

Attachment I. H. SRAD12 Record Storage Maintenance, Retention and Confidentiality for Episcopal Children's Services

Records for eligibility and enrollment files, provider payments, coalition contracted staff background screenings, procurement, fiscal records and other documents required for the implementation of the school readiness and VPK programs and the monitoring thereof are to be kept for 5 years or until any outstanding issues are resolved whichever date is later in accordance with the OEL and ELC Grant Agreement, State of Florida-General Records Schedule-For State and Governmental Agencies GS-1SL or Federal requirements. Provider sign-in and sign-out documentation, enrollment and attendance certifications, documentation to support excused absences and proof of parent co-payments are required to be maintained by the childcare provider for 5 years or until any outstanding issues are resolved whichever date is later. Should the provider cease to contract with the ELC for any reason, the provider is contractually obligated to turn into ECS and the ELC all attendance records for the previous 5 years. ECS will store those records as described above.

All confidential records that are in the ECS's possession that are no longer legally required to be kept will be shredded or deleted. Many child, family and provider records are now stored in EFS Mod and are in the possession of OEL. At no time will records containing confidential information be discarded without shredding first.

ECS will maintain on site and if requested with the ELC of North Florida, for appropriate monitoring and audit purposes, verification of all coalition contracted staff personnel assigned to work on this contract.

Audit reports will be kept based on Florida's Single Audit Act, s. 215.97, F.S.

Attendance records may not be altered or amended after December 31 of the subsequent year.

(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.
- (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.
- (c)
 1. Record books should be copied or repaired, renovated, or rebound if worn, mutilated, damaged, or difficult to read.
 2. Whenever any state, county, or municipal records are in need of need 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.

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.

ECS policy establishes proper records maintenance and retention regarding record confidentiality per the current Grant Agreement between OEL and the early learning coalitions and reflected in the ELC of North Florida's contract with ECS as follows:

Those employed by ECS, contractors, and/or vendors hired by the ECS must follow the guidelines as stated below:

As an organization that accepts public funding, in some cases, the Coalition and ECS is under the Public Right to Access of Information requirements in Florida Statute (Section 402.27{2}) for some of the funding used to assist consumers. ECS and its contractors, and/or vendors will follow all applicable legislative requirements referenced in this statute accordingly.

Records Access and Confidentiality

1. All Coalition and ECS records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of the ECS to maintain records in a location that is accessible to the public.
2. Childcare providers are required to (1) protect the confidentiality of child and family information, (2) have all staff complete confidentiality agreements, (3) have processes in place to protect the privacy of child and family information, and (4) maintain confidentiality agreements to provide to ECS, the Coalition upon request.
3. In accordance with section 1002.97, F.S., the individual records of children enrolled in SR programs provided under s. 1002 Part VI, F.S., held by ECS, the Coalition or OEL, are confidential and exempt from the provisions of section 119.07(1), F.S., and section 24(a), Article I of the State Constitution.
4. In accordance with section 1002.72, F.S., the personally identifiable records of children enrolled in the VPK program provided under section 1002.53, Florida Statutes, and any personal information contained in those records, are confidential and exempt from section 119.07(1), F.S., and section 24(a), Article I of the State Constitution.

5. The Coalition and ECS shall allow the parent the right to inspect and review the individual SR and VPK program record of his/her child and provide the parent a copy of the record upon request.
6. The Coalition and ECS shall allow access to SR and VPK program records as specified in s. 1002.72 and s. 1002.97, F.S., respectively. Individuals and organizations eligible to receive records include childcare providers, the parent, the Coalition, the Office of Early Learning, and other entities identified in s. 1002.97, F.S.

Private Protections

1. Confidential information concerning any individual, client, or community member will only be discussed in an official capacity between personnel who have a need to know.
2. All applicable laws and regulations governing information about mental health, consumers, victims of domestic violence, drug and alcohol treatments, and HIV/AIDS shall be strictly always enforced.
3. Where electronic records are maintained, only the confidential information that is necessary to effectively plan, manage, and evaluate early learning services, as provided by that organization, will be maintained. Under no circumstances shall confidential information be shared by an authorized individual with another authorized individual through unsecured electronic submission of data.
4. Personnel who routinely handle and process confidential consumer information should have locked access to work areas.
5. Files should not be left in plain view of those who have no need to know.
6. Outdated information should be shredded or properly disposed of.

When confidential information is used for educational or other purposes, every effort shall be made to disguise the identity of those discussed. Such information will only be shared in an education setting in an environment not open to spectators. In the case of photographs, videos, or films, that consumer or appropriate representative granting their permission to use their likeness in appropriate manners must sign a release.

ECS will not conduct, participate in, or permit research involving persons served, other than to provide aggregate data that does not identify individual consumers.

Release of Information

To document the transaction of Coalition work requires recording sensitive and privileged information that relates to those transactions. The following shall be followed:

1. ECS, its contractors, and/or vendors are required to keep and maintain confidentiality of parental and child information that includes names, addresses, and all other information that may tend to identify a parent, child, or other

- family member or guardian or other individual requesting information or services. The nature of information sought by a particular person and that person's response to information requested by ECS, its service providers, contractors, and/or vendors is also included.
2. All requests for information must be submitted in writing and with reasonable specificity as to what records are desired. The Chief Executive Officer or appropriate Officer shall be considered the legal "custodian" of the records maintained by service providers, contractors, and/or vendors hired by ECS.
 3. Records are declared as confidential and access is limited to authorized persons, with exception to records that may be considered public information such as the employee's full name, date(s) of hire, present and past classification as employee, and present and past rate of pay.
 4. Information and records that are obtained in the course of official duties may not be released to or shared with unauthorized persons.
 5. Persons requesting access to files must prove a need to know.
 6. Information may only be obtained because of written permission by the affected person to authorize release of such information.
 7. No information will be released without the prior written consent of the affected person. In such cases, a hard copy of data will be provided.
 8. Coalition or service provider/contractor/vendor staff may not provide data copied from the database that includes confidential parent information not subject to disclosure.
 9. A copy of the signed consent form should be provided to the person providing consent and another placed in the case record as appropriate.
 10. The release or access to specific consumer files requires signed consent from the consumer prior to release of information and every effort should be made to release to the requestor information only that accommodates the official need of the requestor.
 11. The consumer should specify the type of confidential information to be released per request (Attachment).
 12. Confidential information will be shared with persons with valid requests when it is deemed that immediate danger to the entity or other entities are involved. Immediate danger would be those situations such as awareness that staff may be being stalked or that a child may be in potential danger of being abducted by a non-custodial parent.
 13. All physical records of application and enrollment of children, including family income, and educational and medical background, should be kept in the child or family's individual folder in locked files whether in the office or center. All similar electronic records will be encrypted or secured by 2 factor authentication.
 14. Keys will be available to other designated staff if appropriate.
 15. Only information necessary for the provision of services will be released to Coalition and/or service provider/contractor/vendor staff or other entities.

16. In the case of the latter, ECS's Chief Executive Officer or other appropriate Officer will determine if the request is valid meaning whether it is justifiable, legitimate, legally permissible, and in the best interest of the person served.
17. Blanket consent forms signed by persons served when service is initiated do not meet the requirements of this standard. A system for maintenance and destruction of sensitive documents will be developed and maintained in all such cases.
18. When permitted by law, confidential information may be released without the informed, written consent of the person or legal guardian. The release of aggregate data that does not identify individual consumers may not require a signed release. An example would be court orders or subpoenas that request the release of confidential information.

ECS prohibits the release of information for involuntary participation of consumers served in public performances services without the informed consent of that person of his/her parent or guardian. When consumers participate in PUBLIC events, consent MAY not be required. Persons served in public performances will not be coerced into use of public statements that express gratitude to Coalition or funders. Photographs, videotapes, audio taped interviews, artwork, or creative writing for public relations or fundraising purposes will not be released without the informed consent of that person, or his/her parent or legal guardian.

Changes/Revisions:

Date of Change/Revision	Person making change/revision	Change/Revision
2/26/2009	T. Matheny	Added: ... or Federal requirements. All confidential records that are no longer legally required to be kept should be shredded.
4/20/2015	T. Matheny	..., coalition contracted staff background screenings, fiscal records ECS will maintain on site and if requested with the ELC of North Florida, for appropriate monitoring and audit purposes, verification of

		<p>all coalition contracted staff personnel assigned to work on this contract.</p> <p>Audit reports will be kept based on Florida's Single Audit Act, s. 215.97, F.S.</p> <p>At no time will records containing confidential information be discarded without shredding first. eligibility and enrollment files, provider payments, coalition staff background screenings, and other documents required for the implementation of the school readiness and VPK programs Attendance records may not be altered or amended after December 31 of the subsequent year.</p> <p>Section concerning maintenance and preservation.</p>
<u>2/08/2021</u>	<u>I. Matheny</u>	<p><u>Updated policy to recognize EFS Mod, electronic records, etc.</u></p> <p><u>Added section on record confidentiality.</u></p>

Attachment IIB Single Point of Entry Policies and Procedures 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.floridaearlylearning.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 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.floridaearlylearning.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.

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.floridaearlylearning.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.floridaearlylearning.com/Account/Login>. This link is also posted on the main page of the ECS website.
 - (b) Prequalifying questions for eligibility are completed through the Family Portal by the parent to determine whether or not a family is potentially eligible for services. The prequalifying questions include: 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.
 - (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 application and will include the child's legal name, age, probable eligibility category, priority assignment, and type of care requested.
 - (d) (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.

- (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.
- (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.

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~~ ~~Senior Director of Programs~~ when funding allows for enrollments along with the enrollment goals by county based on each counties enrollment and budget.

2. The ~~Director of Family & Provider Services~~Senior Director of Programs will then notify the Manager of Family Services, Program Support Coordinator, Family Services Coordinators and Family Services Specialists of the enrollment goals.
3. The Program Support Coordinator will then run either the 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 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.

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. 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 Complete the enrollment

process either fully online, or by scheduling an appointment with a Family Services 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.

3. -Notes on the contact attempts should be made in the Coalition Portal case notes.

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A child should be removed from the waitlist if

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:

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 of 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"
11/9/18	B. Spangler	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.

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. Should EFS Mod not be fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations, locally developed documents or other methods of documenting the family's eligibility so that they may receive services.~~

Policy:

Application/Forms –

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 ELC or its Primary Contractor adopts them for authenticating applications.~~

For applications entered by the guardian(s) 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, should they be needed. 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-should EFS Mod is-not be fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard-copies-oflocally developed documents or other methods of documenting the family's eligibility so that they may receive services.

Parent/guardian signatures are not required for a renewing referral ~~if~~ during the 12-month eligibility period.

Eligibility can only be established based on the information provided through the end of the eligibility period. Children remaining in payment status beyond the end of the authorized period are ineligible. A new eligibility review MUST be completed and fully documented to support continued eligibility. Eligibility cannot extend beyond authorized eligibility dates ~~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; they are in the process of redetermining and the process of approving the renewal paperwork goes beyond the initial redetermination date. In cases where this happens, any length of time beyond the initial redetermination date is subtracted from the following year of eligibility. For example, if the approval of the redetermination date takes 10 days past the redetermination date to approve, 10 days will be subtracted from the subsequent year of eligibility. History notes should be entered into EFSM explaining why eligibility was given past the initial redetermination date.~~

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Procedures:

Initial Enrollment:

1. Parent/Guardian can either complete the enrollment process online on their own through the Family Portal, make an appointment, or come as a walk-in to see a Family Services Specialist.

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2. Family Services 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 at the time of the interview, the Family Services Specialist will determine and process eligibility if parent/guardian provides ALL required documentation.
4. Once the enrollment process is completed, the client and provider can both view the certificate of eligibility online.
5. Family Services Specialist will make detailed casenotes explaining what was 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 Should EFS Mod is-not be fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of locally developed documents or other methods of documenting the family's eligibility so that they may receive services.

Redeterminations

At a minimum, eligibility will be redetermined annually for every family who receives SR services. Welfare Transition Program participants will receive authorization for child care funding for the period the referring agency's child care authorization states.

Parent/Guardian will be asked to either complete the redetermination process online or make an appointment with Family Services 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 exchange documents and information as many times as needed within the original 30 days. If after 30 days staff can't approve the application based on the submission, staff will give the family a 10 day deadline 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 Services 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.

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 the Family Services Specialist will 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.

All Family Services Specialists are also trained and certified CCRR Specialists. Throughout the eligibility enrollment, redetermination, and termination processes, staff discuss with families any additional needs that they might have. Based on those needs, additional community resources are provided to families in an effort to assist the families in addition to childcare. CCRR services are free and not contingent on School Readiness funding. Examples of some of the resources provided include Head Start, Early Head Start, Healthy Families, etc. Additional resources can be found on the Episcopal Children's Services website under Parent and Community Resources (<https://www.ecs4kids.org/programs/school-readiness/parent-and-community-support/parent-and-community-resources/>). These guides are updated quarterly in an effort to have the most up to date information for the communities and families that we serve.

Parent Fees (Co-payments) Policy

Policy:

Co-payments, otherwise known as parent fees, are based on the sliding fee scale adopted by the Coalition and updated with the annual update of the Federal Poverty Level. The sliding fee scale must be approved by the Coalition annually and be effective no later than July 1 of each year. No parent will be assigned a parent fee in excess of 10% of the family income regardless of the number of children in care. EFS Mod will determine parent fees based on information entered in the system; however these should always be checked against the fee scale to ensure accuracy.

Each family that receives school readiness services shall be assessed a parent fee based on family size, the hours of care needed, and the family's income, according to the sliding fee scale. If a child is authorized for part time care, the parent shall be assessed a part time parent fee. If a child is authorized for full time care, the parent shall be assessed a full time parent fee. A parent with two or more children receiving school readiness services may receive a parent fee discount for the second and any subsequent child in their care based on the sliding fee scale. When a discount is applied, the youngest child must be assessed a full parent fee based on the approved sliding fee scale and the hours of care needed.

When a child's normal schedule of care is based on the school year schedule and the child is authorized school readiness part time care during the school year and attends a full time day at the school readiness program on a school holiday or school closure, the parent shall pay the part time parent fee. During the summer break, if said child attends full time, the parent shall pay the full time parent fee.

Parent fees may be waived on a case-by-case basis. Requests for the parent fee waivers are documented in the case file during the initial authorization for care and at each redetermination. Special circumstances may be granted with supervisory approval. The special circumstance that qualifies for fee waiver must be documented in case notes. The duration of the fee waiver shall coincide with the duration of the special circumstances.

Reasons for parent fee waivers include:

1. At-risk parent fee waivers. A parent fee may be waived on a case-by-case basis for families participating in an at-risk program as defined in Section 1002.81(1), F.S.
2. Temporary parent fee waivers. A parent fee may be temporarily waived on a case-by-case basis for families with income at or below 100 percent of the federal poverty level during an event that limits a parent's ability to pay as defined by Section 1002.84(8), F.S.

A parent fee shall not be equal to or greater than the providers private pay rate. A parent will not be required to pay a parent fee that exceeds the providers private pay rate. Should the parent fee exceed the provider private pay rate, the parent fee may be reduced to the point that it is equal to or the parent fee just below the provider private pay rate. The Family Services Specialist should also discuss this situation with the client and provider to determine if a schedule change is also needed in these cases.

A family may submit documentation at any time during the eligibility authorization period to decrease the parent fee due to a reduction in income or an increase in family size.

Parent Fees for At Risk Referrals

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.

Graduated Phase-out

At the end of the initial 12-month eligibility period, the coalition shall re-evaluate the family's eligibility.

(a) At the end of the initial 12-month eligibility period at redetermination, if a family's income is above 150 percent of the Federal Poverty Level (FPL), but at or below 85 percent of the State Median Income (SMI), the family will enter the graduated phase-out. The parent shall be assessed a parent fee that is based on the approved sliding fee scale. As the family's income increases the parent fee shall gradually increase based on the approved sliding fee scale.

1. During graduated phase-out, school readiness childcare funding will be authorized for

12 months from the redetermination date. At redetermination the coalition shall provide written notice to the family and provider of the required parent fee for the 12-month period to be paid by the parent to the provider. The notice shall inform the parent that the parent fee shall increase as the family's income increases.

2. During graduated phase-out, the family shall report any changes in family size or income to the coalition within ten (10) calendar days. The coalition shall adjust the family's parent fee based on the reported information and shall notify the family and provider of any changes within ten (10) calendar days. The parent fees shall be increased or decreased based on any reported changes, as required, that affect the parent fee.

3. During graduated phase out, if the family's income exceeds 85% of the SMI, the family is no longer eligible for the program. The coalition shall notify the family that the family is no longer eligible to receive school readiness services and school readiness services will be discontinued two weeks (14 calendar days) from the date of the notice, as long as the two-week period does not extend beyond the family's authorized eligibility period. During the graduated phase out, if the family's income falls below 150% of the federal poverty level, the parent fee shall be adjusted based on the approved sliding fee scale and the family will remain in the graduated phase out and continue to receive services for the remainder of the twelve-month phase-out period.

(b) At the end of the initial 12-month eligibility period at redetermination, if a family's income remains at or below 150 percent of the FPL, the family will remain eligible pursuant to Rule 6M-4.200, F.A.C. The family's eligibility, parent fee, and reporting requirements are subject to the requirements of the initial eligibility period and will not be subject to the graduated phase-out criteria.

(c) At the end of the initial 12-month eligibility period at redetermination, if a family's income exceeds 85% of the SMI, or the family is otherwise no longer eligible, the coalition shall notify the family that the family is no longer eligible to receive school readiness services and school readiness services will be discontinued.

Parent fee collection

The parent fee amount for which the family is responsible shall be subtracted from the provider's reimbursement, prior to payment by the coalition or its designee. Collection of the family's required parent fee for school readiness services shall be the responsibility of the provider of school readiness services in accordance with Section 1002.84(8), F.S.

(a)The provider shall provide written notice of the parent fee due date. The parent fee shall be collected within ten (10) calendar days of the provider's payment due date. The provider must give the parent a receipt for each parent fee made by the parent and retain receipt records for all child care parent fees.

