted provider program sites outside of the coalition service area. When establishing the sample size, a coalition must determine the final count of the total number of SR provider contracted sites with the coalition, based on the current SR fiscal year. Once determined, a coalition should use Attachment B of Form OEL-SR 20M, Statewide School Readiness Provider Contract Monitoring Tool, to establish the number of provider sites to monitor, based on the total number of SR contracted provider sites.</p> <p>If contracted provider sites outside of the coalition service area are selected in the sample, the home coalition where the provider is located may conduct tier 2 monitoring for compliance with the SR contract. If this arrangement is made, the coalition contracting outside of its service area will need to obtain copies of monitoring documents for the provider sites in question. Otherwise, the coalition contracting outside its service area will be required to monitor the provider.</p> <p>The coalition’s monitoring plan and policies for SR program providers should include</p> <ul style="list-style-type: none"> <li>– A provider monitoring schedule.</li> <li>– A process to evaluate compliance with all requirements in the SR Program provider contract. Coalitions will use the monitoring tool adopted by OEL.</li> <li>– A process for timely reporting of findings and recommendations.</li> <li>– Documentation that the provider is aware of any monitoring findings and has an opportunity to respond and take corrective action.</li> </ul> |
| <b>2.</b> | <p><b>The coalition must submit its policies and procedures for refusal to contract and eligibility revocation based on Class I violations, if applicable.</b></p> <p>In accordance with 1002.88(2)(b) the early learning coalition may refuse to contract with a provider or revoke a provider’s eligibility to deliver the School Readiness Program if the provider has been cited for a Class 1 violation by the Department of Children and Families (DCF). If the coalition chooses to implement this standard and refuse to contract with a potential or current provider or to revoke a current provider’s eligibility to deliver the programs if the provider is cited with a class 1 violation, the</p>   |

	<p>coalition's must develop policies and procedures to guarantee the provision is applied consistently to all potential and current school readiness program providers.</p> <ol style="list-style-type: none"> <li>1) Address the coalition's standards for refusal to contract with a provider.</li> <li>2) Address the coalition's standards for eligibility revocation.</li> <li>3) Establish a process for monitoring providers for continuing compliance with coalition standards and in conjunction with plan element V.A.1 above.</li> <li>4) Continue to follow all other health and safety contracting requirements in accordance with Rules 6M-4.610 and 6M-4.620, FAC.</li> </ol>
3.	<p><b>Section 1002.84(14), F.S., requires that coalitions develop written policies, procedures and standards for monitoring vendor contracts, including provisions specifying the particular procedures that a coalition may use to evaluate contractor performance and the documentation that the coalition will maintain to serve as a contractor performance record. This subsection does not apply to contracts with SR Program providers.</b></p> <p>If the coalition uses a subrecipient's services to implement any SR Program administrative, programmatic or eligibility requirements, the coalition must adopt and implement processes to monitor the SR Program service provider(s) (including a monitoring plan, monitoring tool and monitoring policies).</p> <p>The coalition's monitoring plan, tool and policies for service providers should include</p> <ul style="list-style-type: none"> <li>– A contract monitoring schedule.</li> <li>– A process to track the administrative, programmatic and eligibility requirements in each service provider's contract.</li> <li>– A process for creating monitoring reports that include findings and recommendations.</li> <li>– Documentation that demonstrates the service provider is aware of any monitoring findings and received the opportunity to respond and take corrective action.</li> </ul>

**B. Grievance/Complaint Resolution**

A SR Program plan a coalition submits must include a description of the procedures for monitoring SR Program providers, including responding to a parental complaint, to determine that the coalition meets the standards from ss. 1002.88, F.S., using a standard monitoring tool that OEL adopts (*s.1002.85(2)(h), F.S.*).

1.	<b>The coalition's policy must establish a written process by which parents can submit to the coalition a grievance against a provider's or the coalition's actions that may be contrary to state and federal policies, procedures, rules or regulations.</b>
2.	<b>The coalition's policy must establish the nature (definition) of what constitutes a grievance and complainant identification.</b>
3.	<b>The coalition's policy must establish timeframes for reviewing and processing the parental grievance.</b>
4.	<b>The coalition's policy must establish the levels of review and indicate which coalition staff or members must review and act upon the parental grievance in each level of review.</b>
5.	<b>The coalition's policy must establish a methodology for presenting the parental grievance to the coalition (e.g. application forms, contact persons, process, etc.).</b>

6.	<b>The coalition’s policy must establish how the coalition will resolve the parental grievance.</b>
7.	<p><b>The coalition’s policy must establish a process for maintaining a record of substantiated parental complaints to comply with federal regulation 45 CFR 98.32.</b></p> <p>The Child Care Resource and Referral Network has policies and procedures for maintaining substantiated parental complaint records. Coalitions must record all complaints on a coalition approved form and retain them in a complaint file for a minimum of five years. Coalitions must report abuse/neglect complaints within the hour to the Florida Abuse Hotline and the licensing authority.</p>
8.	<p><b>The coalition’s policy must establish a process by which the coalition makes available to the public information regarding parental complaints on request to comply with federal regulation 45 CFR 98.32.</b></p> <p>The State shall –</p> <p>(a) Make information regarding such parental complaints available to the public on request; and</p> <p>(b) The Lead Agency shall provide a detailed description of how such record is maintained and is made available.</p>

## 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 proposed SR Program plan (*s. 1002.85(2)(i), F.S.*).

1.	<b>The coalition’s SR program plan must show how the coalition solicited community comments.</b>
2.	<b>The coalition’s SR Program plan must indicate that the coalition considered comments or suggestions from the local community during plan development.</b>

*The coalition certifies that it will provide all services compliance with the plan as the Florida Office of Early Learning (OEL) approved. The coalition further certifies 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.*

Coalition Identification and Information

Coalition Name:  
Address:  
  
Phone:  
E-mail Address:

FEIN #:  
Mailing Address  
(if different)  
Fax:

Chair	Executive Director or Chief Executive Officer	Finance Director	Counties Represented



## I. COALITION OPERATIONS

### A. Membership

Please complete the **Coalition Membership Form**.

<b>Early Coalition of [Insert coalition name]</b> <b>Approved as of [date added when approved by OEL]</b>								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	Chair, appointed by the Governor	Yes						
	Private sector appointed by the Governor	Yes						
	Private sector appointed by the Governor	Yes						
	Department of Children & Family Services circuit administrator or designee	Yes						
	District superintendent of schools or designee	Yes						
	Regional workforce board executive director or designee	Yes						
	County health department director or designee	Yes						

<b>Early Coalition of [Insert coalition name]</b> <b>Approved as of [date added when approved by OEL]</b>								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	President of a Florida College System institution or his or her permanent designee	Yes						
	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes						
	Head Start Director	Yes						
	Representative of private for-profit child care providers	Yes						
	Representative of faith based child care providers	Yes						
	Representative of program under federal Individuals with Disabilities Education Act	Yes						
	Children services council or juvenile welfare board chair or executive director	Yes, if applicable						
	Child care licensing agency head	Yes, if applicable						

<b>Early Coalition of [Insert coalition name]</b> <b>Approved as of [date added when approved by OEL]</b>								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	Central agency administrator	Yes, if applicable						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector						

Early Coalition of [Insert coalition name] Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
		percentage or multi-county representation						

Early Coalition of [Insert coalition name] Membership Management Approved as of [date added when approved by OEL]	
I.	TOTAL MEMBERSHIP : XXXX
II.	TOTAL PRIVATE SECTOR MEMBERSHIP: XXXXX, PRIVATE SECTOR PERCENTAGE: XXX%
III.	TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: XXXX
IV.	NUMBER OF VACANCIES IN REQUIRED POSITIONS: XXXX

## 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**.

Care Code	Description	Minimum # of Children Served
(INF)	<12 MTH	
(TOD)	12<24 MTH	
(2YR)	24 <36 MTH	
(PR3)	36 <48 MTH	
(PR4)	48 <60 MTH	
(PR5)	60 <72 MTH Not In School	
(SCH)	In School	
(SPCR)	Special Needs	

If applicable, please attach supporting documentation as **Attachment II.A**.