(b)The provider shall document outstanding parent fee balances. The provider shall provide written notification to the parent of the current outstanding parent fee balance within fifteen (15) calendar days of the provider's payment due date. This notification shall be provided at least on a monthly basis as long as there is a parent fee balance. Outstanding parent fees will be subject to the provider's payment policies as acknowledged and agreed upon by the parent. The provider shall document the parent's acknowledgement of receipt of payment policies related to the school readiness program prior to the parent enrolling his/her child in the provider's school readiness program. If the provider intends to take action, in accordance with its policy, against a school readiness parent for non-payment of the parent

fee that includes disenrolling the child from the provider site, the provider shall notify the coalition at least five (5) calendar days prior to disenrollment.

Transfers

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 parent fee obligation related to school readiness program. Satisfactory fulfillment of the parent fee obligation is defined as immediate payment of the outstanding parent fee obligation or establishment of a repayment plan for the outstanding parent fee 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 parent fee 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 parent fee 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.

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.

Parent fee changes

A parent fee shall not be increased during the initial 12-month eligibility authorization period. The amount of parent fees assessed shall be in effect for the family's authorized eligibility period, unless:

(a) The parent or referring agency requests and the coalition grants a waiver of the assessed parent fee specified in subsection (5); or

(b) An incorrect parent fee was assessed by the eligibility determiner as a result of an error of the eligibility determiner, program participant error, or program participant fraud, resulting in corrective action to reduce or increase the family's parent fee; or

(c) An employment status, income or family size results in a lower parent fee; or

(d) The authorized hours of care changes.

(e) Parent fees during graduated phase out may be increased or decreased based on the family's income and size.

Coalition parent fee errors

Staff should not take action to recover an incorrect parent fee made due to an error of the coalition or its designee. Once the error is discovered, the coalition must correct the error and apply the corrected parent fee. The coalition shall notify the parent within ten (10) calendar days of changes to the parent fee. This notification must be documented.

Parent fee recovery

In cases when a reimbursement overpayment is caused by an incorrect parent fee assessment which resulted from parent error or parent fraud, the coalition shall attempt to recover the overpayment and document attempts. If the coalition is unsuccessful in recovery of the overpayment, the coalition shall notify the Office of Early Learning and submit documentation as necessary in accordance with the ELC's approved anti-fraud plan.

SRPP08-Eligibility Terminations

Policy and Procedures

Policy:

~~Until~~ Should EFS Mod ~~is-not be~~ fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and ~~hard-copies~~ electronically developed 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-emailed~~ to the parent/guardian, to ~~the~~ 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 day 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~~ the Family Services Specialist will 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~~ permitted 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/~~4184~~)
2. The original Notice will be sent to parent/guardian's mailing_email address ~~or emailed to the parent.~~
3. FSS will send_email 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~~ EFSM.
5. FSS will put ~~file a reminder~~ in their tickler and/or Outlook Calendar for when termination is to be ~~done~~ completed.
6. On the day of the termination, as a courtesy to the provider and a best practice, the FSS will notify provider via phone, when time allows and based on the staff's current workload. A Notice of Terminated Children must also be ~~faxed~~ emailed to provider, if provider has a fax machine. FSS must casenote that how the Provider was notified stating if only by email, or both email and 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 EFSMod and will enter a termination code according to EFS standards explaining the reason for ~~disenrollment~~ termination.

****Important! No active household should be terminated unless the Notice of Termination has been sent to the ~~Parent~~parent, the ~~Provider~~provider and a copy uploaded ~~to~~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.~~all steps are followed.**

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 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.

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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:

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

BG1	At Risk	FAM	Family Supports	<p>Description: Child care for a child from a family that is in the custody of a parent who is a victim of domestic violence and who is receiving services through a certified domestic violence center.</p> <p>Applicable Purpose for Care: Child Protection (CP)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization Form: Yes -- from a DCF-Certified Domestic Violence Center</p> <p>Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.</p> <p>Countable Income: If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p>Authorization Period: 12 months.</p> <p>Reference: 45 CFR §§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(e), and 1002.87 (1)(b)(e), F.S.;</p>
BG1	At Risk	11	At Risk In Home	<p>Description: 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.</p> <p>Applicable Purpose for Care: Child Protection (CP)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization Form: Yes -- from DCF or contracted community-based provider</p> <p>Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.</p> <p>Countable Income: If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p>Authorization Period: 12 months. Reference: 45 CFR, §§ Part(s) 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(c) & 1002.87 (1)(b)(e), F.S.;</p>

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BG1	At Risk	13	At Risk Foster Care	<p>Description: Child care for a child in foster care protective services under supervision by DCF/contracted provider for abuse, neglect, abandonment, or exploitation.</p> <p>Applicable Purpose for Care: Child Protection (CP)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization Form: Yes -- from DCF or contracted community-based provider</p> <p>Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.</p> <p>Household Size: Related child(ren) on the Child Care Authorization Form only</p> <p>Countable Income: If available, count child(ren)'s income only</p> <p>Authorization Period: 12 months.</p> <p>Reference: 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>Description: 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>Applicable Purpose for Care: Child Protection (CP)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization: Yes -- from DCF or contracted community-based provider</p> <p>Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.</p> <p>Household Size: Related child(ren) on the Child Care Authorization only</p> <p>Countable Income: If available, count child(ren)'s income only</p> <p>Authorization Period: 12 months.</p> <p>Reference: 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>Description: 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>Applicable Purpose for Care: Child Protection (CP)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization: Yes -- from DCF or contracted community-based provider</p> <p>Countable Income: 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>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit and authorized eligibility by the referring agency.</p> <p>Income Eligible: Eligibility not dependent on income, but if available should be used to calculate parent fee.</p> <p>Authorization Period: 12 months.</p> <p>Reference: 45 CFR §§98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(a) & 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>Description: 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>Applicable Purpose for Care: Child Protection (CP)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization: Yes -- from DCF or contracted community-based provider</p> <p>Countable Income: If available, count child(ren)'s income only</p> <p>Household Size: Related child(ren) on the Child Care Authorization only</p> <p>Income Eligible: Eligibility not dependent on income, but if available should be used to calculate parent fee.</p> <p>Authorization Period: 12 months. Reference: 45 CFR, §§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(a) & 1002.87 (1)(b)(e), F.S.;, 65C-29.003(9), F.A.C.</p>
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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 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.) 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).
 - 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 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.

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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.

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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

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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

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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.

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(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.

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(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.

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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.

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

1. Upon the 10th day after enrollment or redetermination, complete the *Request for Missing Documents Form* (Attempt 1). Original goes to parent. A copy is sent to caseworker. Place in tickler for 15 days. Casenote
2. On the 25th day, complete attempt 2. Same as above. Casenote
3. On the 40th day, complete attempt 3. Same as above. Place *Request for Missing Documents Form* with all 3 attempts documented in client's 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 Should~~ EFS Mod ~~is not be~~ fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of locally developed 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

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Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
BG3	Temporary Cash Assistance Not Working	TCAN	TCA Not Working	<p>Description: Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is receiving temporary cash assistance (TCA) under chapter 414 F.S., and subject to the federal work requirements, who is not working but is involved in activities assigned by the referring agency. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form.</p> <p>Applicable Purpose for Care: Education & Training (ET), Job Search (JS) or Work Activity (WA)</p> <p>Work Requirements: Based on the federal work requirements activity assigned by the referring agency.</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization Form: Yes -- from Welfare Transition Program/Local workforce board</p> <p>Income Eligible: Yes -- at or below 185 percent of Federal Poverty Level (Determined by DCF)</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.</p> <p>Countable Income: Countable unearned income from all household members who are included in the TANF assistance group. Employment income should not exist for this category. Exclude income earned by children including a concurrently enrolled high school student who has</p>

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				<p>attained 18 years or a concurrently enrolled student with a disability who has attained 22 years. Authorization Period: Based on Child Care Authorization Form - maximum is six months. Reference: 45 CFR §§98.44, 98.50; CCDF State Plan, Part 2.5; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(b), F.A.C.</p>
BG3W	Temporary Cash Assistance Working	TCAW	TCA Working	<p>Description: Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is employed and receiving temporary cash assistance under chapter 414 F.S., and subject to the federal work requirements. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form. Applicable Purpose for Care: Employment (EM), Both Employment and Training and/or Education (TT) Work Requirements: Based on the federal work requirements activity assigned by the referring agency. Child Age Requirements: Birth to younger than 13 years Child Care Authorization Form: Yes -- from Welfare Transition Program/local workforce board Income Eligible: Yes -- at or below 185 percent of FPL (Determined by DCF) Household Size: All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group. Countable Income: Earned and countable unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years. Authorization Period: Based on Child Care Authorization Form - maximum is six months. Reference: 45 CFR §§98.44, 98.50; CCDF State Plan Part 2.5; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(b), F.A.C.</p>
WRC	Temporary Cash Assistance Respite	RCI	TCA Respite	<p>Description: Child care for a child from a family that includes a parent who is receiving temporary cash assistance (TCA) under chapter 414 F.S., and subject to the federal work requirements, who is not working but is involved in respite activities assigned by the referring agency. Participants may participate in an out-of-home residential treatment for alcoholism, drug addiction, alcohol abuse, or a mental health disorder, as certified by a physician licensed under chapter 458 or chapter 459, F.S., instead of a work activity while participating in treatment. The participant shall be required to comply with the course of treatment necessary for the individual to resume work</p>

			<p>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>Applicable Purpose for Care: Respite Services (WR)</p> <p>Work Requirements: Based on the federal work requirements activity assigned by the referring agency.</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization Form: Yes -- from Welfare Transition Program/DCF</p> <p>Income Eligible: Yes -- at or below 185 percent of FPL (Determined by DCF)</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.</p> <p>Countable Income: Earned and countable unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p>Authorization Period: 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	<p>Description: Temporary child care for a child from a family that is economically disadvantaged who has applied for TCA, including an up-front diversion payment in order to seek employment.</p> <p>Applicable Purpose for Care: Employment (EM), Education & Training (ET), Employment and Education and/or Training (TT), Job Search (JS) or Work Activity (WA)</p> <p>Work Requirements: Based on the federal work requirements activity assigned by the referring agency.</p> <p>Child Age Requirements: Birth to younger than 13 years.</p> <p>Child Care Authorization Form: Yes -- Welfare Transition Program/local workforce board</p> <p>Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.</p> <p>Income Eligible: Yes-- at or below 150 percent of FPL</p> <p>Authorization Period: One 30-day period.</p> <p>Reference: 45 CFR: §§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(7) & 1002.87(1)(c)(f), F.S.; Section 1002.89, F.S.</p>

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

Policy and Procedures

Policy:

Note: ~~Until~~ ~~Should~~ EFS Mod ~~is-not be~~ fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and ~~hard~~ ~~copies of locally developed~~ 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 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 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 Criteria

Only the child must meet all eligibility criteria to receive RCG benefits. Some of the eligibility 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).

2-1. BG3R-RCG - Child care for a child who has been adjudicated dependent and has had an approved home study and has either been placed by the court with a relative under protective supervision or the court has given relative temporary custody. The child must be 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.

3-2. BG3-28A - Services provided to a child placed with a relative permanently or on a short-term basis, who is receiving temporary cash assistance as a TANF "Child Only" case. Must have documentation from the DCF showing TANF amount with the recipient's name. Child care services are provided for placements meeting the definition of working families (need a purpose of care). Eligibility is not dependent on family income. Care is authorized for a maximum of 12 months or less. 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.

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Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
2, 5, 9	BG3R	At Risk	RCG	At Risk RCG	<p>Description: 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>Applicable Purpose for Care: Child Protection (CP)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization: No -- verification of current RCG payment is required</p> <p>Countable Income: If available, count child(ren)'s income only</p> <p>Household Size: Related child(ren) only</p> <p>Income Eligible: Eligibility not dependent on income, but if available use to calculate parent fee.</p> <p>Authorization Period: 12 months or less</p> <p>Reference: 45 CFR, §§§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(1)(d) & 1002.87 (1)(b)(e), F.S.</p>

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3, 6, 9	BG3	Economically Disadvantaged TANF Child Only	28A	TANF Child Only	<p>Description: 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>Applicable Purpose for Care: Employment (EM), Education & Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)</p> <p>Work Requirements: 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>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization Form: No (verification of TANF child only payment needed)</p> <p>Countable Income: Child(ren) income only</p> <p>Household Size: Child(ren) only</p> <p>Income Eligible: Yes-- child's income at or below 150 percent of FPL for entry into program, at or below 200 percent of FPL for continued eligibility; graduated phase-out applies for income above 200 percent of FPL to 85 percent of State Median Income (SMI) for a family of up to seven; for families of 8 or more, the upper income threshold is at or below 85 percent SMI for continued eligibility.</p> <p>Authorization Period: 12 months or less</p> <p>Reference: 45 CFR §§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(7) & 1002.87(1)(c)(f), F.S.;</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. Maximum redetermination period is one year.

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

Policy:

Note: ~~Until Should~~ EFS Mod ~~is not be~~ fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and ~~hard copies of locally developed~~ 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:

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

					1002.81(7) & 1002.87(1)(d), F.S.;
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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, 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 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 MOD. Must enter a TCC history code specifying the TCC time frame and months of TCC remaining.

SRPP06-BG 8 –Economically Disadvantaged & Migrant Farmworkers & GCPP

Policy and Procedures

Policy:

Note: ~~Until~~ Should EFS Mod is-not be fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of locally developed 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 SR Match Funding [formerly known as 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 SR Match Funding 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 ~~and~~ Special Needs ~~and Child Care Executive Partnership~~ children will be authorized for 12-months of child care as funding allows.

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, ~~parents and guardians will be instructed on how to sign their child care (payment) certificate through EFSM, 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~~ identifies the child(ren) for whom a coalition authorized child care, the provider the family selected, signatures of both the ~~beneficiary-client~~ 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~~ Should EFS Mod ~~is not be~~ fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and ~~hard~~

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

Transfer of School Readiness Services.

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

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Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
3, 6, 9	BG8	Economically Disadvantaged	ECON	Economically Disadvantage	<p>Description: Child care for a child from a family that is economically disadvantaged including, but not limited to, a working migratory family that is economically disadvantaged as defined by 34 CFR s. 200.81(d) or (f) or an agricultural worker who is employed by more than one agricultural employer during the course of a year, and whose income varies according to weather conditions and market stability.</p> <p>Applicable Purpose for Care: Employment (EM), Education & Training (ET), Both Employment and Training and/or Education (TT), Migrant Employed (ME) or Disability (DI)</p> <p>Work Requirements: In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.</p> <p>Child Age Requirements: Birth to younger than 13 years</p> <p>Child Care Authorization Form: No</p> <p>Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.</p> <p>Income Eligible: Yes-- at or below 150 percent of FPL for entry into program, at or below 85 percent for continued eligibility; if 85 percent of State Median Income (SMI) is less than 150 percent of FPL, this is the income threshold for entry into the program.</p> <p>Authorization Period: 12 months.</p>

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					<p>Reference: 45 CFR. §§§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(7) & 1002.87(1)(c)(f), F.S.;</p>
CCPP	Child Care Executive Partnership	P1	SR Matching Fund (formerly CCEP)	<p>Description: Child care for a child from a working family that is economically disadvantaged and receives SR matching funds. The SR Matching Fund 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>Applicable Purpose for Care: Employment (EM), Education & Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)</p> <p>Work Requirements: In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.</p> <p>Child Age Requirements: Younger than 13 years of age</p> <p>Child Care Authorization Form: No</p> <p>Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.</p> <p>Income Eligible: Yes -- at or below 200 percent of FPL initial entry and continued eligibility.</p> <p>Authorization Period: 12 months.</p> <p>Reference: 45 CFR §§§ 98.20(a)(1)(ii), 98.44, 98.50; Section 1002.94, F.S.</p>	

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~~CCPP – SR Child Care Executive Partnership. Local business, local government, and other funders provide dollar for dollar match with SR Match Funding (formerly known as 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. and as listed in our School Readiness Wait List Policy.~~

~~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. 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.~~

~~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.~~

~~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.

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

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Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
8	CF	Special Needs	SN	Special Needs	<p>Description: Child care for a child, who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this billing group remains eligible until the child is eligible for admission to kindergarten in a public school under Section 1003.21(1)(a)2, F.S. Allocation requires office approval.</p> <p>Applicable Purpose for Care: Special Needs (SN)</p> <p>Work Requirements: N/A</p> <p>Child Age Requirements: 3 years of age through admission to kindergarten</p> <p>Child Care Authorization Form: No - IEP needed from local school district</p> <p>Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p>Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.</p> <p>Income Eligible: No</p> <p>Authorization Period: 12 months.</p> <p>Reference: 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.

~~SRPP12~~ Deciding Client or Child Eligibility for Relative Caregivers

Policy and Procedures

Policy:

When setting up eligibilities 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 one household unless separating 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 household under 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 the EFSM~~ file, omitting income as needed per billing group.

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 Should EFS Mod is-not be fully functional, ECS will be using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of locally developed 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.

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.

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 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 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 appropriately. However, the 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

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~~ Coordinators. 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 file is to be reviewed by the ~~Director of Family & Provider Services~~ Manager of Family Services. 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.

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 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.

- o Advertising
- o 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)
- o Commissions and fees
- o Contract labor
- o Employee benefit programs
- o Insurance other than health
- o 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)
- o Legal and professional services
- o Office expenses (not for home)
- o Pension and profit sharing plans
- o Rent or lease (not for home)
- o Repairs and maintenance (not for home)
- o Supplies (not for home)
- o Taxes and licenses (not for home)
- o 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)
- o 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/minimum wage (\$8.05-65 per hour, effective June 1, 2015-2021) = average of 12-4211.56 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 EFSM.

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. 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 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 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. To do this, contact the [Provider Services Contract](#) department.

All returned mail from parents should be uploaded to the electronic file in EFS Mod. 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~~ ~~Should~~ EFS Mod ~~is not be~~ fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and ~~hard~~ ~~copies of~~ ~~locally developed~~ documents or other methods of documenting the family's eligibility so that they may receive services.

First the Family Services Specialist will need to terminate the current enrollment. Once the enrollment is terminated, the Family Service Specialist can then terminate the associated eligibility period. Once the eligibility period is also terminated, the Family Services Specialist will create a new eligibility period and select the new billing group, etc. Once all of the required information is updated in the new eligibility screen, the Family Services Specialist will click save. Once saved, the Family Services Specialist can then create and save a new

enrollment that will be attached to the new eligibility period associated to the new billing group.

If it was determined that the billing group was incorrect prior to the date discovered, the Family Services Specialist will need to determine the date the billing group should have been changed. If this date is within the current month and prior to the opening of the attendance processing, corrections can be made to the enrollment by terminating the current enrollment and eligibility period the day before the change should have taken place. Once terminated, the Family Services Specialist will then open a new eligibility first, and then a new enrollment under the correct billing group.

Should the change have taken place prior to the current month, the Family Services Specialist will need to terminate the current enrollment and eligibility as of the last day of the previous month. A new eligibility period and enrollment will then need to be created starting on the first of the month with the correct billing group. The Family Services Specialist will then submit an Internal Payment Correction (IPC) to the Reimbursement Department, listing the dates and other required information needed to correct the billing group for the dates up until the termination date of the incorrect billing group.

History notes should be made explaining the discovery of the incorrect billing group along with the corrections made and details of the IPC submitted, if one was necessary.

~~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, overtime/bonus 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 (for example, verification with employer regarding overtime and bonuses)
- Loss of purpose of care
- Review dates

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:
46 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

Provider Noted Term Policy & Procedures

Policy:

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

EFSM currently does not differentiate who terminates a child in EFSM. Previously in legacy, staff would be the one entering in a term code of provider noted term. In EFSM, providers can terminate children themselves; however they have the same termination codes that staff have available to them, so it is still not clear when a provider terminates children. ECS staff explained this to the OEL Mod team and requested this as a future enhancement to EFSM.

Since there is not a current way to track this, I will be removing it from the policy until we can have a better process for these situations.

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".

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 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~~ of the termination code used as well as any history notes as to why the child was terminated, for example the child moved away.

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 and contact the parent/guardian to see if services are still needed. If the child is still eligible for care, and services are still needed, 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. Also review history notes and the child's file to verify term notifications were sent to the provider.

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 EFSM 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.

1. If the child’s schedule needs to be changed or adjusted, see the section titled “**CHANGING A CHILD’S SCHEDULE**”.
2. 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.

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
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	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:

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, overtime/bonus frequency (if applicable) and projected hours of employment and the employer's information as indicated above.

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 unless the last 4 weeks of paystubs provided for the client's initial enrollment or redetermination would not reflect their normal work activity. Examples of this include enrollments/redeterminations that occur right after holidays where the client's employer was closed for multiple days or hours

were drastically cut. Another example would be a change in position or raise with the same employer within the last 4 weeks. If a client does not have the necessary eligibility paperwork at the time of the interview, (though paystubs or a Verification of Employment), 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 that does not fall under the examples listed above.

Procedures:

Reviewing Pay Stubs

If a parent/guardian provides the FSS with paystubs, the following should be reviewed:

1. Date and period of pay
2. Gross/Regular Pay
3. Bonus and Overtime Pay (YTD)
4. Hours worked
5. Status
6. Name and Address
7. Child Support Deductions

Please question the parent and employer of any variation in payment. For example, if the FSS notices that parent/guardian has a significant YTD under bonus or overtime. The parent/guardian should be asked about the amount. It should be verified by the employer and noted with a detailed history note. Information provided by the employer will help the FSS determine if the bonus/OT should be included in the count.

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 EFSM 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~~ as **OTHER household members** who are not receiving care, ~~The~~ ~~the~~ Family Services 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 Services 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.

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~~Senior Director of Programs in consultation with the ~~Senior VP of Administration and Compliance~~Chief of Programs will determine when this step is needed and direct staff to begin the employment verification procedures outlined below.

Procedures:

1. Run designated report 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 BG8 clients. Lastly, the Senior Director may ask that you run the 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 14 day termination notice to client and provider. If the time period of unemployment has been beyond a three month reestablishment of purpose of care period. If the amount of time has been less than three months, then the Family Services Specialist will need to update the record to start a three month period to establish a purpose of care starting the date employment was terminated. Client and provider will be notified of the change in status and that new purpose of care documentation will need to be received prior to the end of the three month establishment period.
5. If client comes in with new employment information, verify start date. If start date was before termination notice was sent, update system with new employment information.
6. If start date was after termination notice was sent and 3 months has not lapsed since last day of employment, update the system with new employment information.
7. If start date was after termination notice was sent and 3 months has passed since last day of employment, send a 14 day term notice. Refer cases to the compliance department when appropriate.
8. Record all contacts, notices and redeterminations in EFS Mod history notes.

SREP41-Using SSN as ID Number **Best Practice of Social Security Numbers**

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. When reviewing documents, the Family Service Specialist will check for Social Security Numbers shown on any documents, such as child support, paystubs, shot records, uploaded in the system. 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.

Community Needs ELC of North Florida

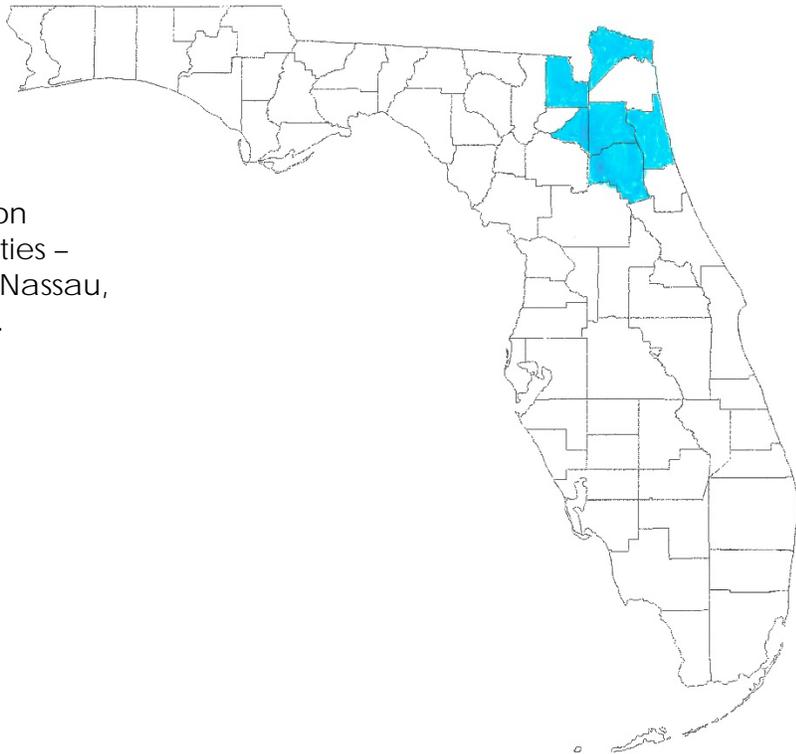
Assessment for Baker, Bradford, Clay, Nassau, Putnam, and St. Johns Counties



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.

Community Characteristics

Geography



The North Florida Region encompasses six counties – Baker, Bradford, Clay, Nassau, Putnam, and St. Johns.

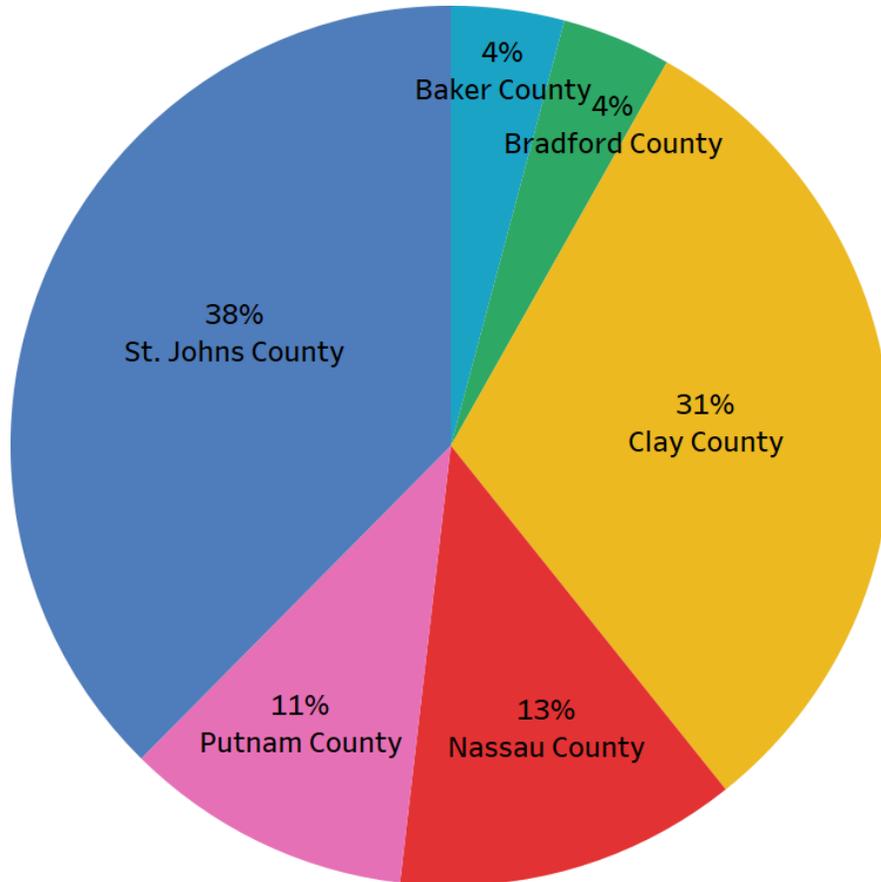
Population

Population by County

Population by County	
Baker	28,211
Bradford	27,317
Clay	211,405
Nassau	83,098
Putnam	73,252
St. Johns	244,674

Population Distribution by County est. 2019

Bureau, US Census. "County Population Totals: 2010-2019." *The United States Census Bureau*, 22 June 2020, www.census.gov/data/tables/time-series/demo/popest/2010s-counties-total.html#par_textimage.



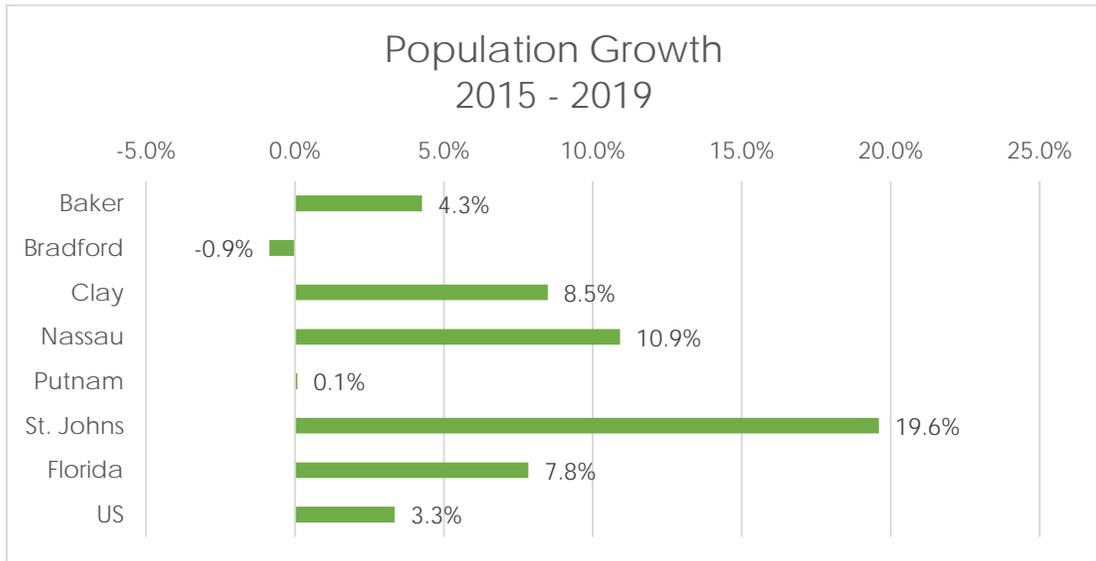
2016-2019 Data Population change

Bureau, US Census. "County Population Totals: 2010-2019." *The United States Census Bureau*, 22 June 2020, www.census.gov/data/tables/time-series/demo/popest/2010s-counties-total.html#par_textimage.

Ctyname	Popestimate2016	Popestimate2017	Popestimate2018	Popestimate2019
Baker County	27,884	28,254	28,353	29,210
Bradford County	26,740	27,142	27,752	28,201
Clay County	207,246	212,228	215,908	219,252
Nassau County	80,055	82,925	85,936	88,625
Putnam County	72,373	73,384	74,043	74,521
St. Johns County	234,828	243,693	253,814	264,672
	Popestimate2016	Popestimate2017	Popestimate2018	Popestimate2019
Florida	20,613,477	20,963,613	21,244,317	21,477,737

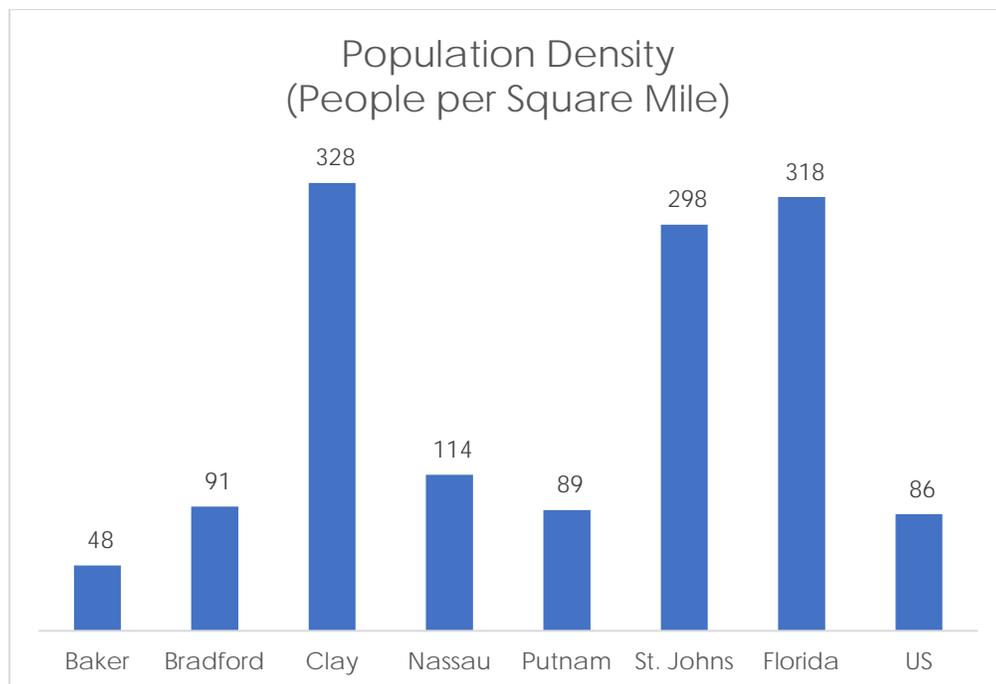
Population Growth

St. Johns, Clay, and Nassau Counties have grown faster than the state average. Bradford County declined in population and Putnam County was flat. Baker County has grown at a rate slower than the state, but faster than the national average.



Population Density

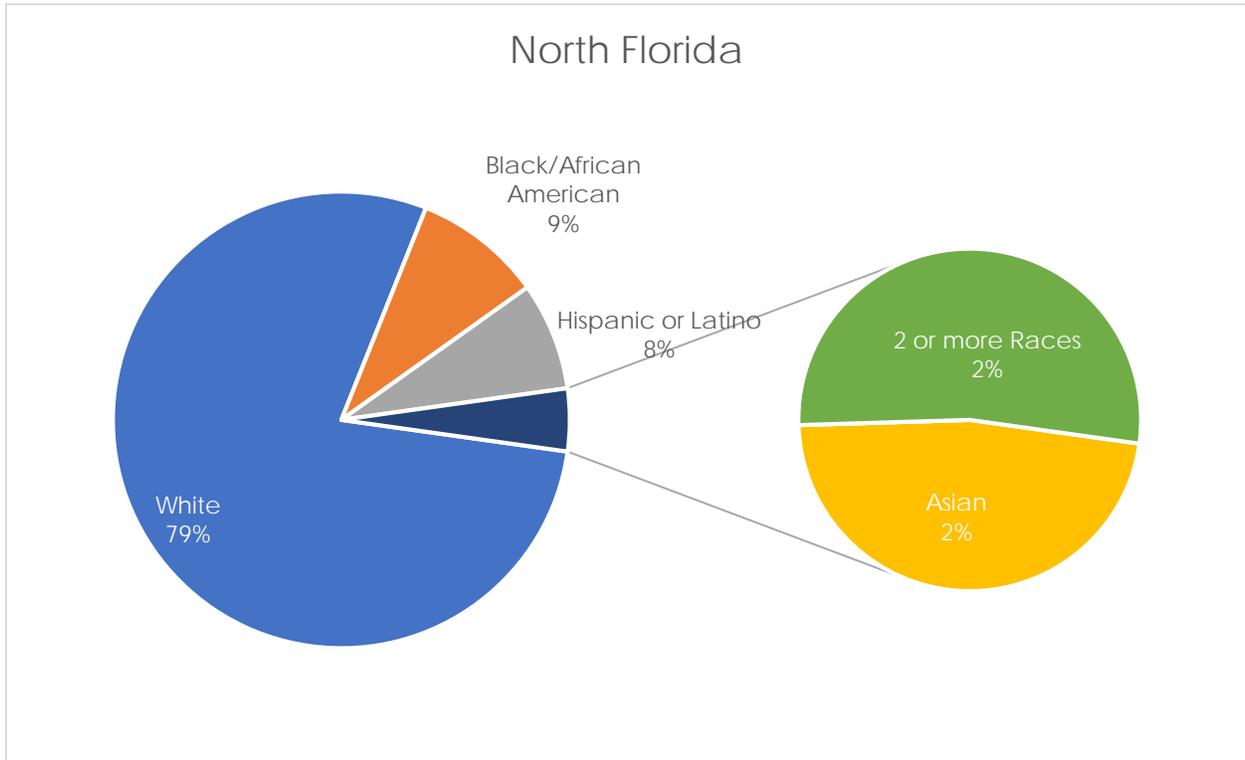
Clay County and St. Johns County are significantly denser than the other Counties.