### 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 complete the Coalition Local Priorities Form and attach the coalition's community assessment and eligibility and enrollment policies and procedures as **Attachment II.C**.

#### Coalition Local Priorities

Describe the data source used to conduct the community assessment:

**U.S Census Data, Florida; ALICE Report – United Way; CHARTs – Florida Department of Health; Council on Homelessness – DCF; Non- Promotions – DOE; Feeding America; ELC Data; Florida Department of Transportation. See assessment document for further detail.**

<b>Priority Number</b>	<b>Priority</b>	<b>Describe how community needs are addressed.</b>
<b>3</b>	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 as funding allows	The community needs assessment indicates school readiness is needed so that parents can work and children begin school ready to succeed and that the full need is not met. School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales.
<b>4</b>	Children from birth to kindergarten whose parents are transitioning from the temporary cash assistance work program to employment.	The community needs assessment indicates school readiness is needed so that parents can work and children begin school ready to succeed and that the full need is not met.
<b>5</b>	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.	School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales.
<b>6</b>	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.	The community needs assessment indicates school readiness is needed so that parents can work and children begin school ready to succeed and that the full need is not met. School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales.
<b>7</b>	Children younger than 13 whose parents are transitioning from the temporary cash assistance work program to employment.	School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales.
<b>8</b>	Children who have special needs and current individual educational plans from age 3 until they are eligible to enter kindergarten.	Special needs children benefit by SR programs but are often times served by Head Start/Early Head Start and School District programs. However, if SR is the best choice for the family, they could be served without regards to income other than to assess parent fees.
<b>9</b>	Children concurrently enrolled in the federal Head Start Program and VPK, regardless of priorities 1-4.	While the community assessment indicates a need for full time care, children in this category are receiving up to 9 hours of care with their concurrent enrollments in Head Start and VPK. When the ELC has a waiting list, it better serves the

		community to offer School Readiness to parents that do not receive these services.
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#### 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 attach the coalition's sliding fee scale and fee waiver policies as **Attachment II.E.**

#### F. Child Screenings

Attach the coalition's policies and procedures for implementing child screenings as **Attachment II.F.**

#### G. Program Assessment

Attach the coalition's policies and procedures for the implementation of the program assessment as **Attachment II.G.**

#### H. Use of Observation-Based Child Assessments

What assessment tool/tools are used for child assessments?

Teaching Strategies Gold (TSG), Galileo, and CORES may be used by providers voluntarily fulfilling the requirements to qualify for a payment differential but the ELC and its primary service provider will support TSG only through training, technical support and financially with the exception of the payment differential available to providers using any of the three assessments listed above. Please see Attachment II.H.

How does the coalition solicit voluntary participation?

See Attachment II.F.



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

☐ N/A

## I. 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	
Level	Percent
1	
2	
3	
4	
5	

### DAILY PAYMENT-RATE SCHEDULE (Effective \_\_\_\_\_)

		Full-Time Daily Rates (Completed by COALITION)						
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH							

<b>(TOD)</b>	12<24 MTH							
<b>(2YR)</b>	24 <36 MTH							
<b>(PR3)</b>	36 <48 MTH							
<b>(PR4)</b>	48 <60 MTH							
<b>(PR5)</b>	60 <72 MTH							
<b>(SCH)</b>	In School							
<b>(SPCR)</b>	Special Needs							
		<b>Part-Time Daily Rates (Completed by COALITION)</b>						
<b>CARE CODE</b>	<b>Description</b>	<b>Licensed or Exempt Centers and Public/Non-Public Schools</b>	<b>Gold Seal Differential</b>	<b>Licensed Family Child Care Homes</b>	<b>Gold Seal Differential</b>	<b>Registered Family Child Care Homes</b>	<b>Gold Seal Differential</b>	<b>Informal Providers</b>
<b>(INF)</b>	<12 MTH							
<b>(TOD)</b>	12<24 MTH							
<b>(2YR)</b>	24 <36 MTH							
<b>(PR3)</b>	36 <48 MTH							
<b>(PR4)</b>	48 <60 MTH							
<b>(PR5)</b>	60 <72 MTH							
<b>(SCH)</b>	In School							
<b>(SPCR)</b>	Special Needs							

## J. Contracted Slots

Please describe the coalition's use of contracted slots based on the community assessment and attach supporting documentation as **Attachment II.J**:

☒ N/A

### 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.**

#### 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.

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.

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

### **D. Quality Improvement Strategies**

Describe the quality improvement strategies the coalition will use as part of the program assessment Quality Improvement Plan.

Please attach the coalition's policies and procedures as **Attachment III.D.**

## E. 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:

**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:

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

☐ Yes ☐ No

If yes, describe:

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:

**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:

QRIS Level	Level Description

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: \_\_\_\_\_

## **VI. New/Unfinished Business**

### **E. Approval of DCF Regional Administrator or Designee: Charles Puckett\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of DCF Regional Administrator or Designee: Charles Puckett
<b>Reason for Recommended Action</b>	<p>Charles Puckett is the Circuit 7 Community Development Administrator serving Volusia, Flagler, St. John's, and Putnam Counties for the Department of Children and Families Child Care Licensing. Mr. Puckett has been designated to serve on the board on behalf of David Abramowitz, Northeast Regional Director for the Department of Children and Families. C. Puckett's term would extend from December 2018 – December 2022.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition would continue to be out of compliance by not having a mandated seat filled.</li></ul>
<b>How the Action will be accomplished</b>	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.

*Board Meeting  
December 5, 2018  
Early Learning Coalition of North Florida, Inc.*



Early Learning Coalition of North Florida, Inc.  
2450 Old Moultrie Road, Ste. 103, St. Augustine, FL 32086  
PH: (904) 342-2267  
FX: (904) 342-2268  
[www.elcnorthflorida.org](http://www.elcnorthflorida.org)

## BOARD MEMBERSHIP APPLICATION

NAME: Charles Puckett

(Please Print)

ADDRESS: \_\_\_\_\_  
Street City State Zip

MAILING ADDRESS: Same as above  
City State Zip

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\*\*\*\*\*

EMPLOYER: Florida Department of Children and Families

ADDRESS: 210 North Palmetto Ave Ste 440 Daytona Beach Fl 32114  
Street City State Zip

MAILING ADDRESS: same as above  
City State Zip

PHONE: 386-316-2057 FAX: 386-238-4905

\*\*\*\*\*

*Please indicate where you would prefer Board information to be sent:*  
*Employer Address ☒ OR Personal Address ☐*

COMMENTS: \_\_\_\_\_



1. Tell us why you would like to serve on the Coalition. I am an advocate of ensuring that children are cared for in safe places. The Coalition ensures that these safe places are environments where children can excel socially, emotionally, behaviorally, and educationally. I would be honored to be a part of your team.
2. What concerns do you have relating to early care and education? I have no concerns relating to early care and education. I understand the importance of appropriate early intervention. I want to ensure that the community has the knowledge needed to get a head start on a child's early education.
3. What strengths will you bring to the Coalition? I have 18 years of experience in child welfare. I have served in various positions within DCF in both the Central Region and the Northeast Region. I also provide trainings in matters of child abuse and neglect reporting.
4. Do you or anyone in your immediate family derive an income from a childcare or pre-school program? No
5. Do you serve on any other boards? If so, please list.

One Voice for Volusia Executive Board  
System of Care Executive Board  
Circuit 7 Community Alliance Executive Board

**FOR PROVIDERS ONLY:**

1. Name of the Provider you represent: \_\_\_\_\_
2. Position: \_\_\_\_\_
3. Please describe your center and the services provided to Baker, Bradford, Clay, Nassau, Putnam and/or St. Johns Counties.
4. Does your center have a religious affiliation (faith-based provider)?  
  