Demographics

Race and Ethnicity

The racial and ethnic composition of the region is predominantly non-Hispanic White – 79% - followed by Black/African-America at 9% and Hispanic/Latino at 8%



The table shows the breakdown by county as well as the racial and ethnic composition for Florida and the US.

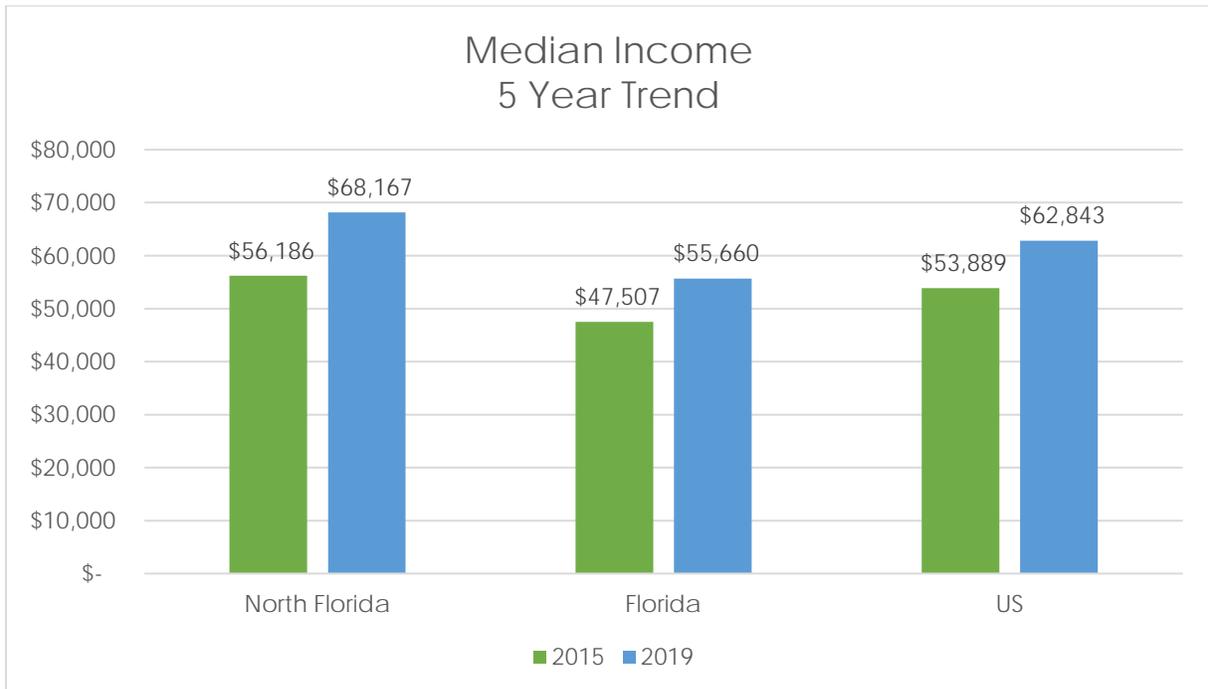
	White	Black/African American	Hispanic or Latino	Asian	Other Race	2 or more Races
Baker	81.1%	13.3%	2.6%	0.6%	0.6%	1.8%
Bradford	73.5%	20.2%	4.2%	0.6%	0.5%	1.1%
Clay	72.7%	10.3%	9.9%	2.8%	0.6%	3.7%
Nassau	87.1%	6.0%	4.3%	1.0%	0.5%	1.1%
Putnam	71.5%	16.0%	10.0%	0.6%	0.4%	1.5%
St. Johns	82.6%	5.2%	7.0%	2.6%	0.6%	2.0%
North Florida	78.4%	9.0%	7.6%	2.1%	0.5%	2.3%
Florida	53.9%	15.3%	25.6%	2.7%	0.6%	1.9%
US	60.7%	12.3%	18.0%	5.5%	1.1%	2.4%

Economy

Median Income

Median household income is the most common economic measure for financial health of a community as it identifies the level where half of households earn more, and half earn less. Median income has increased over the five-year period, showcasing the economic recovery over time.

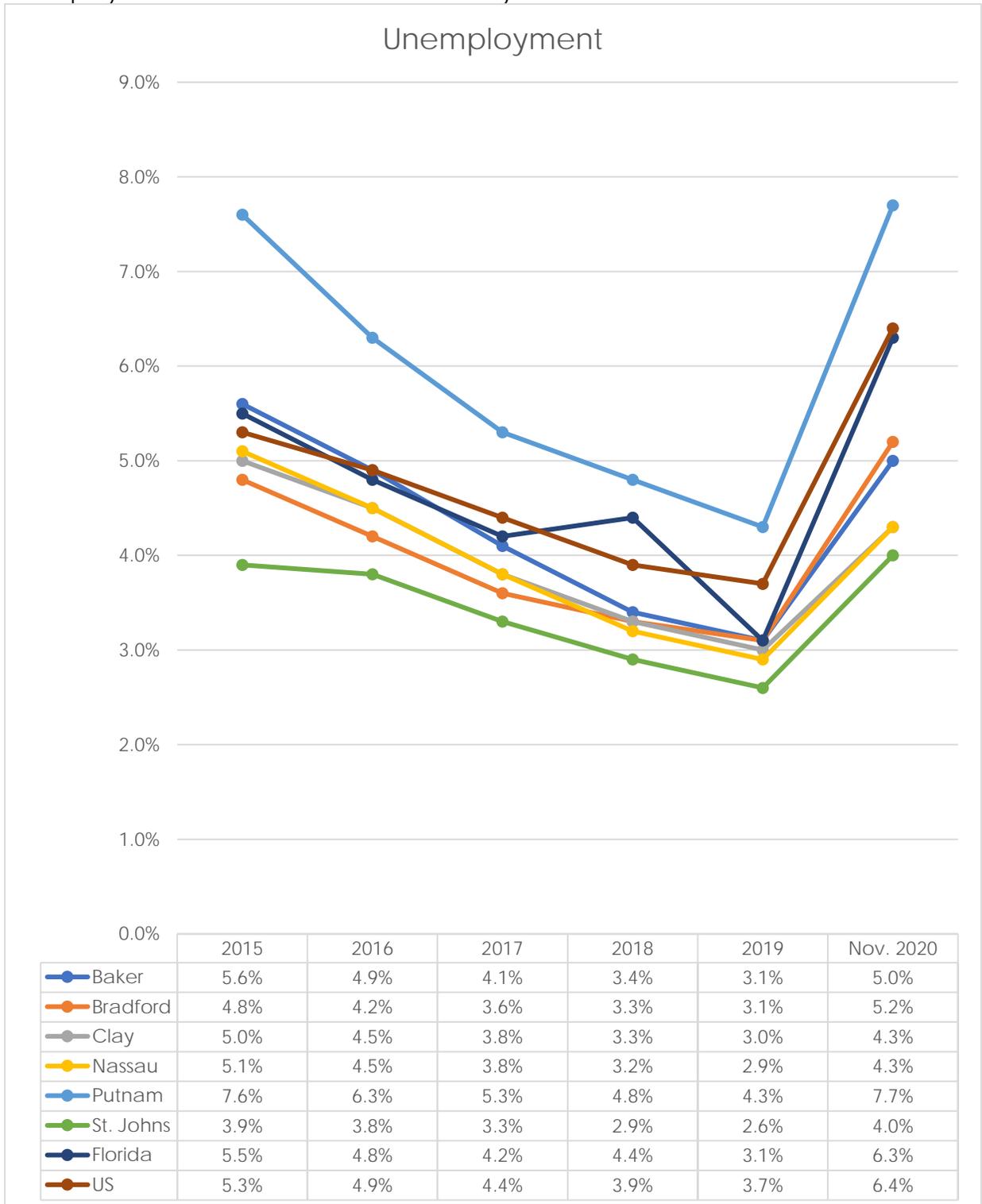
These numbers are pre-pandemic and income trends are expected to reverse.



Median Income		
	2015	2019
Baker	\$ 47,121	\$ 63,275
Bradford	\$ 41,606	\$ 45,921
Clay	\$ 58,290	\$ 65,740
Nassau	\$ 54,116	\$ 69,943
Putnam	\$ 31,715	\$ 37,670
St. Johns	\$ 66,194	\$ 82,252
North Florida	\$ 56,186	\$ 68,167
Florida	\$ 47,507	\$ 55,660
US	\$ 53,889	\$ 62,843

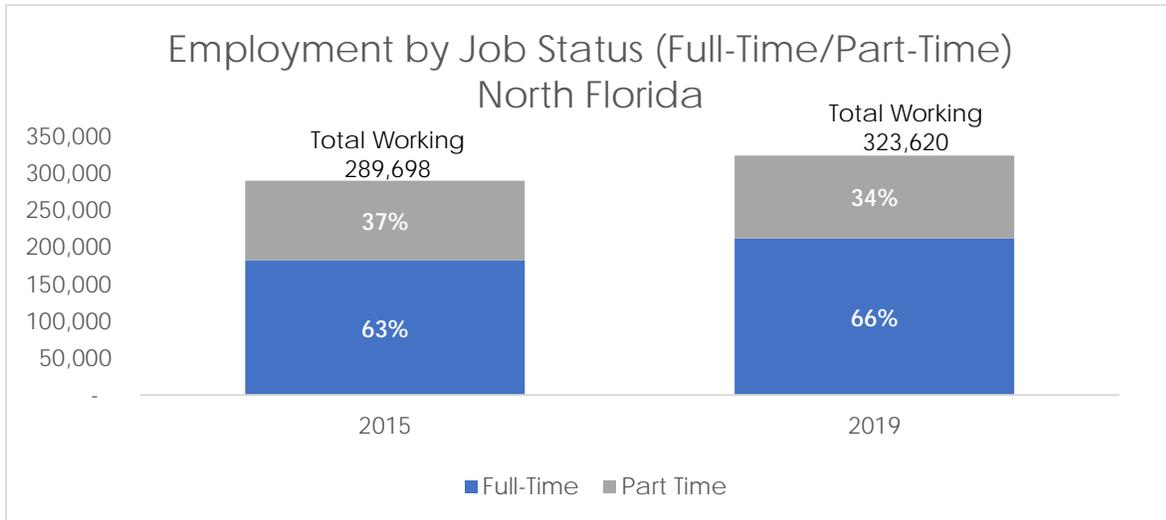
Unemployment

Unemployment had been consistently dropping, but since the COVID-19 pandemic, unemployment levels have risen dramatically.



Job Growth

The number of people employed has also grown. Full-time jobs are increasing faster than part-time jobs, with the percentage of people working full time now up to 66% of those working. Still a significant number of employees are part-time making childcare even more difficult to afford. The most recent numbers available are pre-COVID. Antidotal information suggests that many more residents are under-employed since COVID.



The first table identifies the changes in full and part-time jobs by county and the second shows the change in total jobs. (Pre-COVID)

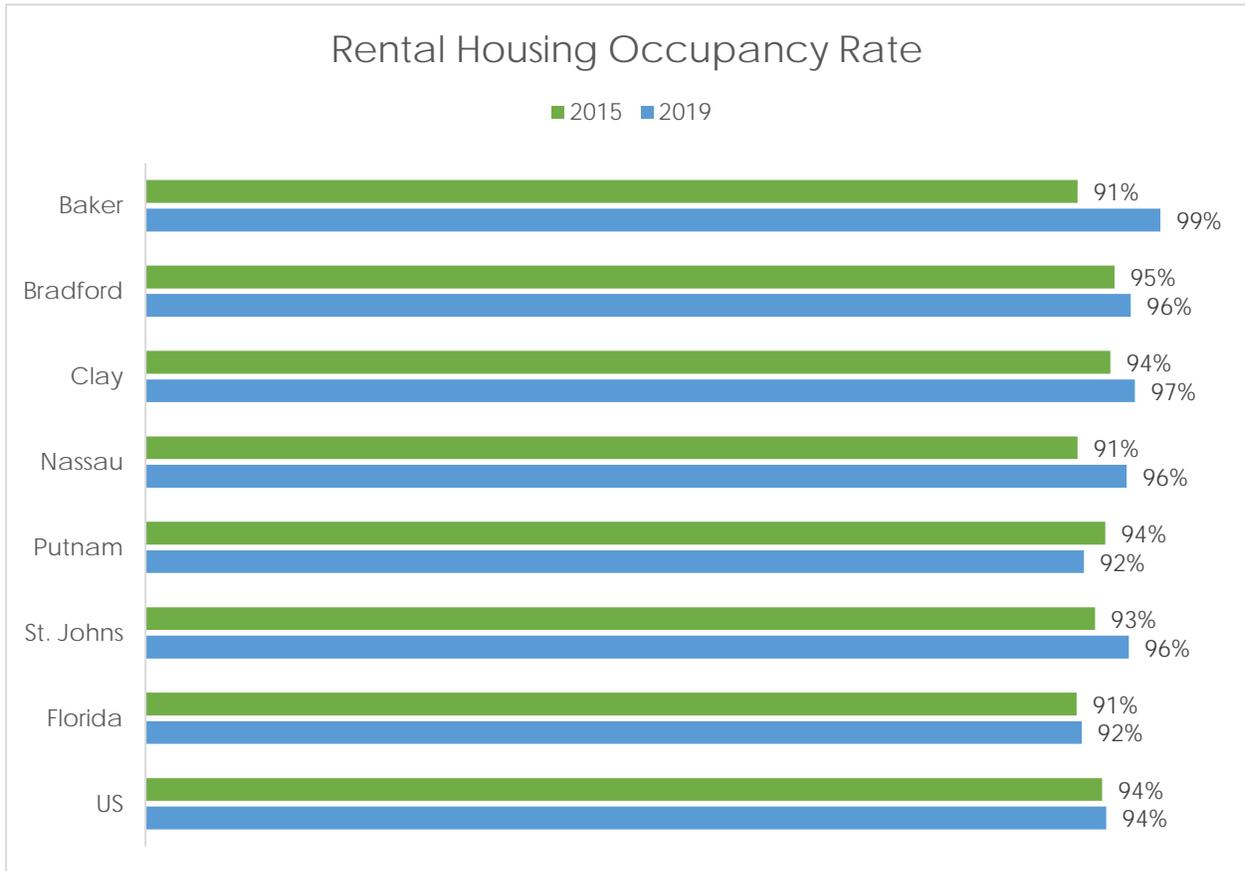
	Full-Time 2015	Full-Time 2019	Change	Part-Time 2015	Part-Time 2019	Change
Baker	7,520	8,469	949	3,576	3,504	(72)
Bradford	7,202	6,964	(238)	2,934	3,301	367
Clay	61,627	71,168	9,541	36,830	35,801	(1,029)
Nassau	22,137	26,917	4,780	13,938	14,734	796
Putnam	16,844	18,405	1,561	10,480	10,418	(62)
St. Johns	66,806	80,170	13,364	39,804	43,769	3,965

	Total Jobs 2015	Total Jobs 2019	Change
Baker	11,096	11,973	877
Bradford	10,136	10,265	129
Clay	98,457	106,969	8,512
Nassau	36,075	41,651	5,576
Putnam	27,324	28,823	1,499
St. Johns	106,610	123,939	17,329

Housing

Availability

High occupancy rates signal intense competition for rental housing, which often leads to increases in rental costs.



Number of Rental Units			
	2015	2019	Change
Baker	1,388	1,850	462
Bradford	1,912	2,370	458
Clay	16,247	17,071	824
Nassau	6,156	6,064	(92)
Putnam	6,486	7,130	644
St. Johns	17,995	16,201	(1,794)
North Florida	50,184	50,686	502

Affordability

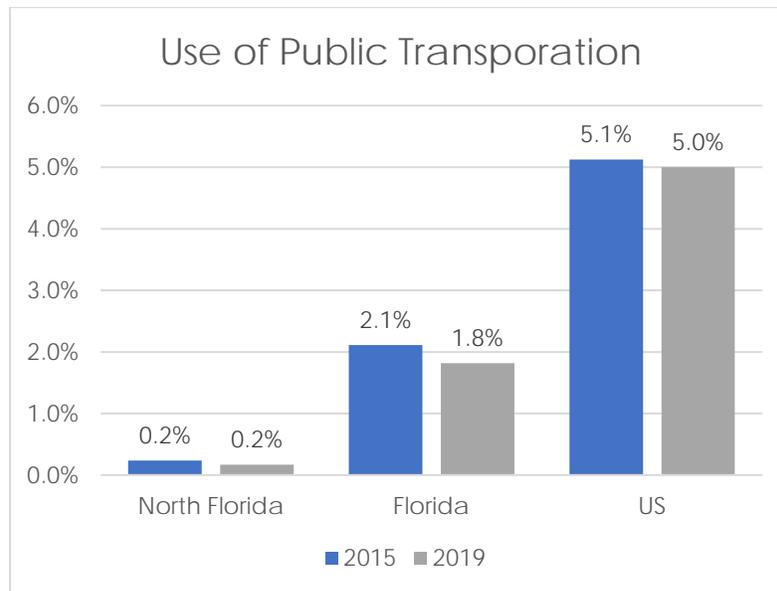
A household paying 35% or more of their total income for rent is cost-burdened because it limits the dollars available for other necessities. The number of cost-burdened households also makes affordable high-quality childcare out of reach for many families.

Cost-Burdened Rental Households	
	2019
Baker	25%
Bradford	35%
Clay	40%
Nassau	37%
Putnam	43%
St. Johns	42%

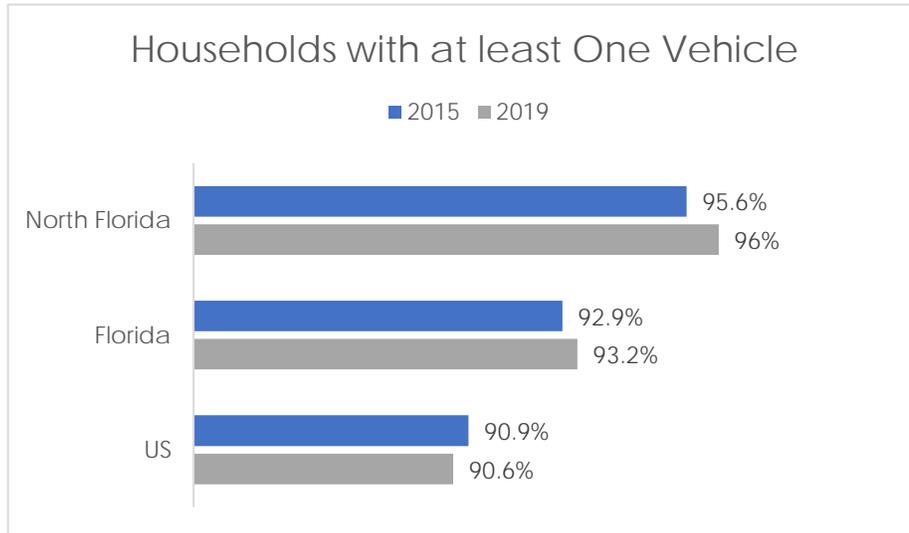
Transportation

Public Transportation Utilization

Public transportation is limited and is used by a very small portion of the population, which creates pressures for households to have a vehicle available for travel to work, school, and other necessities.



The great majority of households have a vehicle available, which removes transportation as a barrier to childcare for many families.



	2015	2019
Baker	96.0%	98.1%
Bradford	90.8%	90.4%
Clay	96.8%	96.8%
Nassau	95.7%	96.3%
Putnam	92.1%	92.1%
St. Johns	96.2%	97.5%
Florida	92.9%	93.2%
US	90.9%	90.6%

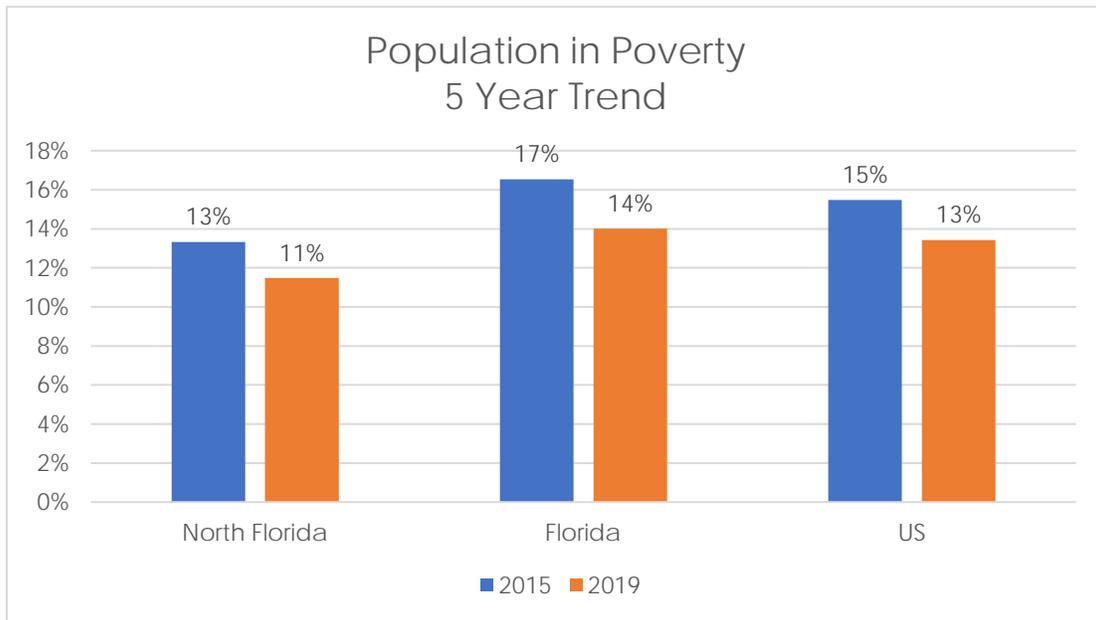
Poverty

Trends

Total Population

The strengthening economy is seen with an overall drop in the percentage of population in poverty for the region. Bradford and Clay differ from the region, with an increased percentage of population living below the Federal Poverty Level.

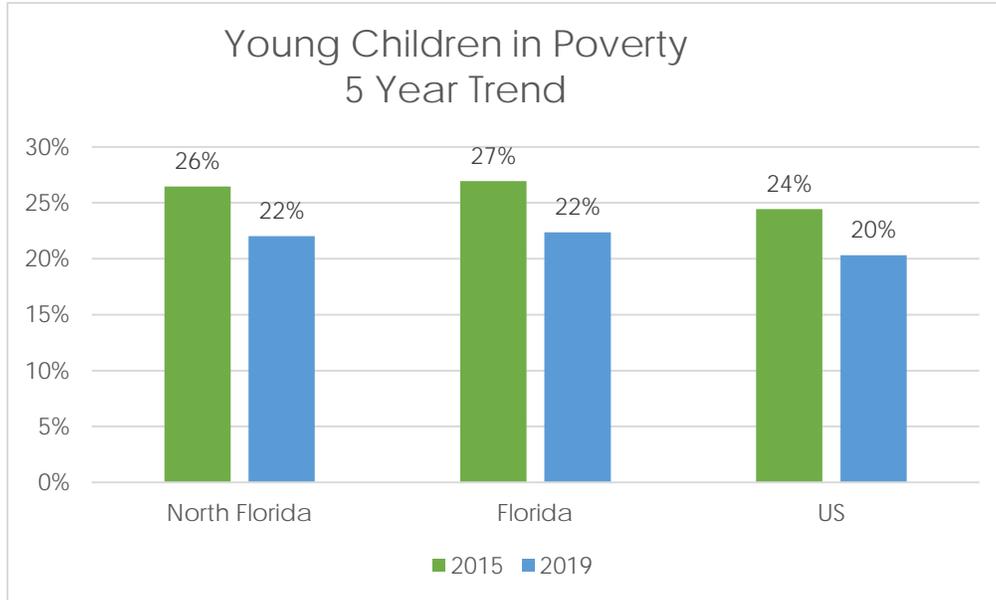
These numbers are pre-pandemic, with poverty anticipated to rise at least in the short-term.



Population in Poverty		
	2015	2019
Baker	18.1%	12.0%
Bradford	20.6%	22.2%
Clay	10.5%	10.2%
Nassau	12.9%	10.5%
Putnam	28.7%	23.6%
St. Johns	9.5%	8.2%
Florida	16.5%	14.0%
US	15.5%	13.4%

Young Children

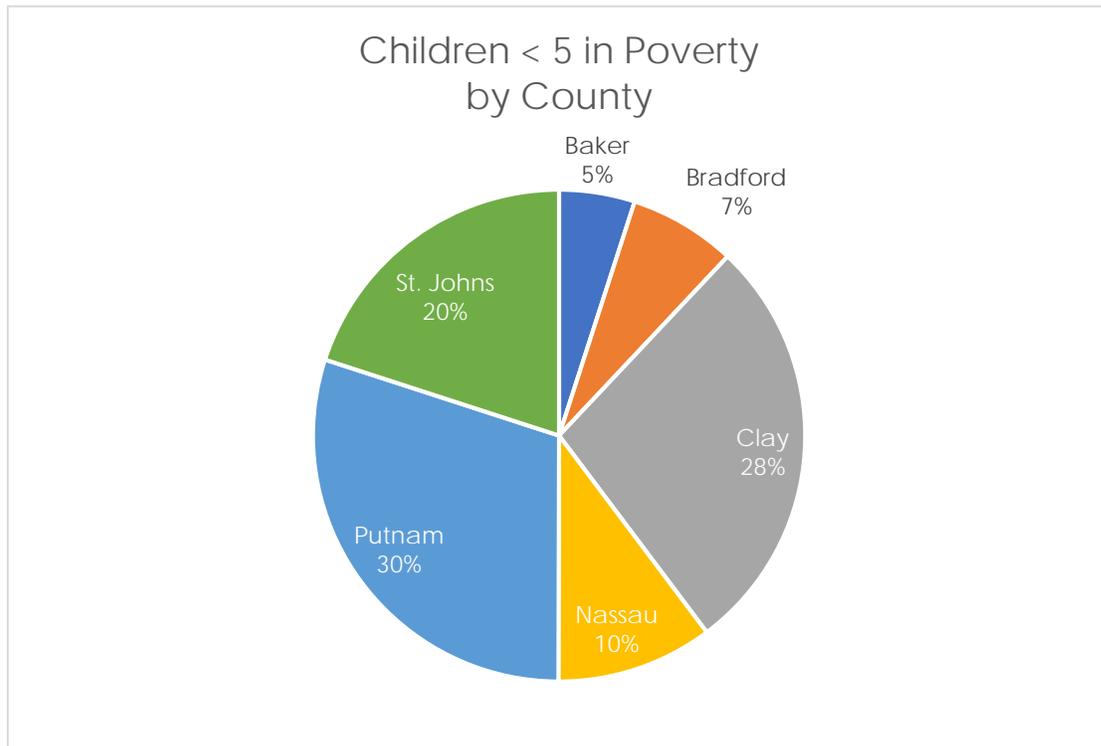
The rate of poverty for young children – 5 and under – is much higher than the general population.



Percentage of Children < 5 in Poverty		
	2015	2019
Baker	22.4%	17.0%
Bradford	25.1%	33.3%
Clay	14.4%	14.7%
Nassau	19.5%	15.4%
Putnam	49.1%	44.4%
St. Johns	12.6%	10.0%
Florida	26.9%	22.4%
US	24.5%	20.3%

Location of Children in Poverty

The graph identifies the percentages of young children in poverty reside by County. The table shows the number of young children in poverty by County.



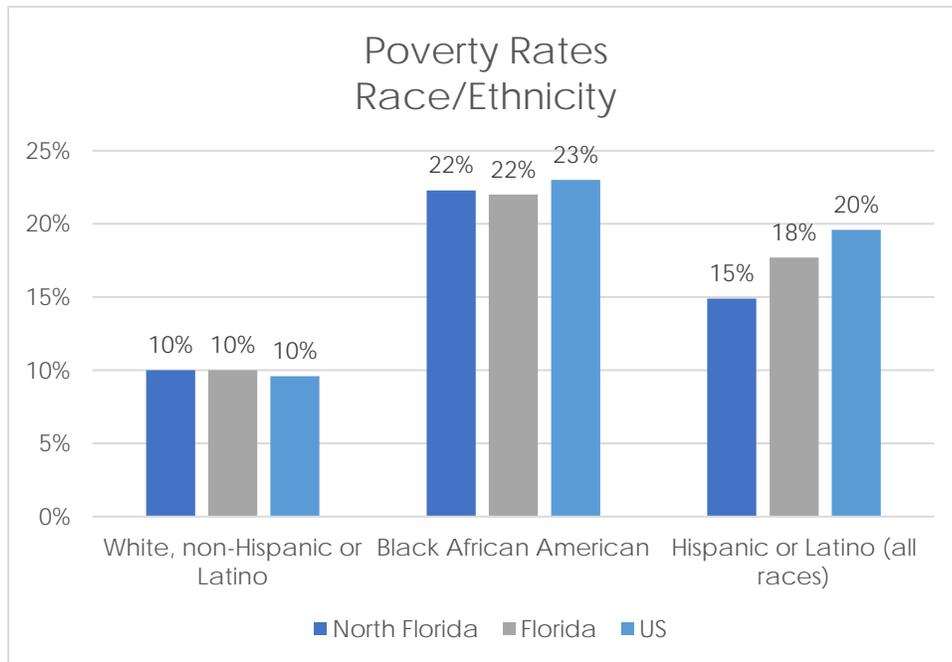
Total Population <5 in Poverty	
Baker	303
Bradford	429
Clay	1,691
Nassau	627
Putnam	1,826
St. Johns	1,219

Demographics and Poverty

Differences are seen between the poverty rates for the general population and key demographics.

Race/Ethnicity

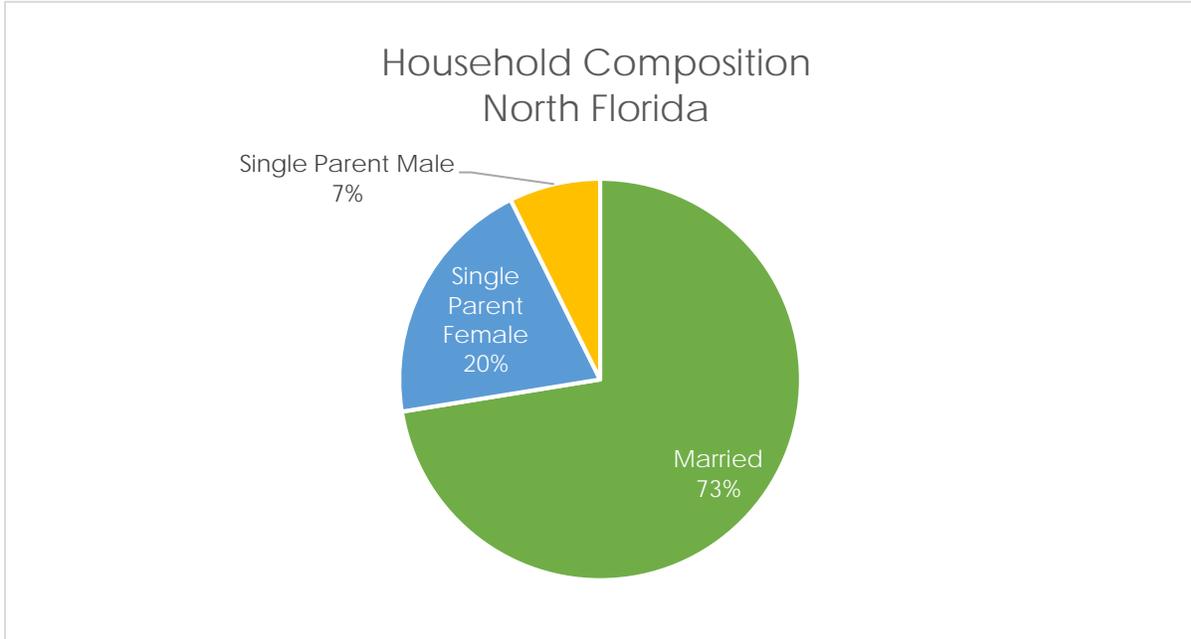
Minority populations have higher poverty rates than non-Hispanic Whites. The graph shows the poverty rates for key populations.



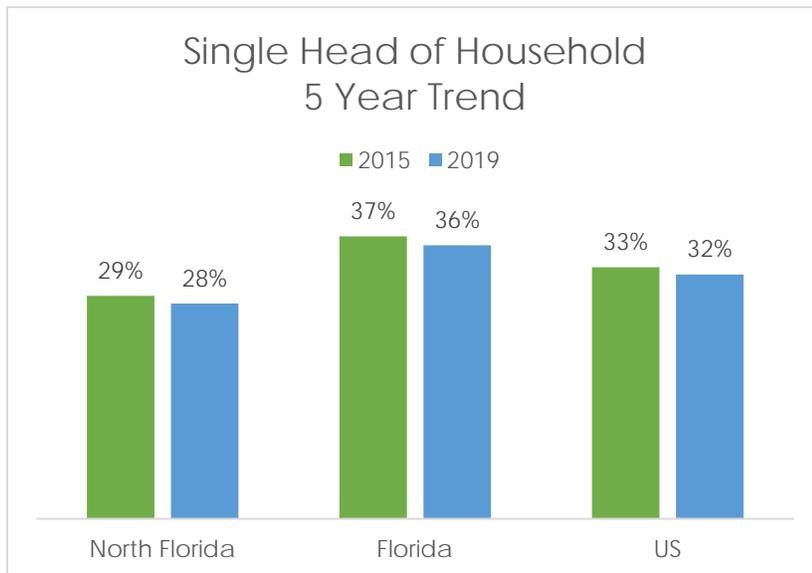
Poverty Rates - Race/Ethnicity				
	White, non-Hispanic or Latino	Black African American	Hispanic or Latino (all races)	Total Population
Baker	11%	10%	39%	12%
Bradford	19%	38%	33%	22%
Clay	10%	12%	10%	10%
Nassau	9%	26%	21%	11%
Putnam	19%	38%	33%	24%
St. Johns	7%	23%	10%	8%
Florida	10%	22%	18%	14%
US	10%	23%	20%	13%

Marital Status

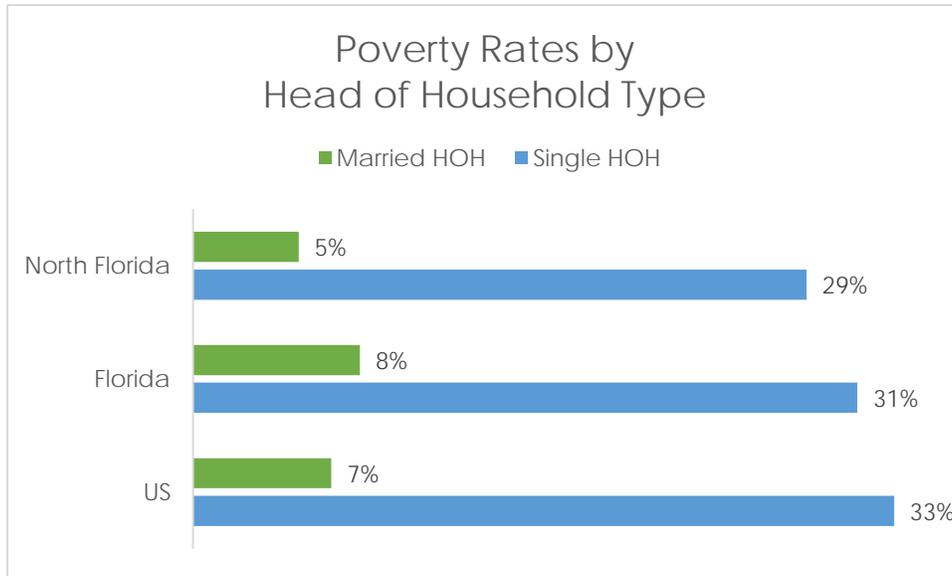
Most families with children - 73% - are headed by a two-parent household in North Florida.



The percentage of single parent households continues to decline, and the rate is lower in the region than the state and national averages.