\_\_\_\_\_ YES  
  
\_\_\_\_\_ NO
5. From what source do the majority of your funds come?  
  
\_\_\_\_\_ Private  
  
\_\_\_\_\_ Subsidies  
  
\_\_\_\_\_ Parent fees  
  
\_\_\_\_\_ Other

## **VI. New/Unfinished Business**

### **F. Approval of Private Sector Board Member Aubrie Simpson-Gotham\***

**\*ACTION ITEM**



## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of Private Sector Board Member Aubrie Simpson-Gotham
<b>Reason for Recommended Action</b>	<p>Aubrie Simpson-Gotham is currently the Auxiliary Board Coordinator for Kids Bridge, an organization that is dedicated to the advocacy of children who have been separated from family members by providing them a safe place for meaningful visits with family. Ms. Simpson-Gotham has an extensive background in early childhood education.</p> <p>Aubrie Simpson-Gotham's term will be December 2018 to December 2022.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition would be close to being out of compliance with our requirement to maintain more than 1/3 of our total board membership as private sector.</li></ul>
<b>How the Action will be accomplished</b>	Exec/Admin Approval, Board Ratification; then OEL will be notified via Plan Amendment/Board Roster submission.



Early Learning Coalition of  
North Florida, Inc.  
3450 Old Manatee Road, Suite 100  
Tampa, FL 33610

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## BOARD MEMBERSHIP APPLICATION

NAME: Aubrie Simpson-Gotham

(Please Print)

ADDRESS: Redacted for Confidentiality Reasons

Street

City

State

Zip

MAILING ADDRESS: Redacted

City

State

Zip

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE: Redacted

EMAIL: Redacted

\*\*\*\*\*

EMPLOYER: VIPKID

ADDRESS: 311 7th Ave San Mateo CA 94401

Street

City

State

Zip

MAILING ADDRESS: 311 7th Ave San Mateo CA 94401

City

State

Zip

PHONE: (415) 200-0215 FAX: \_\_\_\_\_

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*Please indicate where you would prefer Board information to be sent:*

*Employer Address ☐ OR **Personal Address** ☒*

*COMMENTS: I work for Kids Bridge Family Visitation Center as the Auxiliary Board Coordinator part-time. My primary job is VIPKID, a Beijing-based online learning company. I teach English as a Second Language (ESL) to Chinese students ages 3 to 14.*

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1. Tell us why you would like to serve on the Coalition.

Helping young children and their families is my passion. My background is in early childhood education. I have a Masters degree in Early Childhood Education and am a former preschool and kindergarten teacher. Although I now work in the private sector, I remain committed to helping young children, their families, and the teachers that prepare them for success. I am excited to have the opportunity to work with the Coalition and ensure that all children receive a high quality early education.

2. What concerns do you have relating to early care and education?

Developmentally appropriate early childhood education is very important to me. Kindergarten and early elementary classrooms have seen an increase in academic expectations and testing in recent years. There is a high teacher turnover in early childhood and K-12 education. I am concerned that preschool classrooms will have to do more testing and rigorous standards to prepare children for kindergarten that will impact developmentally appropriate practices in preschool classrooms and teacher morale. I want all children to be prepared for kindergarten, receive a developmentally appropriate education, and for early childhood teachers to be supported and recognized.

3. What strengths will you bring to the Coalition?

I bring several strengths to the Coalition. My background in early childhood education brings a unique perspective. As a former classroom teacher, I understand the challenges early childhood programs face. I have strong skills in event planning, marketing, public speaking, and fundraising for nonprofits. As the Auxiliary Board Coordinator for Kids Bridge, I have helped raise over \$20,000 for Kids Bridge this year. I can bring these skills to the Coalition to help raise community awareness.

4. Do you or anyone in your immediate family derive an income from a childcare or pre-school program? No.

5. Do you serve on any other boards? If so, please list.

Kids Bridge Family Visitation Center Board of Directors

Heritage Park Social Committee

Delta Kappa Gamma Society of Women Educators

Junior Service League of St. Augustine (Taking a Leave of Absence for the 2019 year)

FOR PROVIDERS ONLY:

1. Name of the Provider you represent: \_\_\_\_\_

2. Position: \_\_\_\_\_

3. Please describe your center and the services provided to Baker, Bradford, Clay, Nassau, Putnam and/or St. Johns Counties.

4. Does your center have a religious affiliation (faith-based provider)?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

5. From what source do the majority of your funds come?

\_\_\_\_\_ Private

\_\_\_\_\_ Subsidies

\_\_\_\_\_ Parent fees

\_\_\_\_\_ Other

## **VI. New/Unfinished Business**

### **G. Approval of Private Sector Board Member Michelle D. Jonihakis\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of Private Sector Board Member Michelle D. Jonihakis
<b>Reason for Recommended Action</b>	<p>Michelle Jonihakis is an experienced professional with a track record of strong leadership and nearly 20 years experience in the commercial finance, credit, collections and recovery operations of large financial institutions. She is currently the Vice President of Recovery, Loan Servicing and Collections with TD Bank.</p> <p>Michelle Jonihakis's term will be December 2018 to December 2022.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition would be close to being out of compliance with our requirement to maintain more than 1/3 of our total board membership as private sector.</li></ul>
<b>How the Action will be accomplished</b>	Exec/Admin Approval, Board Ratification; then OEL will be notified via Plan Amendment/Board Roster submission.





**Early Learning Coalition of North Florida, Inc.**  
2450 Old Moultrie Road, Ste. 103, St. Augustine, FL 32086  
PH: (904) 342-2267  
FX: (904) 342-2268  
[www.elcnorthflorida.org](http://www.elcnorthflorida.org)

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## BOARD MEMBERSHIP APPLICATION

NAME: Michelle D Jonihakis  
(Please Print)

ADDRESS: Redacted Street City State Zip

MAILING ADDRESS: Redacted Street  
City State Zip

PHONE: Redacted FAX: \_\_\_\_\_

CELL PHONE: Redacted

EMAIL: Redacted

\*\*\*\*\*

EMPLOYER: TD Bank

ADDRESS: 4600 Touchton Road Building 200, Suite 400 Jacksonville FL 32246-4410  
Street City State Zip

MAILING ADDRESS: 4600 Touchton Road Building 200, Suite 400 Jacksonville FL 32246-4410  
City State Zip

PHONE: 904.565.4188 FAX: \_\_\_\_\_

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*Please indicate where you would prefer Board information to be sent:*  
*Employer Address ☐ OR Personal Address ☒*

COMMENTS: \_\_\_\_\_

**1. Tell us why you would like to serve on the Coalition.**

As a mother of two boys currently in grade school, I have always had opportunity to afford them the best in early learning and schooling. Education has always been a priority in our house starting with nightly bedtime stories and still making reading part of everyday. As a result, my boys have a strong passion not only for reading but learning about everything.

Unfortunately, education comes with a price and often times must be sacrificed, in order to provide basic needs for your family.

I would like to do my part by serving as a board member to help guide the initiatives presented before me. I am also interested in volunteering to further support the efforts of Early Learning Coalition of North Florida and bring learning opportunity to our young community.

**2. What concerns do you have relating to early care and education?**

My concern is that there are limited funds and programs to support our community. We must prioritize and do more with what is available. We need to continue to engage the community by bringing awareness to programs that Early Learning Coalition of North Florida provide to our families and children with limited resources. Childhood is so short; we have limited time to make a lasting impact. Early learning will bring a lifetime of learning.

**3. What strengths will you bring to the Coalition?**

I have a positive can-do attitude that I have been told is contagious. I am not afraid to ask questions. I am always looking for ways to improve processes which often means challenging the existing process. I am eager to support the Coalitions initiatives by providing quick, thorough and financially sound responses.