Poverty rates differ dramatically for single Heads of Household. Divorce or single parenthood results in the adults maintaining two households instead of one, and families headed by a single parent tend to struggle financially.



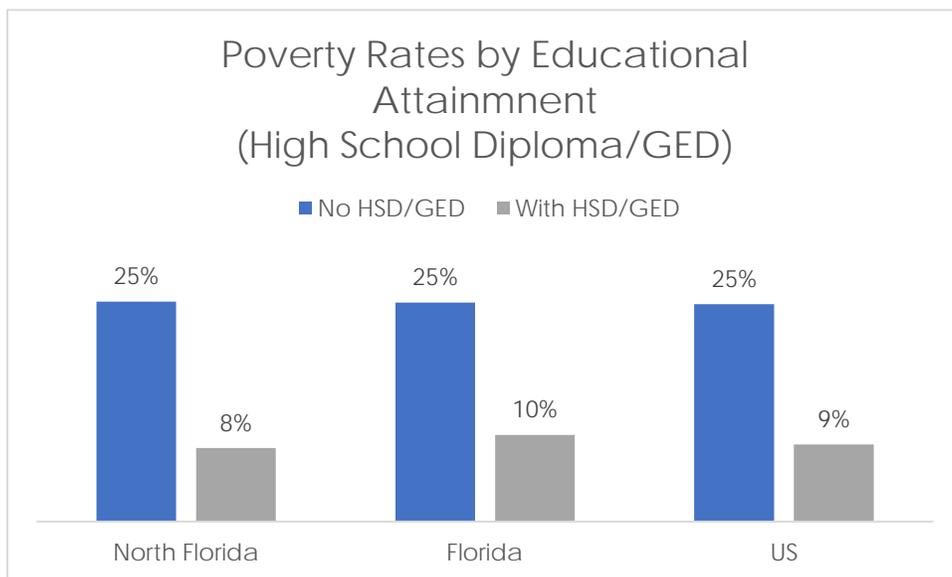
Poverty Rates by Head of Household Type		
	Married HOH	Single HOH
Baker	4%	32%
Bradford	16%	54%
Clay	6%	25%
Nassau	6%	28%
Putnam	16%	49%
St. Johns	2%	20%

Educational Attainment

One of the strongest indicators of well-being in a community is the educational attainment of its residents. People with a high school or college diploma are more likely to have greater economic success. Additionally, an indicator of children's educational attainment is their own parents' attainment. A parent who does not complete high school is more likely to have a child who does not complete high school, perpetuating the cycle of a lack of education. Attainment rates in every county are increasing over time. However, the rates vary as much as almost 10% between counties.

Adults with High School Diploma or GED		
	2015	2019
Baker	82.9%	89.0%
Bradford	81.8%	83.8%
Clay	90.4%	91.9%
Nassau	89.7%	91.6%
Putnam	78.6%	82.0%
St. Johns	93.9%	94.9%

Adults who do not have a minimum of a High School diploma or equivalent have higher levels of poverty. Job training and GED classes are important resources for these families and the ELC should continue and strengthen its relationship with organizations like Generation USA, CareerSource and our local colleges and universities since these are resources along with affordable high-quality childcare can help lift parents out of poverty.



Poverty Rates by Educational Attainment (High School Diploma/GED)		
	No HSD/GED	HSD/GED or Higher
Baker	30.4%	9.0%
Bradford	28.2%	16.2%
Clay	22.2%	7.4%
Nassau	28.2%	7.5%
Putnam	29.8%	16.4%
St. Johns	20.6%	6.8%

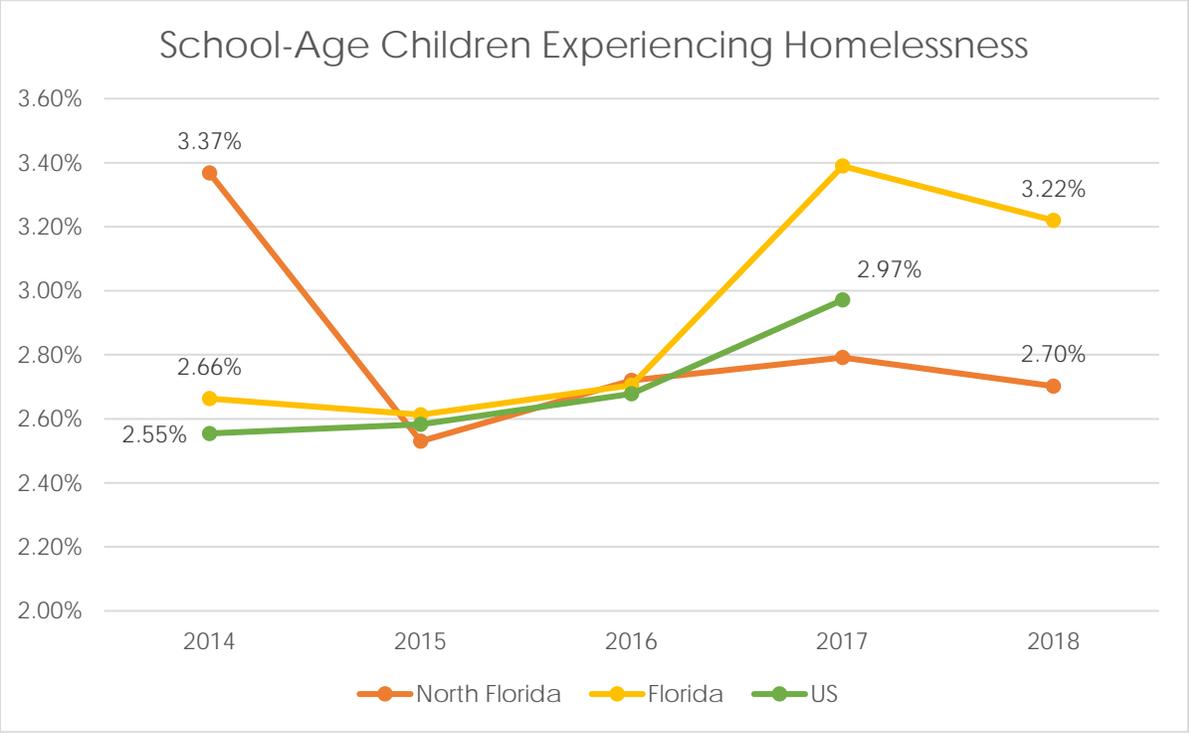
Challenged Populations

Children Experiencing Homelessness

Children experiencing homelessness are at a higher risk of starting school without the skills and knowledge needed for success. The ELC of North Florida has Memorandums of Agreement with all local Homeless Coalitions so that we can serve these children quickly without the parent needing to meet the requirements of income eligibility.

McKinney- Vento

The ELC uses the definition for homelessness used in the McKinney-Vento Act. The definition is more expansive and includes students who are living in any type of non-permanent housing, such as living in motels, staying with friends, or staying with other family members. Data is counted throughout the school year.

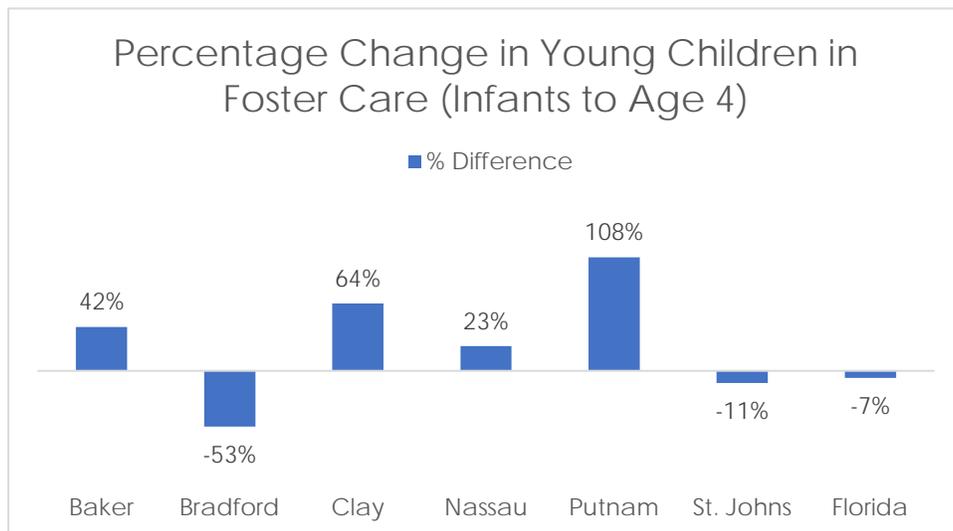


School-Age Children Experiencing Homelessness	
	2019
Baker	55
Bradford	160
Clay	983
Nassau	546
Putnam	537
St. Johns	732

Children in Foster Care

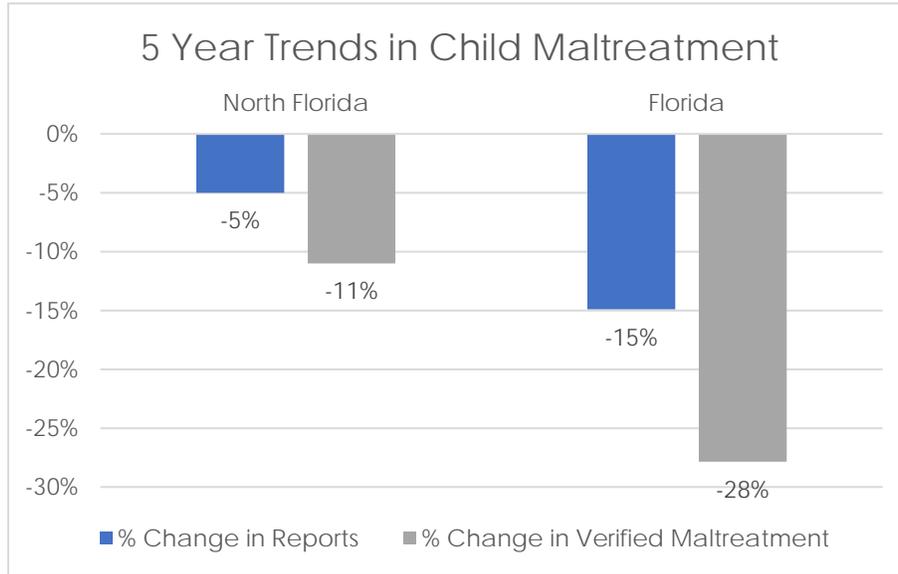
Young children in foster care are increasing in some areas, even though the numbers are decreasing at a state level. The table shows the numbers and percentage change, with the graph showing the differences in percentage changes for the counties, the region, and the state. Similarly, to children experiencing homelessness, children in foster care face increased risks of challenges when they enter school. The ELC’s priority of services addresses by making foster children under the age of 9 Priority 2 in our Priority of Services.

Foster Care (Infants to Age 4)			
	2015	2019	% Difference
Baker	12	17	42%
Bradford	17	8	-53%
Clay	69	113	64%
Nassau	30	37	23%
Putnam	40	83	108%
St. Johns	61	54	-11%
Florida	8,884	8,288	-7%



Maltreatment Reports

When child maltreatment is reported, the case is investigated to see if the maltreatment can be verified. The graphs and tables show changes over time. These children can also be served as Priority 2 with a referral from the Florida Department of Families meaning that they do not have to wait for a slot to open to receive services.



Verified Reports of Child Maltreatment			
	2015	2019	% Change
Baker	96	65	-32%
Bradford	97	45	-54%
Clay	562	594	6%
Nassau	236	197	-17%
Putnam	307	278	-9%
St. Johns	373	300	-20%
Florida	44,475	32,094	-28%

Children with Disabilities

Parents may find that some private childcare providers are not equipped to serve children with varying disabilities. The Head Start/Early Head Start Program are mandated to serve at least 20% of children with special needs. This means that because there are 730 Head Start and Early Head Start slots in the 6 county region at least 146 of these children have identified special needs.

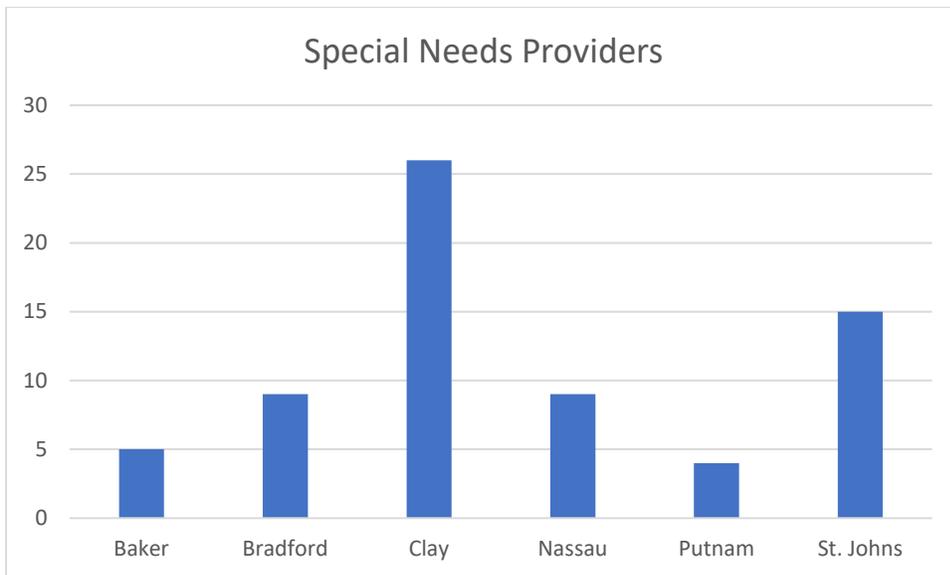
Families with children birth to 36 months who have children who have or who are at risk of having developmental disabilities or delays can be served by Early Steps. Early Steps

provides interventions to meet each child’s unique needs while parents develop the skills and confidence needed to help their child learn and develop. Florida Diagnostic & Learning Resources System (FDLRS) offers the same services for children over 36 months old. Additionally there is a child care center in both St. Johns and Putnam County for special needs children where fees are paid exclusively by Medicaid. Lastly, children with disabilities are often served by elementary schools under their Title IV programs.

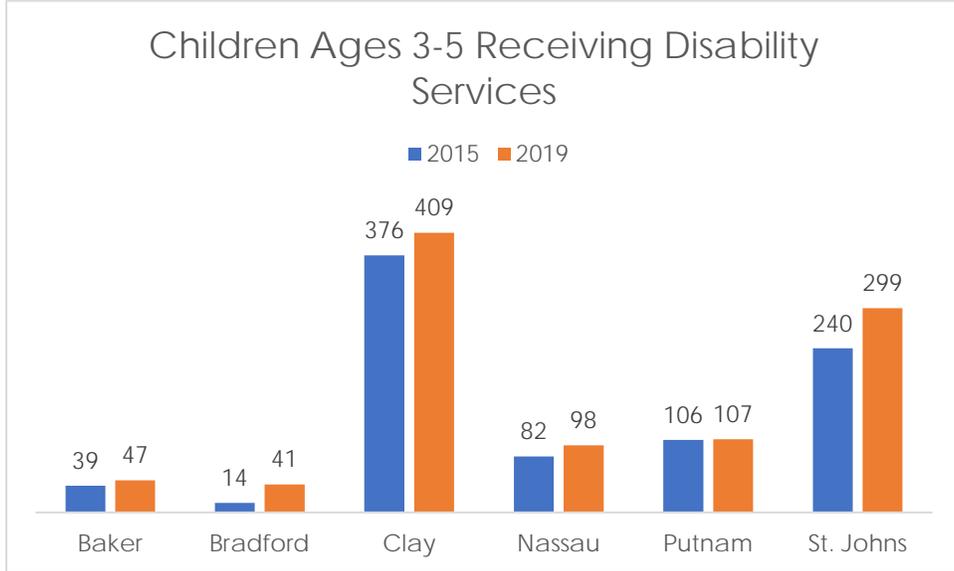
However, these programs may not meet the needs of all families, especially because these programs typically do not offer program hours that match the parents work schedule. The ELC offers a rate differential to providers that serve children with IEP’s or IFSP’s to help School Readiness providers meet the needs of all children so that working parents of special needs children can continue to work while their child receives appropriate, quality care.

Private Childcare Options Available for Special Needs Students

The chart below shows the numbers of childcare providers that indicated on their provider profile in EFS Mod that they serve children with special needs.



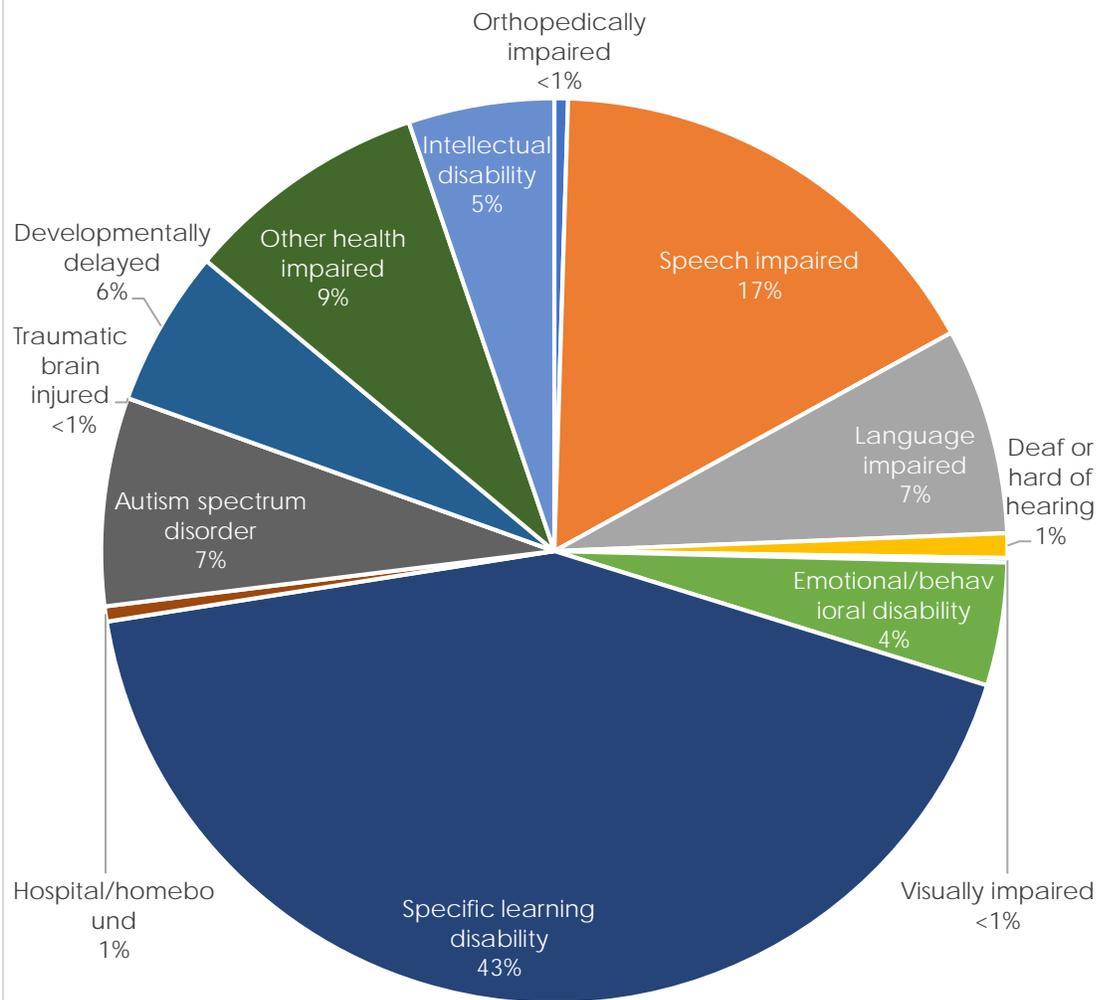
An increase in the number of children ages 3 to 5 with diagnosed special needs means that childcare providers offering School Readiness services and are fully equipped to serve children with disabilities are more important than ever. However, when comparing the numbers of children with special needs to the options available, there is a shortage of private childcare options in all counties except perhaps Clay County. The ELC offers a special need rate that is higher than the rate per care-level to encourage more providers to serve special needs children. The special needs rate can help offset staffing and other costs incurred serving children with special needs.



Types of Disabilities

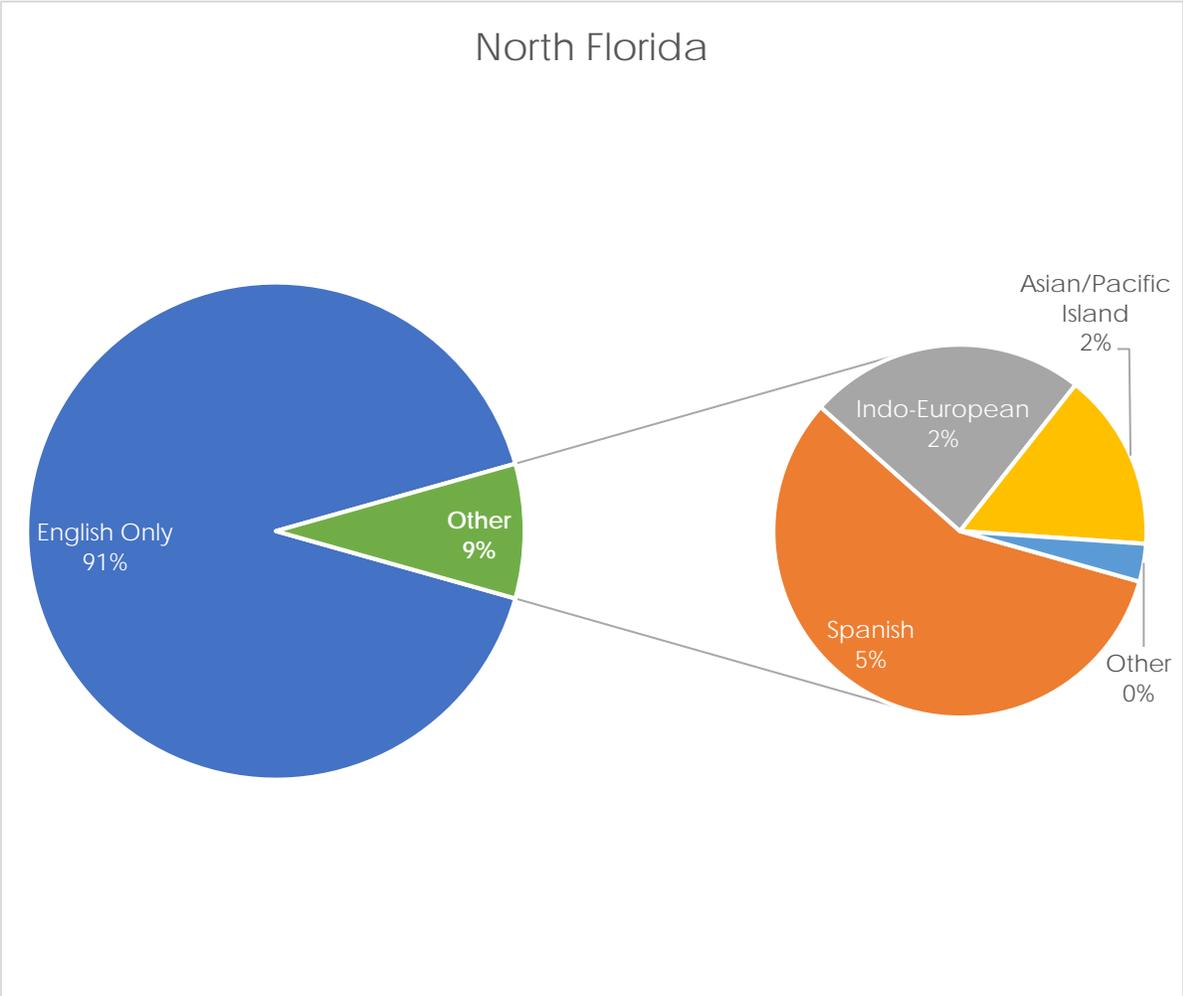
The public-school systems publish data on the types of disabilities for children. This data indicates that there are wide variations in the types of disabilities we are seeing in the community. All providers serving children with special needs may not be prepared to meet the needs of each child. Our inclusion specialists can help providers find effective methods of meeting the needs of each child, but this also may mean that parents may find it difficult to find a provider that is already prepared to meet their child's special needs.

North Florida



Dual Language Learners

The graph identifies languages spoken in the region. The great majority – 91% - speak only English. Spanish has the 2nd highest number of speakers in the service area.



Language

English is the most common language spoken throughout the six-county area, 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.

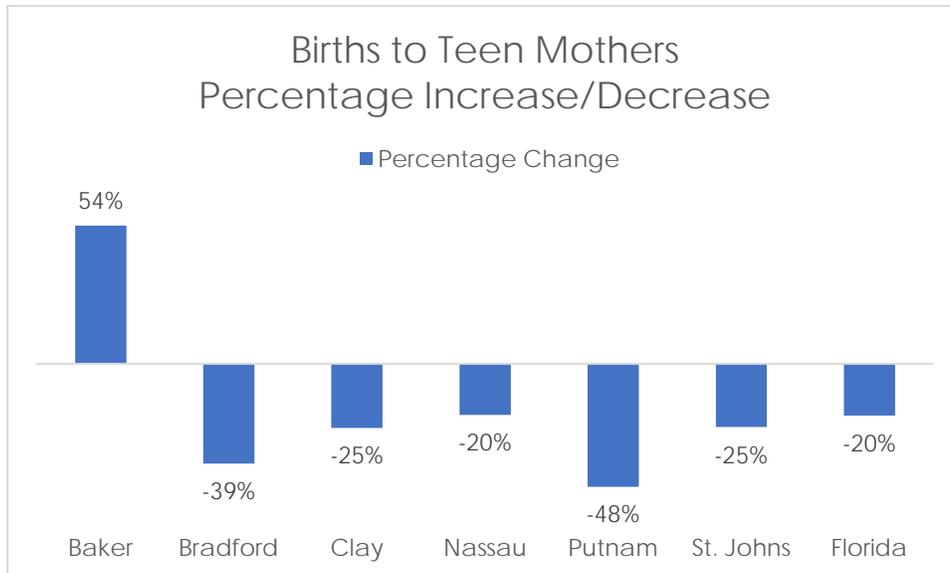
Language	Baker	Bradford	Clay	Nassau	Putnam	St. Johns	Total	Total %
English Only	24,733	24,606	169,938	70,327	61,696	190,184	541,484	91.97%
English Proficient & other	632	623	12,745	2,027	3,575	12,676	32,278	5.48%
Spanish	151	151	2,922	634	2,575	2,081	8,514	1.45%
Indo-European	8	20	1,816	113	46	1,392	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%

Health Trends

Infant and Maternal Health

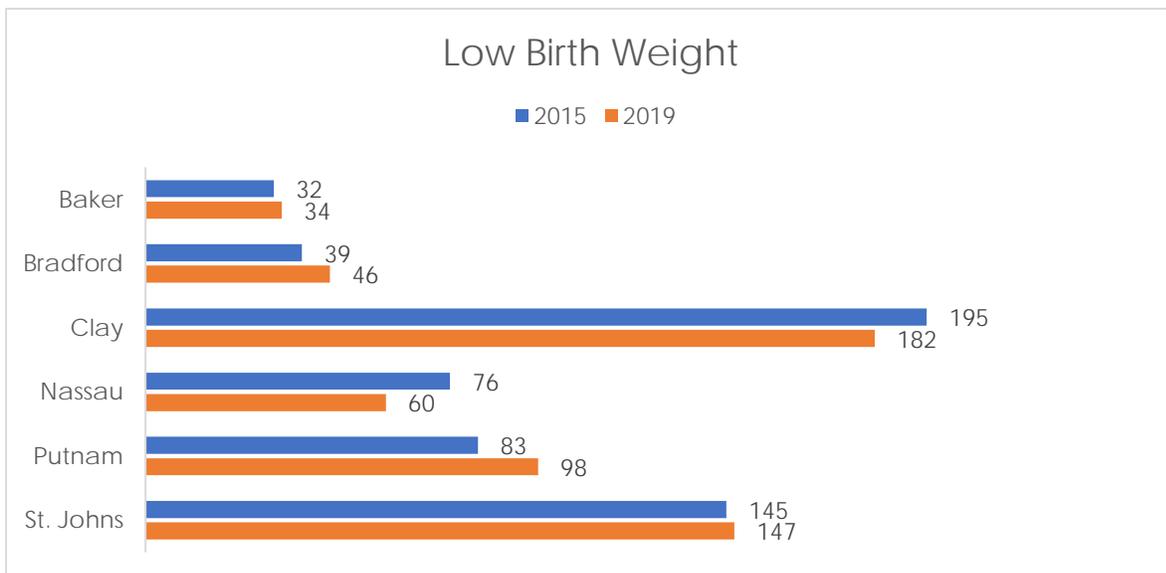
Births to Teen Mothers

Women who become pregnant during their teens are at increased risk for medical complications and social consequences.



Low Birth Weights

When babies are born small, they are at risk for health and developmental issues in life. Low birth weights are often associated with a lack of prenatal care.



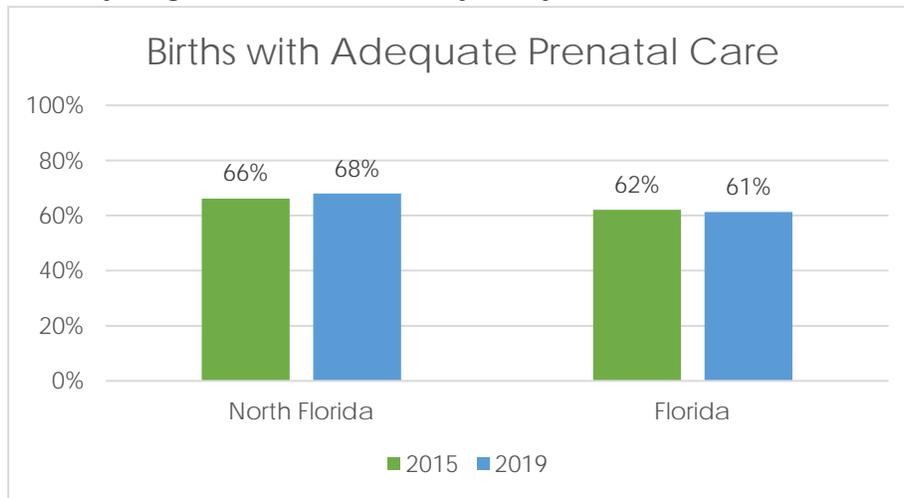
Infant Deaths

Infant mortality has not changed significantly in North Florida over time.

Infant Deaths			
	2015	2019	
Baker	4	4	-
Bradford	5	2	(3)
Clay	11	15	4
Nassau	4	4	-
Putnam	8	10	2
St. Johns	10	10	-
Florida	1,400	1,328	(72)

Births with Adequate Prenatal Care

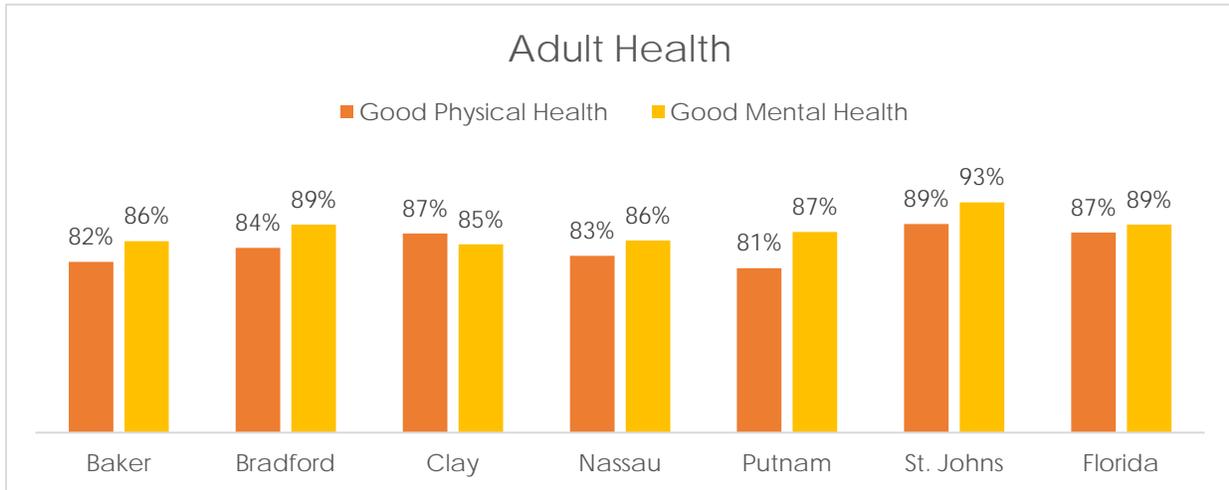
Healthy child development starts before birth. Women who receive adequate prenatal care are more likely to give birth to a healthy baby.



Births with adequate prenatal care		
	2015	2019
Baker	57%	63%
Bradford	60%	59%
Clay	68%	71%
Nassau	73%	65%
Putnam	52%	61%
St. Johns	69%	71%
Florida	62%	61%

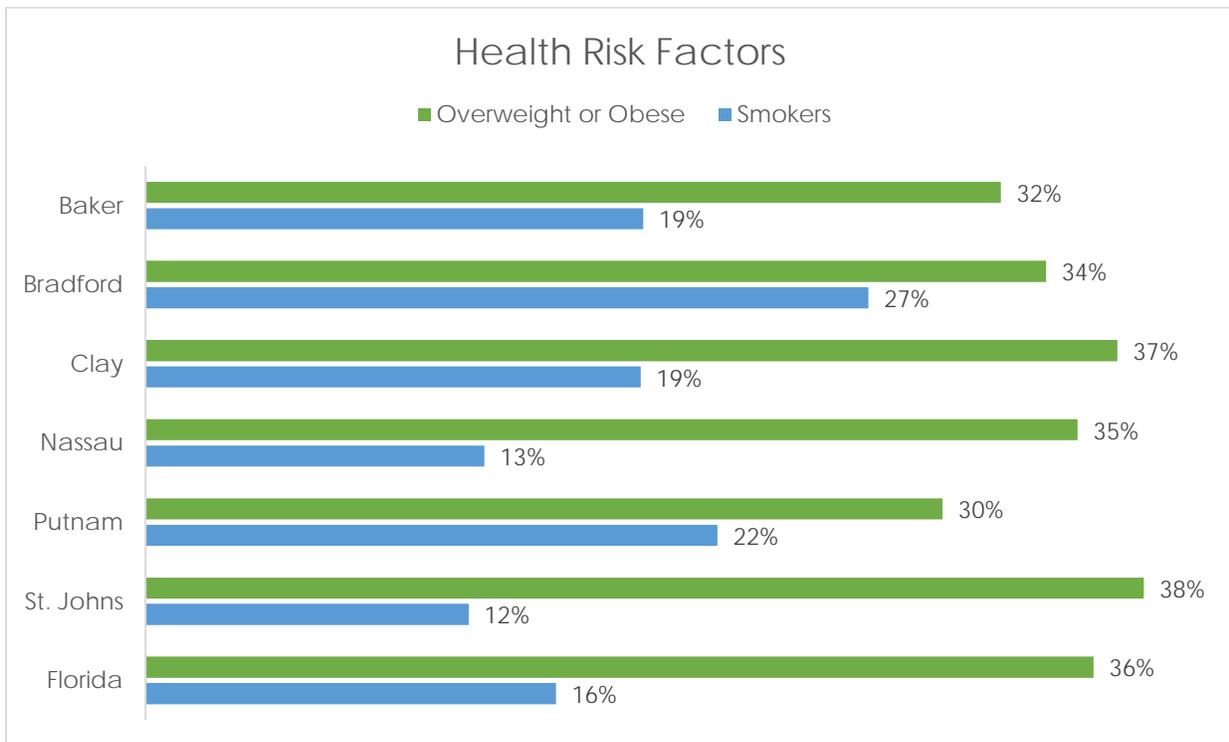
Adult Physical and Mental Health

Adults must be healthy themselves to care for children. This chart shows the percentage of adults who identify that they have good physical health and good mental health.