**4. Do you or anyone in your immediate family derive an income from a childcare or pre-school program?**

No

**5. Do you serve on any other boards? If so, please list.**

No, I have been looking to serve as board member and I am hopeful that Early Learning Coalition of North Florida will be my first.

FOR PROVIDERS ONLY:

1. Name of the Provider you represent: \_\_\_\_\_
2. Position: \_\_\_\_\_
3. Please describe your center and the services provided to Baker, Bradford, Clay, Nassau, Putnam and/or St. Johns Counties.

4. Does your center have a religious affiliation (faith-based provider)?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

5. From what source do the majority of your funds come?

\_\_\_\_\_ Private

\_\_\_\_\_ Subsidies

\_\_\_\_\_ Parent fees

\_\_\_\_\_ Other

## **VI. New/Unfinished Business**

### **H. Approval of ELCNF Clay County Office Lease Extension to January 31, 2021\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of ELCNF Clay County Office Lease Extension to January 31, 2021
<b>Reason for Recommended Action</b>	<p>Staff requests board approval to approve the lease extension of the ELCNF Clay County Office.</p> <p>The space is 600 square feet with two large offices, half bath and storage area for supplies. The total rent is \$700 per month and includes internet and water. The office houses our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provides a conference area for training.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition would need to find new comparable office space for Clay County staff and Reading Pal Volunteers and our Clay County Literacy Outreach programs could be less effective in delivering the quality and level of service expected and renowned for.</li></ul>
<b>How the Action will be accomplished</b>	Approval of lease agreement extension listed above.



## Discover Property Management, Inc.

### LEASE EXTENSION ADDENDUM

This agreement, made this 5th day of December 2018 is agreed to and shall bind the TENANT, its heirs, estate, or legally appointed representatives. TENANT as herein used shall include all persons to whom this property is leased.

**PREMISES ADDRESS:**

\_\_\_\_\_

TENANT Early Learning Coalition of North Florida, Inc. (PRINT)

TENANT \_\_\_\_\_ (PRINT)

TENANT \_\_\_\_\_ (PRINT)

**ALL PROVISIONS OF THE LEASE AGREEMENT SHALL APPLY UNLESS IN CONFLICT WITH THIS ADDENDUM IN WHICH CASE THIS ADDENDUM SHALL APPLY.**

The current Lease Agreement which expired/expires on January 31, 2019 is hereby extended until January 31, 2021.

**TENANT(s):**

\_\_\_\_\_

**Date Tenant(s):** \_\_\_\_\_

**PROPERTY MANAGER:**

\_\_\_\_\_

**Date Property Mgr :** \_\_\_\_\_

# LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease"), made as of the 15 day of February, 2018 by and between Early Learning Coalition of N. FL, whose address is 2450 Old Moultrie Rd ("Lessee"), and Logate LLC, a Florida Corporation whose mailing address is 3620 Peoria Rd Orange Park, FL 32065 ("Lessor").

#103  
St. Augustine, FL  
32086

## WITNESSETH:

The Lessor hereby leases and rents unto the Lessee and the Lessee hereby hires and takes from the Lessor the following described property, ("Leased Premises") to wit:

Space designated as Suite B comprising approximately 630 rentable square feet, Schedule A attached hereto and made a part hereof, located at, 3620 Peoria Rd, Orange Park, FL 32065, such building and any other building forming a part of the office complex and related facilities owned by the Lessor being herein referred to as the Project located in the County of Clay, State of Florida.

### 1. TERM:

Lessee to have and to hold above described premises for a term of 12mths commencing on the 15 ( ) day of February, 2018, and ending on the Jan. day of 31st 2019, on the terms and conditions as set forth herein.

### 2. RENTS:

(a) Base Rent. Lessee hereby covenants and agrees to pay as monthly base rent:

Rental Period	Monthly Base Rent	Sales Tax	Total
12mths	\$ 700.00		\$700.00

Made payable in lawful United States currency, and beginning on the commencement date of this Lease and on the first day of each and every month thereafter throughout the term of this Lease as follows: Rent shall be paid to the Lessor without Logate LLC set off or deduction to:

First month's rent shall be paid in advance.

In order to defray the additional expenses involved in collecting and handling delinquent payments, Lessee shall pay on demand in addition to any rent due hereunder a late charge equal to Fifty Dollars and Zero Cents (\$50.00) if rent is not paid by the tenth (10th) of the month. Lessee acknowledges that this charge is made to compensate Lessor for additional cost incurred by Lessor as a result of Lessee's failure to pay when due, and is not a payment for the extension of the rent due date. Failure of Lessor to insist upon the payment of the late charge, isolated or repeated, shall not be deemed a waiver of Lessor's rights to collect such charge for any future delinquencies.

If Lessee's possession commences on other than the first day of the month, Lessee shall occupy the Leased Premises under the terms and provisions of this Lease. Rent for the pro-rata portion of said month shall be paid and the term of this Lease shall commence on the first day of the month following that in which possession is given.

(b) Operating Expenses. Lessee shall pay as Additional Rent its pro-rata share of all increases in operating expenses (as hereinafter defined) after Base Year 2018 Operating Expenses. The Lessor and Lessee agree that no additional rent shall be payable during the initial year of the term of this Lease. Therefore, Lessee shall pay as Additional Rent the pro-rata share of any increases in operating expenses above the actual expenses of Base Year 2018 Lessee's share of any operating expense increase will be \_\_\_\_\_ %, that is \_\_\_\_\_ square feet divided by \_\_\_\_\_ square feet. An operating expense budget

KIM /DR

shall be submitted to Lessee by December 31 (or a reasonable time thereafter) of each lease year, outlining Lessor's anticipated operating expenses for the Project during the next calendar year and Lessee's pro-rata share of these operating expenses. Commencing with January's rent payment date and until further notice from Lessor of any adjustment, Lessee shall remit as Additional Rent one-twelfth (1/12) of the anticipated increases in operating expenses in addition to the scheduled Base Rent. Lessee's share of said increase shall be equal to that proportion of the total rentable area of the Project which the Leased Premises represents, and is agreed to be % of such increase. Lessee's anticipated pro-rata share for the first and last lease years shall be prorated based on the number of days of those lease years coinciding with the calendar year budget then in effect.

(c) Definition of Operating Expenses. The term "operating expenses" shall be deemed to include, but not limited to, the following costs incurred in the normal operating, preventive and corrective maintenance and repair of the office complex and any parking lot, garage, landscaping and other common areas used in conjunction therewith, whether paid to employees of Lessor or to independent suppliers or contractors engaged by Lessor: wages and salaries, taxes imposed in respect to wages and salaries (including social security, unemployment insurance and disability insurance), fringe benefits, and worker's compensation insurance with respect to such wages and salaries; full costs of fees, expenses and charges such as management fees, janitorial services, security guards, garage cleaning, window washing, rubbish removal, elevator preventive and corrective maintenance, air conditioning maintenance, water treatment, filter replacement, inspection and maintenance of turbine equipment, pumps and piping, supply and cleaning of uniforms and work clothes, cost of utilities, including electricity and gas consumed in the operation and maintenance of the Project, water charges, sewer charges, pressure vessels, sprinkler leakage, water damage, legal liability, public liability and property damage, accidental breakdown or malfunction of machinery, air conditioning systems and heating systems and electrical fixtures and apparatus, pest control service, building supplies, insurance premiums, real estate taxes, including any special assessments levied against the property, interior and exterior building preventive and corrective maintenance, grounds and parking lot or garage preventive and corrective maintenance, repair and general maintenance not of a capital nature; and the cost of all supplies and taxes imposed in any one or more of the foregoing.

The term "operating expenses" shall not include the cost of any repair or replacement, which, by sound accounting practices, should be capitalized. In this connection, the decision of Lessor's accountants shall be final.

(d) Statement and Payment of Expenses. On or before October 31, (or within a reasonable time thereafter), following the base year and each year thereafter during the term of the lease and the month in which the Lease terminates, Lessor shall deliver to Lessee a statement setting forth the amount of operating expenses paid or incurred by Lessor, directly or indirectly, during the immediately preceding calendar year; and in the case of the month of termination based upon an annualization of such expenses incurred through the month preceding the month of termination and, except in the case of the statements for the base year, comparable figures for the base year. Said statement shall delineate Lessee's actual pro rata share of the demonstrated increases in operating expenses for said preceding calendar year or annualized period in relation to the base year. Within thirty (30) days after delivery of said statement, other than the statement immediately following the base year, Lessee shall pay to Lessor as Additional Rent Lessee's share of such increases in operating expenses not previously collected. If the term of the Lease Agreement begins after January 1, or ends prior to December 31, Lessee's share of the increase in operating expenses shown on the statement delivered at the end of such year shall be reduced proportionately and paid as aforesaid. In the event Lessee's share of such increases in operating expenses is less than the amount previously anticipated and collected by Lessor, Lessee's share of anticipated increases in operating expenses scheduled for the calendar year shall be reduced proportionately or in the event the Lease Agreement has terminated any excess shall be applied to sums owed to Lessor, and if none, then shall be remitted to Lessee.

### 3. USE AND POSSESSION:

(a) Use. It is understood that the Leased Premises are to be used for Office.

(b) Possession. The Lessor agrees to have the Leased Premises completed and ready for possession on or before the above commencement date barring strikes, insurrection, Acts of God and other casualties or unforeseen events beyond the control of the Lessor. If Lessor is unable to give possession of the Leased Premises on the date of the commencement of the initial term of this Lease Agreement by reason of the holding over of any prior Lessee or Lessees, incomplete construction, or for any other reason, unless the same shall result from causes attributable to the Lessee, an abatement or

KW/DB



diminution of the rent to be paid hereunder, for the period of time Lessor is unable to give possession, shall be allowed Lessee and the term of the Lease shall be extended beyond the agreed expiration date by the number of days possession was delayed and said abatement of rent shall be the full extent of Lessor's liability to Lessee for any loss or damage to Lessee on account of said delay in obtaining possession of the Leased Premises. If the Leased Premises have not been tendered ninety (90) days after the scheduled commencement date, Lessee shall have the right to terminate this Lease after fifteen (15) days written notice to the Lessor.

(c) Expiration of Term. The Lessee, at the expiration of the term shall deliver up the Leased Premises in good repair and condition, damages beyond the control of the Lessee, reasonable use, ordinary decay, wear and tear excepted.

**4. ACCEPTANCE OF PREMISES:**

Lessee accepts the Leased Premises "as is".

**5. SALES AND USE TAX:**

Any sales, use or other tax, excluding State and /or Federal Income Taxes, now or hereafter imposed by the United States of America, the State, or any political subdivision thereof, shall be paid monthly or annually as required as Additional Rent by the Lessee notwithstanding the fact that such statute, ordinance or enactment imposing the same may endeavor to impose the tax on the Lessor, and Lessee's Base Rent shall be increased by an amount sufficient to pay any such tax or taxes. The sale or use tax now imposed in the State of Florida is ~~seven percent~~.

5.8 + 12%

**6. NOTICES:**

For purpose of notice or demand, the respective parties shall be served by certified or registered mail, addressed to the Lessee at the Leased Premises or addressed to Lessor at: 3620 Peoria Rd, Orange Park FL 32065

**7. ORDINANCES AND REGULATIONS:**

The Lessee hereby covenants and agrees to comply with all the rules and regulations of the Board of Fire Underwriters, Officers or Boards of the City, County or State having jurisdiction over the Leased Premises, and with all ordinances and regulations or governmental authorities wherein the Leased Premises are located, at Lessee's sole cost and expense, but only insofar as any of such rules, ordinances and regulations pertain to the manner in which the Lessee shall use the Leased Premises; the obligation to comply in every other case, and also all cases where such rules, regulations and ordinances, required repairs, alterations, changes or additions to the Project (including the Leased Premises) or building equipment, or any part of either, are hereby expressly assumed by Lessor, and Lessor covenants and agrees promptly and duly to comply with all such rules, regulations and ordinances, with which Lessee has not herein expressly agreed to comply. Said Leased Premises shall not be used for any unlawful purpose nor shall it be used so as to constitute a nuisance. This building has fire extinguishers, smoke detectors, and emergency lighting in place.

**8. SIGNS:**

Lessee will not place any signs or other advertising matter or materials on the exterior or the interior of the Leased Premises where they can be seen from the exterior of any portion of the Leased Premises without the prior written consent of the Lessor. If Lessor approves the use of exterior signage by the Lessee, the Lessee will be responsible for signage installation, maintenance, cost of electricity, and any damage occurring to the building if the signage is removed for any reason.

**9. UTILITIES:**

The Lessee shall pay all costs of water, waste removal, gas, electricity, fuel, light, power and all other utilities furnished to the Leased Premises or used by Lessee in connection therewith and whether such utility costs be determined by separate metering or sub-meters. Lessee is responsible for the payment of all pest, custodial and sanitary control expenses. Lessee, shall at Lessee's sole cost and expense, keep the Leased Premises and every part thereof in its presently existing condition excepting only ordinary wear and tear. Lessee's obligation therefore shall include, without limitation, the maintenance, replacement

Meter X, 014

Kw  
DB

and repair of all interior build-out including plumbing, pipes, electrical wiring and conduits, lighting, and the heating and air conditioning system servicing the premises. Lessee is also responsible for all damage to windows, doors, or other perimeter surfaces that result from break-ins, vandalism or similar events. Lessee agrees to contract with a Lessor selected vendor or to enter into a service contract with a reliable, certified heating and air conditioning company to maintain these units and keep them in good working order. Lessee shall furnish Lessor a copy of the service contract, and upon request of Lessor, shall also furnish copies of routine maintenance reports or invoices. Lessee shall, upon expiration or sooner termination of this Lease, surrender the Leased Premises to the Lessor in its existing condition, broom clean, ordinary wear and tear only excepted.

The Lessor, at its sole cost and expense, will keep the roof, load bearing walls and windows of the Leased Premises in good condition and reasonable state of repair, unless such maintenance and repair are caused, in whole or in part, by the act, neglect, fault or omission of any duty by the Lessee, its agents, servants, employees, invitees, or any damage caused by breaking and entering, in which case Lessee shall pay to Lessor the actual cost of such maintenance and repair. The Lessee, its agents, servants, employees and invitees shall not be permitted upon the roof of the Leased Premises for any reason without the Lessor's prior written consent. Lessor shall have no obligations with respect to maintenance or repair of the roof if Lessee, its agents, servants, employees or invitees enter upon the roof of the Leased Premises without such prior written consent regardless of whether such entry caused or necessitated the need for such repair or maintenance. Lessor shall not be liable for any failure to make such repairs or to perform any maintenance unless such failure shall persist for an unreasonable time after written notice of the need of such repairs or maintenance is given to Lessor by Lessee.

#### **10. ALTERATIONS:**

Lessee shall maintain Leased Premises and every part thereof in good repair and condition, damage thereto by fire, windstorm, Acts of God, reasonable wear and tear or the elements excepted. Lessee shall not make or suffer to be made any alterations, additions or improvements to or of the Leased Premises or any part thereof without prior written consent of Lessor. In the event Lessor consents to the proposed alterations, additions or improvements, the same shall be at the Lessee's cost and expense and Lessee shall hold the Lessor harmless on account of the cost thereof. Any such alterations shall be made at such times and in such manner as not to unreasonably interfere with the occupation, use and enjoyment of the remainder of the building by the other tenants thereof. If required by Lessor, such alterations shall be removed by Lessee upon the expiration or sooner termination of the term of this Lease.

Lessee agrees not to suffer or permit any lien of any mechanic or materialman to be placed or filed against the Project or the Leased Premises. In case any such lien shall be filed, Lessee shall immediately satisfy and release such lien of record. If Lessee shall fail to have such lien immediately satisfied and released of record, Lessor may, on behalf of Lessee, without being responsible for making any investigation as to the validity thereof, pay the amount of said lien and Lessee shall promptly reimburse Lessor therefore. Lessee has no authority or power to cause or permit any lien or encumbrance of any kind whatsoever whether created by act of Lessee, operation of law or otherwise, to attach to or be placed upon Lessor's title or interest in the Property, and any and all liens and encumbrances created by Lessee shall be attached to Lessee's leasehold interest only.

#### **11. QUIET ENJOYMENT:**

The Lessor covenants and agrees that Lessee, on paying said rent and performing the covenants herein, shall and may peaceably and quietly hold and enjoy the said Leased Premises for the term aforesaid.

#### **12. LESSOR'S RIGHT TO INSPECT AND ENTER:**

The Lessor shall have the right, at reasonable times and with twenty four (24) hours prior notice, during the term of this Lease, to enter the Leased Premises for the purpose of examining or inspecting same and of making such repairs or alterations therein as the Lessor shall deem necessary, and may, at any time within six (6) months immediately preceding the expiration of the specified term, show the Leased Premises to others for the purpose of rental and may affix to suitable parts of the Leased Premises a notice of Lessor's intention to Lease or sell the Leased Premises.

#### **13. FIRE AND CASUALTY:**

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If the Leased Premises are damaged by fire or other casualty, Lessor will promptly repair the damage and restore the Leased Premises to their condition immediately prior to the occurrence of the casualty, but only to the extent possible within the limitation of the available insurance proceeds. (If the reasonable time for completing any such restoration or repair is ninety (90) days or longer, either party shall have the option to terminate this Lease Agreement by giving notice of termination to the other party. That notice shall be given within fifteen (15) days after the date of the casualty. If the damage or destruction to the Leased Premises occurs within six (6) months of the expiration of the then existing term of the Lease or if the damage or destruction to the Leased Premises is so substantial that it has effectively destroyed the Leased Premises totally, either Lessor or Lessee may, at their option, terminate the Lease by giving written notice to the other party within fifteen (15) days after the date of the casualty. If the Leased Premises are damaged by fire or other casualty, the rent shall abate until the Leased Premises are restored or until the Lease is terminated in accordance with this paragraph. The abatement shall be in proportion to the impairment of the use that Lessee can reasonably make of the Leased Premises. The Lessor shall not be liable for any inconvenience or interruption of business of the Lessee occasioned by fire or other casualty.

#### **14. CONDEMNATION:**

If any part of the Leased Premises is taken by eminent domain, Lessor may at its sole option, terminate the Lease by giving written notice to Lessee within sixty (60) days after the taking, or if by reason of any such taking, Lessee's operation on the Leased Premises is materially impaired, Lessee shall have the option to terminate this Lease Agreement, by giving written notice to Lessor within sixty (60) days after the taking, and the rent will be adjusted as of the date of the notice. If the Leased Premises are damaged or if access to the Leased Premises is impaired by reason of such taking and neither Lessor nor Lessee elects to terminate this Lease Agreement, Lessor will promptly rebuild or repair the damage to the extent possible within the limitations of the available condemnation awards. All condemnation awards belong to Lessor, except those specifically awarded to Lessee for its separate property and fixtures.

#### **15. ASSIGNMENTS AND SUBLEASE:**

Lessee shall not mortgage or assign this Lease Agreement or sublet the Leased Premises without the prior written consent of Lessor. No assignment shall relieve Lessee of its obligations under this Lease Agreement. The Lessor's consent to any subletting by Lessee shall not be unreasonably withheld.

#### **16. HOLDOVER:**

Any holding over by the Lessee after the expiration of this Lease shall be construed as a Tenancy at Sufferance, unless such occupancy is with the written consent of the Lessor, in which event the Lessee will be a tenant from month to month, upon the same terms and condition of this Lease, except the base rent shall be at one hundred fifty percent (150%) for such holdover period. Acceptance by the Lessor of rent after such termination shall not constitute a renewal.

#### **17. SUBORDINATION:**

This lease shall be subject and subordinated at all times to the terms of any ground or underlying lease which now exists or may hereafter be executed affecting the Leased Premises, and to the liens of any mortgages or deeds of trust in any amount(s) whatsoever now existing or hereafter encumbering the Leased Premises, without the necessity of having further instruments executed by the Lessee to effect such subordination. Notwithstanding the foregoing, Lessee covenants and agrees to execute and deliver upon demand such further instruments evidencing such subordination of this Lease to such ground or underlying leases and to the lien of any such mortgages or deeds of trust as may be requested by Lessor. In the event of termination for any reason whatsoever of any underlying lease, Lessee shall automatically be and become the Lessee of such underlying Lessor and shall attorn to such underlying Lessor at his request or at the option of any first mortgage or deed of trust holder. So long as the Lessee hereunder shall pay the rent reserved and comply with, abide by and discharge the terms, conditions, covenants, and obligations on its part, to be kept and performed hereunder and shall attorn to the successor in title notwithstanding the foregoing, the peaceable possession of the Lessee in and to the Leased Premises for the term of this Lease, shall not be disturbed, in the event of the foreclosure of any such mortgage or deed of trust, by the purchaser at such foreclosure sale or such purchaser's successor in title.

#### **18. INDEMNITY AND INSURANCE:**

(a) Indemnity. Lessee will save Lessor harmless and indemnify Lessor from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury or loss or damage of whatever nature including property damage (1) caused by or resulting from, or claimed to have been caused by or to have resulted from, wholly or in part, any act, omission or negligence of Lessee or anyone claiming under Lessee (including, but without limitation subtenants, concessionaires, agents, employees, servants and contractors of Lessee or its subtenants or concessionaires), no matter where occurring, or (2) occurring in, upon, or at the demised premises, no matter how caused or (3) arising out of the occupancy or use by the Lessee of the demised premises or any part thereof. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liability incurred in connection with any such injury, loss or damage or any such claim, or any proceeding brought thereon or the defense thereof. If Lessee or anyone claiming under Lessee or the whole or any part of the property of Lessee shall be injured, lost or damaged by theft, fire, water or steam or in any other way or manner whether similar or dissimilar to the foregoing, no part of said injury, loss or damage is to be borne by the Lessor or its agents. Lessee agrees that Lessor shall not be liable to Lessee or anyone claiming under Lessee for any injury, loss, or damage that may be caused by or result from the act, omission, default or negligence of any persons occupying adjoining premises or any other part of the Building or property. In case the Lessor shall without fault on its part, be made a party to any litigation commenced by or against Lessee, the Lessee shall protect and hold Lessor harmless and shall pay all costs, expenses and reasonable attorney's fees that may be incurred or paid by Lessor in connection with such litigation. Lessee shall also pay all costs, expenses and reasonable attorney's fees that may be incurred or paid by Lessor in enforcing the covenants and agreements in this Lease.

(b) Insurance. Lessee will maintain public liability insurance with respect to Leased Premises, naming Lessor and Lessee as insureds, with a combined single limit of not less than one million dollars (\$1,000,000.00) on an occurrence basis with respect to both bodily injury and property damage. Lessee shall deliver to Lessor a Certificate of Insurance at least fifteen (15) days prior to the commencement of the term of this Lease and renewal Certificate at least fifteen (15) days prior to the expiration of the Certificate it renews. Said Certificates must provide for thirty days notice to Lessor in event of material change or cancellation. Lessee also agrees to maintain during the term hereof, broad form coverage on Lessee's personal business property and improvements and betterments.

(c) Waiver of Subrogation. Neither party shall be liable to the other for loss or damage, caused by fire or any other peril insured against under standard extended coverage insurance even though the loss of or damage is caused by the party's negligence. Each insurance policy carried by Lessor and Lessee in accordance with this paragraph shall contain a provision by which the insurance company shall waive all right of recovery by subrogation against the other party or loss or damage to the insured property.

## 19. CONSTRUCTION OF LANGUAGE:

Words of any gender used in the Lease shall be held to include any other gender, and words in the singular number shall be held to include the plural when the sense requires. The paragraph headings and titles are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof.

## 20. DEFAULT:

(a) Events of Default. The happening of any one or more of the following listed events shall constitute a breach of this Lease Agreement on the part of Lessee:

- (1) The failure of Lessee to pay any rent payable under this Lease Agreement within ten days of the due date, thereof;
- (2) The failure of Lessee to fully and properly comply with any term or provision hereof;
- (3) The filing by or on behalf of Lessee of any petition or pleading to declare Lessee a bankrupt or the adjudication in bankruptcy of Lessee under any bankruptcy law or act;
- (4) The appointment by any court or under any law of a receiver, trustee, or other custodian of the property, assets, or business of Lessee;

(5) The assignment by Lessee of all or any part of its property or assets for the benefit of its creditors; or

(6) The levy, execution, attachment or other of property, assets or of the leasehold interest of Lessee by process of law or otherwise in satisfaction of any judgement, debt or claim or the abandonment of the Leased Premises by the Lessee.

(b) Remedies. Upon the happening of any event of default, Lessor shall first give Lessee at least fifteen (15) days prior notice of the default and, if Lessee fails to cure the default within the fifteen (15) days following the notice of default, then Lessor may declare the entire balance of the rent for the remainder of the term to be due and payable and Lessor shall have a lien on the personal property of the Lessee which is located on the Leased Premises and in order to protect its security interest in the said property Lessor may lock up the Leased Premises or may terminate the lease and retake possession of the Leased Premises or enter the Leased Premises and relet the same without termination.

(c) Attorney's Fees and Costs. The parties hereto agree that in the event either of the parties hereto are required to institute legal proceedings to enforce any of the terms, covenants and conditions of this Lease, the prevailing party shall be entitled to be reimbursed for all reasonable attorney's fees incurred (including appellate fees), as well as court costs.

(d) No Waiver by Lessor. Nothing herein contained shall be deemed to be a waiver by Lessor of its statutory lien to rent, and the remedies, rights and privileges of Lessor in the case of default of Lessee as set forth above shall not be exclusive and in addition thereto Lessor may also exercise and enforce all its rights at law or in equity which it may otherwise have as a result of Lessee's default hereunder. Lessor is herein specifically granted all of the rights of a secured creditor under the Uniform Commercial Code with respect to the property in which Lessor has been granted a security interest by Lessee.

#### **21. NOTICE OF TERMINATION NOT REQUIRED:**

Notwithstanding any provision of law or any judicial decision to the contrary, no notice shall be required to terminate the term of this Lease Agreement, or extension hereof, on the date herein specified, and the term hereof shall expire on the date herein provided without notice being required from either party.

#### **22. SUCCESSORS AND ASSIGNS:**

This Lease shall bind and endure to the benefit of the successors, heirs, and assigns of the parties hereto.

#### **23. RELATIONSHIP OF THE PARTIES:**

Nothing herein contained shall be deemed or constituted as creating the relationship of principal and agent or of partnership or joint venture between the parties hereto; it being understood and agreed that neither the method of computing rent nor a provision contained herein nor any acts of the parties hereto shall be deemed to create any relationship between the parties other than that of Lessor and Lessee.

#### **24. ENTIRE AGREEMENT:**

It is agreed between the parties that neither Lessor nor Lessee nor any of their agents have made any statement, promises, or agreements verbally or in writing in conflict with the terms of this Lease Agreement. Any and all representations by either of the parties or their agents made during negotiations prior to the execution of this Lease Agreement and which representations are not contained in the provisions hereof shall not be binding upon either of the parties hereto. It is further agreed that this Lease Agreement contains the entire agreement between the parties and no rights are to be conferred upon either party until this Lease Agreement has been executed by Lessee and Lessor.

#### **25. MODIFICATIONS:**

No modification, alteration, or amendment to this Lease Agreement shall be binding unless in writing and executed by the parties hereto, their heirs, successors or assigns.

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**26. SECURITY DEPOSIT:**

The Lessee has deposited with the Lessor an amount equivalent to the last month's rent under the terms of this lease including seven percent (7%) Florida State Sales Tax. The Lessor acknowledges receipt of this deposit. If at any time the Lessee shall be in default under the terms of this lease than the Lessor shall have the right to use this deposit in payment of reasonable expenses in curing the default. In the event that said deposit shall not be utilized for such purpose then the deposit shall be refunded to the Lessee within seven (7) days of Lessee's vacating the Leased Premises. In no event shall Lessee be entitled to interest on said deposit, except to the extent required by applicable law.

**27. PROVISIONS SEVERABLE:**

If any term or provision of this Lease Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease Agreement or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby and each term and provision of this Lease Agreement shall be valid and be enforceable to the fullest extent permitted by law.

**28. NO RECORDING:**

This Lease Agreement shall not be recorded in the public records without Lessor's prior written consent.

**29. LAW AND VENUE:**

This Lease Agreement shall be enforced in accordance with the laws of the State of Florida. The agreed upon venue is Orange Park, Clay County, Florida.

**30. RULES AND REGULATIONS:**

Lessee agrees to observe reasonable rules and regulations adopted by the Lessor. Insofar as the rules and regulations conflict with any of the terms and provisions of this Lease Agreement, the terms and provisions of this Lease shall control.

**31. ACCESS:**

Lessee shall have access to the Suite twenty four (24) hours a day, seven (7) days a week.

**32. 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. Lessor agrees to have the building periodically checked to insure that levels of radon do not exceed Federal and State guidelines. Lessor shall notify Lessee, immediately, if radon levels are detected to be at or near to levels deemed unacceptable by Federal or State guidelines. Additional information regarding radon and radon testing may be obtained from your county public health unit.

**33. BROKER'S COMMISSION:**

Lessee covenants, represents and warrants that Lessee has had no dealings or negotiations with any Broker, or Agent other than \_\_\_\_\_ of Discover Realty Inc. or Discover Property Management Inc., in connection with the consummation of this lease. Lessee covenants and agrees to pay, hold harmless and indemnify Lessor from and against any and all costs, expenses (including reasonable attorneys' fees before trial, at trial, and on appeal) or liability for any compensation, commissions, or charges claimed by any broker or agent, other than the Brokers set forth in this paragraph with respect to this Lease or the negotiation thereof.

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IN WITNESS WHEREOF, Lessee and Lessor have caused this Lease to be duly executed as of the date first above written by their respective officers thereunto duly authorized.

Signed, sealed and delivered  
in the presence of:

Phonda L. Cady

Dan E Beel  
Lessee:

Lessee:

Phonda L. Cady

(Lessor)

By:

Karlson Whittington

Title:

Owner

- A Electric has meter in storage closet - will be Read  
either monthly or quarterly - checks made out to Clay Electric
- B. Lessee acknowledges this office space is not handycap accessible.
- C. Lessee is to contact security company to set up/change  
the code. To Pay National Alarm quarterly in the amount  
of \$ 80.25.
- D. A Keyless entry is allowed to be installed
- E. A temporary Ramp will be allowed once plans are approved  
by owner
- F. The unit is on a septic system.

Dan E Beel  
Signature, Lessee

Karlson Whittington

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/DB

## EMENT

338.60

( formerly State Road No. S-224-A )



O. R. B. 1197. PG. 181

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## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 10/15

85-8012691422C-8	07/31/2017	07/31/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

EARLY LEARNING COALITION OF  
NORTH FLORIDA INC  
2450 OLD MOULTRIE RD STE 103  
ST AUGUSTINE FL 32086-3100

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

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**EARLY LEARNING COALITION OF NORTH FLORIDA, INC.**

and

**INTERRA-SKY FLEMING ISLAND, LLC**

**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**
- H. Certification Regarding Environmental Tobacco Smoke – The Pro Children Act of 2001**
- 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.)**
- R. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**
- S. Contract Work Hours and Safety Standards Act**
- T. Access To Records**

*pages 1-11  
have not acknowledged  
by Logate LLC.*

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**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 handicaps; (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 (Clear Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, 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.
13. Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
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.

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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.

**C. CERTIFICATION REGARDING LOBBYING – 45 CFR Part 93 Appendix A - Certification for Contracts, Grants, Loans, and Cooperative Agreements AND Statement for Loan Guarantees and Loan Insurance.**

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 <sup>1</sup> for each such failure.

<sup>1</sup> 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:

**INTERRA-SKY FLEMING ISLAND, LLC**  
**1845 Town Center Blvd.**  
**Fleming Island, FL 32003**

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

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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.)**

The CONTRACTOR agrees that it will comply with Executive Order No. 11246, Equal Employment Opportunity (30 Federal Register (F.R.) 12319, 12935, 3 CFR, 1964-1965 comp. p. 339), September 24, 1965, as E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, of October 13, 1967, amended, and as the Department of Labor regulations (41 CFR part 60) Office of Federal Compliance Programs, Equal Opportunity, Department of Labor supplements. See 45 CFR part 92.36(i)(3).

**N. CLEAN AIR ACT (42 U.S.C. 7401, ET SEQ.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251, ET SEQ.) AS AMENDED**

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**

The CONTRACTOR shall comply with mandatory standards and policies relating to energy efficiency contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Stat.871). See 45 CFR part 92.36 (i)(13).

**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.

**R. COPELAND ANTI-KICKBACK ACT (18 U.S.C. 874 and 40 U.S.C. 276c)**

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 1/2 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.**

N  
\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **VI. New/Unfinished Business**

### **I. Review of Board Membership**

## **INFORMATIONAL**

**BOARD MEMBERSHIP SUMMARY**

As of September 25, 2018

Position	Name	Term Start Date	Term End Date
<b>BAKER</b>			
<b>Total Private Sector</b>	<b>0</b>		
<b>BRADFORD</b>			
<b>Total Private Sector</b>	<b>0</b>		
<b>CLAY</b>			
Governor Appointee <b>Private</b> Sector	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee <b>Private</b> Sector	*Brian H. Graham	May 14, 2015	April 30, 2019
<b>Private</b> Sector	*Vina Delcomyn	July 2011	July 2019
<b>Total Private Sector</b>	<b>3</b>		
<b>NASSAU</b>			
District Superintendent of Schools or Designee	Kristi Simpkins	December 2013	December 2021
<b>Total Private Sector</b>	<b>0</b>		
<b>PUTNAM</b>			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act	Marsha Hill	March 2018	March 2022
County Health Department Director or Designee	Mary Garcia	December 2017	December 2021
<b>ST. JOHNS</b>			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Jeb Smith	June 2017	June 2021
Head Start Director	Brian McElhone	July 2017	July 2021
Governor Appointee <b>Private</b> Sector CHAIR	Nancy Pearson, <i>Chair</i>	November 22, 2013	April 30, 2021
<b>Private</b> Sector	Mike Siragusa	September 2018	September 2022
<b>Private</b> Sector	*Adam Deputy	December 2014	December 2018
<b>Total Private Sector</b>	<b>3</b>		
<b>MULTI COUNTIES</b>			
DCF Regional Administrator or Designee	Mala Ramoutar	November 2014	November 2018
Regional Workforce Board Executive Director or Designee	Renee Williams, <i>Vice Chair</i> (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2022
President of a Florida College System or Designee	Dr. Myrna Allen (Clay, Putnam, St. Johns)	September 2014	September 2022

Representative of Private For-Profit Child Care Providers	Angelia Hough (Putnam, St. Johns)	June 15, 2016	June 15, 2020
Representative of Faith Based Child Care Providers	Theresa Little, <b><i>Treasurer</i></b> (Putnam, St. Johns)	December 7, 2016	December 7, 2020
Central Agency Administrator	Teresa Matheny (All Counties)	September 21, 2016	NA
<b>Private Sector</b>			
<b>Private Sector</b>	Joy Stanton, <b><i>Secretary</i></b> (St. Johns)	March 16, 2016	March 16, 2020
<b>Total Private Sector</b>	<b>1</b>		
<b>Combined Total Private Sector</b> ( <i>Must comprise MORE THAN 1/3 of total Board Membership</i> ):	<b>7</b>		
<b>TOTAL MEMBERSHIP</b>	<b>18</b>		

\* *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 and has been approved. Nancy's new term is from August 30, 2018 to April 30, 2021.
- **Mary Garcia-** Voted in December 2017 to December 2021 as County Health Department Director or Designee.
- **Dr. Myrna Allen-** Term date is September 2018; she has served one term and has been reappointed as the Designee by President Joe Pickens of St. Johns River State College to serve a second term. The Board approved Dr. Allen's second term on the September 19, 2018 meeting. Dr. Allen's second term expires September 2022. (President of a Florida College system designee)
- **Renee Williams-** Term date is September 2018; she has served one term and has been reappointed for a second term as the Designee by President Bruce Ferguson of the Regional Workforce Board. The Board approved R. Williams second term on the September 19, 2018 meeting. R. Williams second term expires September 2022. (Regional Workforce Board Executive Director or Designee)
- **Mandatory Seats:** All mandatory seats have been filled.
- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*):  $1/3$  of 18 = 39%. We currently have 7 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 18 board members.

## **VII. Board Absenteeism Log**

### **INFORMATIONAL**



**BOARD  
MEMBER ABSENTEEISM LOG**

**By-Laws**

3.2.7. Unexcused absences from two (2) consecutive meetings within a twelve month period by a representative or appointed

3.2.8. Mandated members with three (3) consecutive unexcused absences from meetings or six (6) unexcused absences from meetings within a twelve month period

**X = Attended**

	MEMBER NAME	No Meeting Jul-17	No Meeting Aug-17	9/20/2017	No Meeting Oct-17	No Meeting Nov-18	12/6/2017	No Meeting Jan-18	No Meeting 2/1/2018	3/21/2018	No Meeting Apr-17	No Meeting May-17	6/20/2018	No Meeting Jul-18	No Meeting 8/18/2018	9/19/2018
1	Allen, M.			X			X			EXCUSED			X			X
2	Coleman, R.			EXCUSED			X			X			EXCUSED			EXCUSED
3	Delcomyn, V.			X			X			X			X			X
4	Deputy, A.			X			EXCUSED			EXCUSED			X			X
5	Graham, B.			X			X			X			X			EXCUSED
6	Hough, A.			EXCUSED			EXCUSED			EXCUSED			EXCUSED			EXCUSED
10	Pearson, N.			EXCUSED			EXCUSED			X			EXCUSED			X
11	Ramoutar, M.			X			X			X			EXCUSED			X
12	Simpkins, K.			EXCUSED			EXCUSED			X			EXCUSED			X
13	Sirgusa, M.			No longer a member			No longer a member			No longer a member			No longer a member			New Member
14	Matheny, T			X			X			X			X			X
15	Williams, R.			X			X			X			X			X
17	Stanton, J.			X			X			X			X			X
18	Little, T.			X			X			X			X			X
19	Smith, J.			EXCUSED			EXCUSED			X			X			EXCUSED
20	McElhone, B.			X			X			X			X			X
21	Hill, Marsha			Not a Member			X	Board Nominee		X			X			X
22	Garcia, Mary			Not a Member			X	Board Nominee		EXCUSED			X			X

## **VIII. Board Comment**

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## **IX. Next Meetings**

- Wednesday, February 6, 2019, 10:30 a.m. –  
Exec/Admin Committee Conference Call  
Meeting
  - Wednesday, March 20, 2019, 10:30 a.m.-  
Board Meeting at  
**World Golf Village, Renaissance Hotel  
Conference Center**
- 

## **X. Adjournment\***

**\*ACTION ITEM**