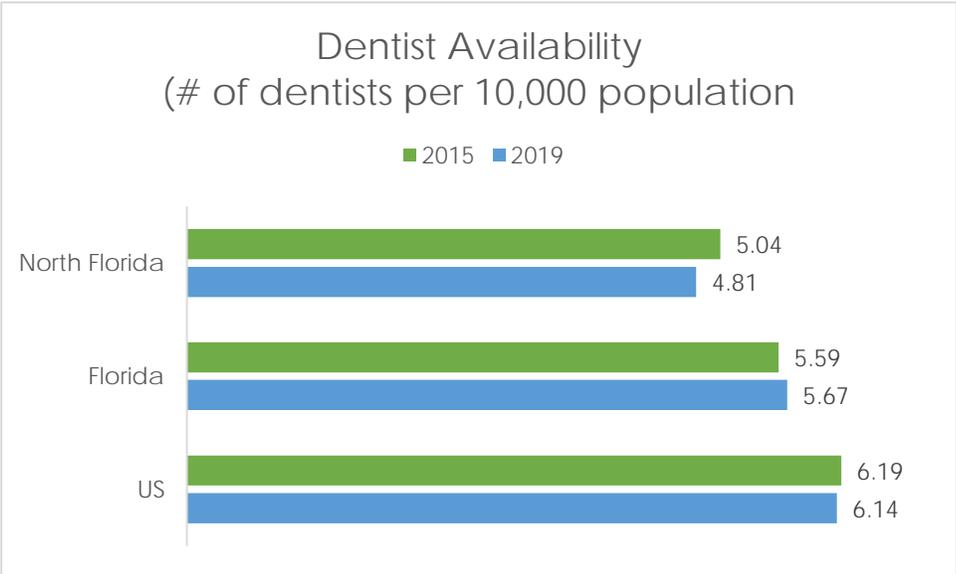
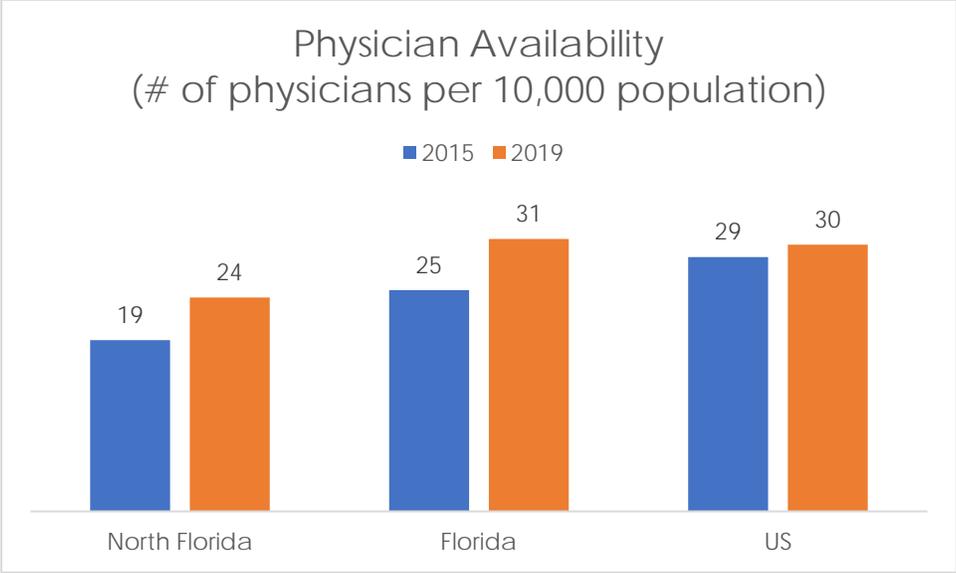
Health Risk Factors

While there are many factors that can influence adult health, the most prevalent are being overweight or obese or smoking.



Healthcare Provider Availability

Adults and children need providers in the community to meet their health needs. The following charts show the numbers of physicians and dentists relative to the population.

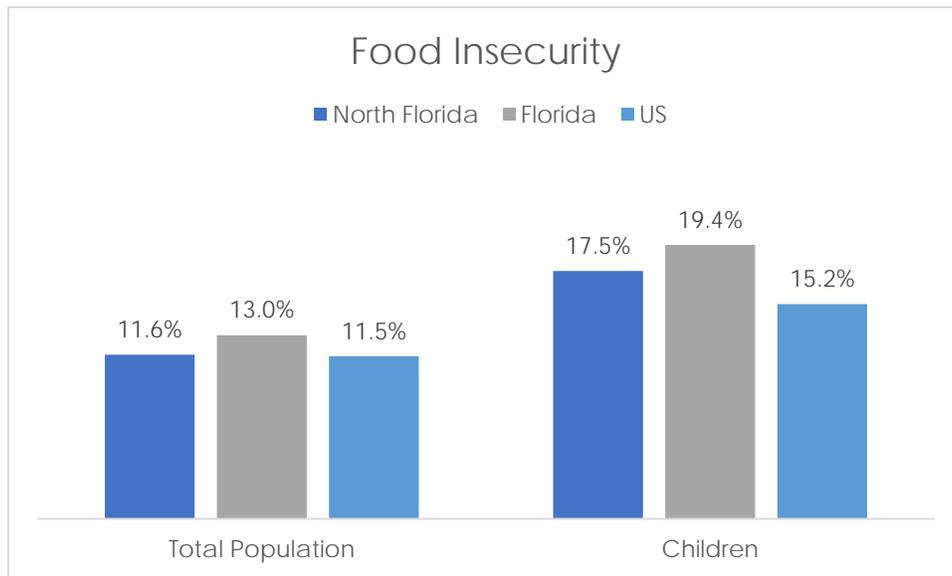


Nutrition Needs

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.

The chart below identifies the rate of food insecurity for the total population as well as for children.



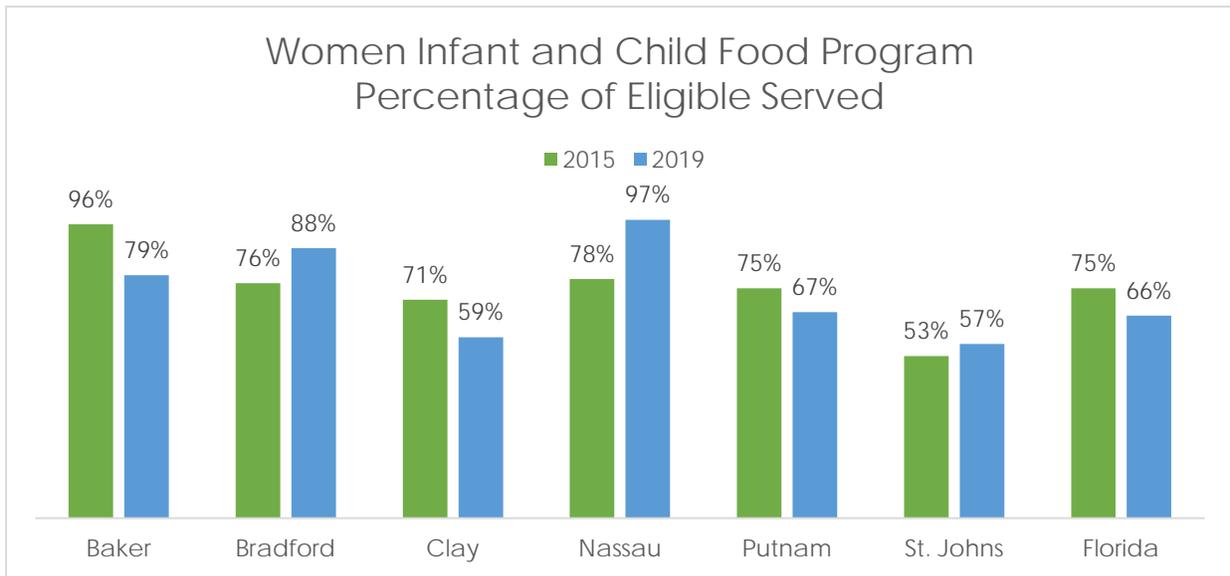
Population that is "Food Insecure"		
	Population	Child
Baker	13.5%	20.7%
Bradford	16.3%	25.1%
Clay	11.3%	17.1%
Nassau	11.5%	17.9%
Putnam	17.3%	27.7%
St. Johns	9.5%	13.7%
Florida	13.0%	19.4%
US	11.5%	15.2%

WIC

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.

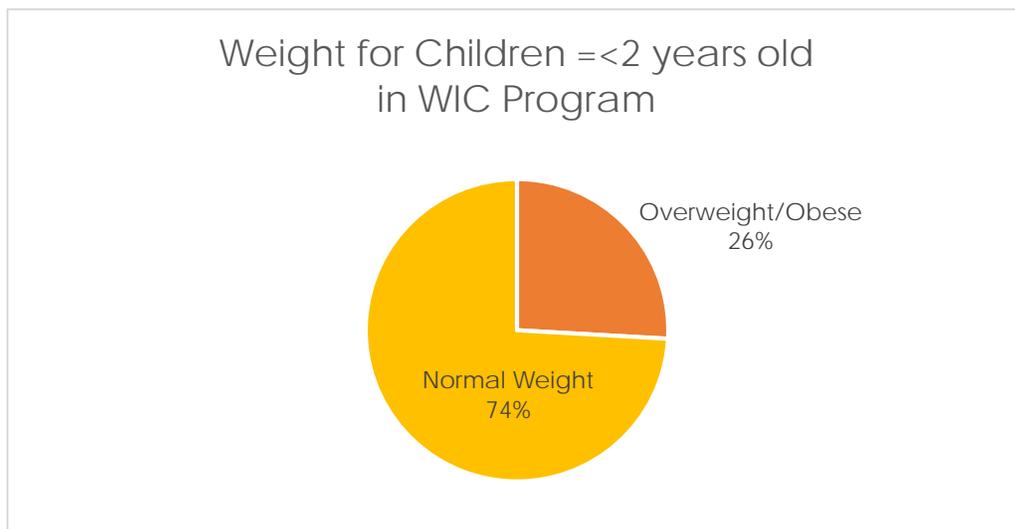
Participation Rates

The chart shows the percentage of eligible women and children served. The percentage of the eligible population that is using this program is declining at both a county and state level.



Children using WIC who are Overweight or Obese.

Food insecurity creates increased risk of weight issues. Weight issues are increasing for infants and toddlers.



Childcare Trends

Availability

Types of Centers

Childcare is offered from multiple types of providers. Most providers are childcare facilities. There is also home-based care, either in a large home or traditional home.

Types of Providers			
	Centers	Large Home	Family Home
Baker	14	0	2
Bradford	15	0	0
Clay	110	1	16
Nassau	36	3	1
Putnam	36	0	13
St. Johns	93	0	10

Child Care Availability for Infants – Pre-K

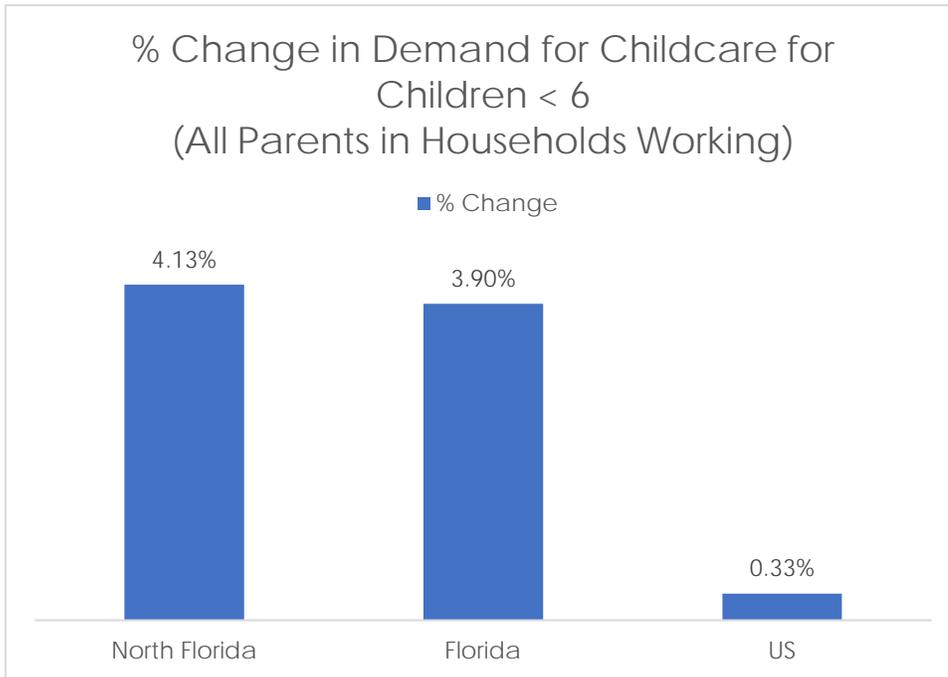
Not every childcare provider serves infants and/or children who have not yet entered kindergarten. The table identifies the capacity available by child’s age.

Child Care Capacity				
	School Age Only	Available for Infants through Pre-K	Total Capacity	Percentage School Age Only
Baker	-	1,125	1,125	0%
Bradford	238	974	1,212	20%
Clay	15,347	7,848	23,195	66%
Nassau	780	2,517	3,297	24%
Putnam	-	2,564	2,564	0%
St. Johns	7,428	11,302	18,730	40%
Florida	148,654	764,120	912,774	16%

Need

Working families need childcare. Childcare needs to be available and affordable for families to access the care they need.

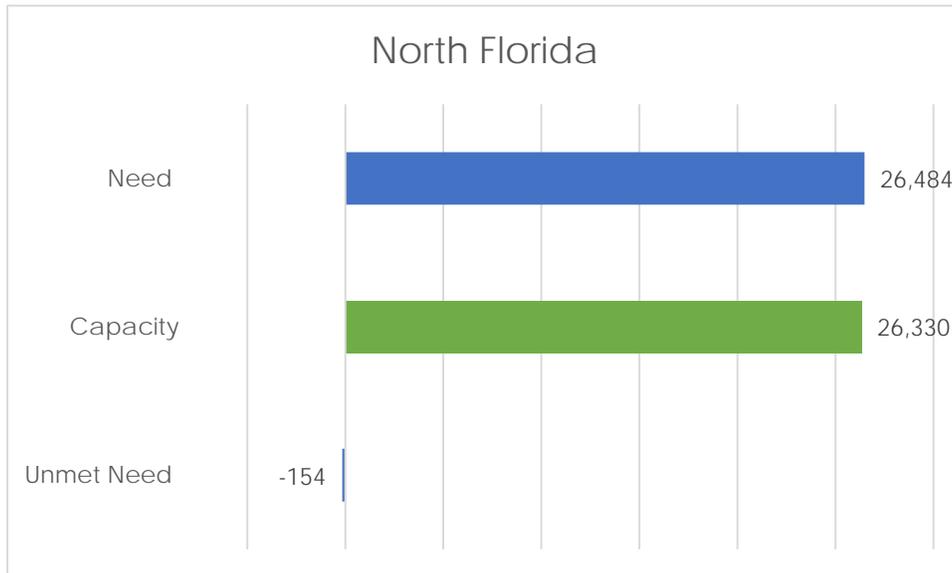
Childcare availability is impacted by changes in the number of families with young children in which all parents are working.



Children <6 with all parents in household working			
	2015	2019	% Change
Baker	1,282	1,588	23.87%
Bradford	1,266	832	-34.28%
Clay	8,726	8,358	-4.22%
Nassau	2,920	3,169	8.53%
Putnam	3,050	3,063	0.43%
St. Johns	8,189	9,474	15.69%

Availability compared to Need.

Availability of childcare for families with young children can only be met by providers who are willing to accept infants, toddlers, and preschoolers. Families with all parents in the workforce require care for their children of all ages, and this demand is increasing as more parents enter the workforce.

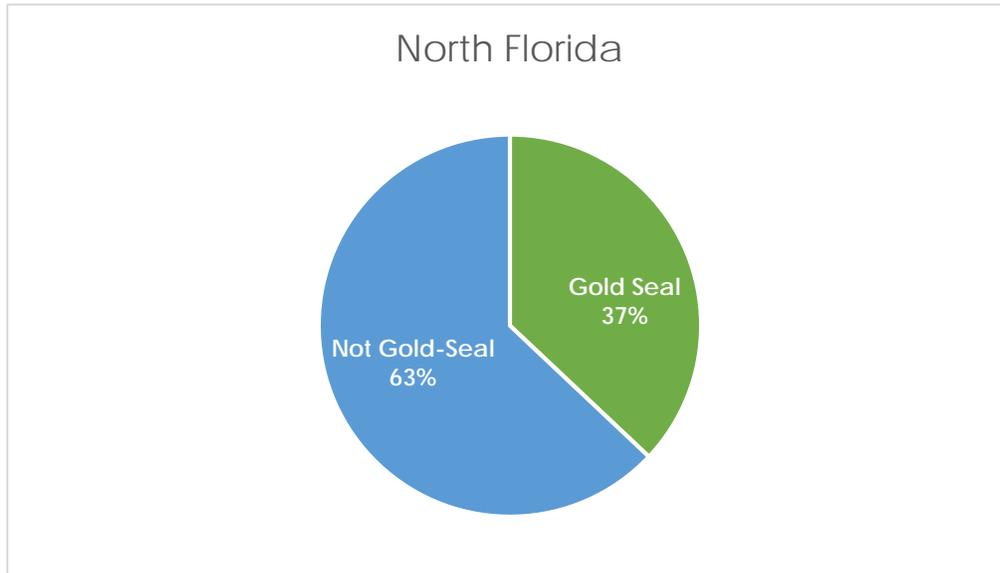


Every community except Bradford has more need than capacity.

Child Care Capacity				
	Need	Capacity	Excess Capacity (Unmet Need)	Percentage
Baker	1,588	1,125	(463)	-29.2%
Bradford	832	974	142	17.1%
Clay	8,358	7,848	(510)	-6.1%
Nassau	3,169	2,517	(652)	-20.6%
Putnam	3,063	2,564	(499)	-16.3%
St. Johns	9,474	11,302	1,828	19.3%
Florida	869,733	764,120	(105,613)	-12.1%

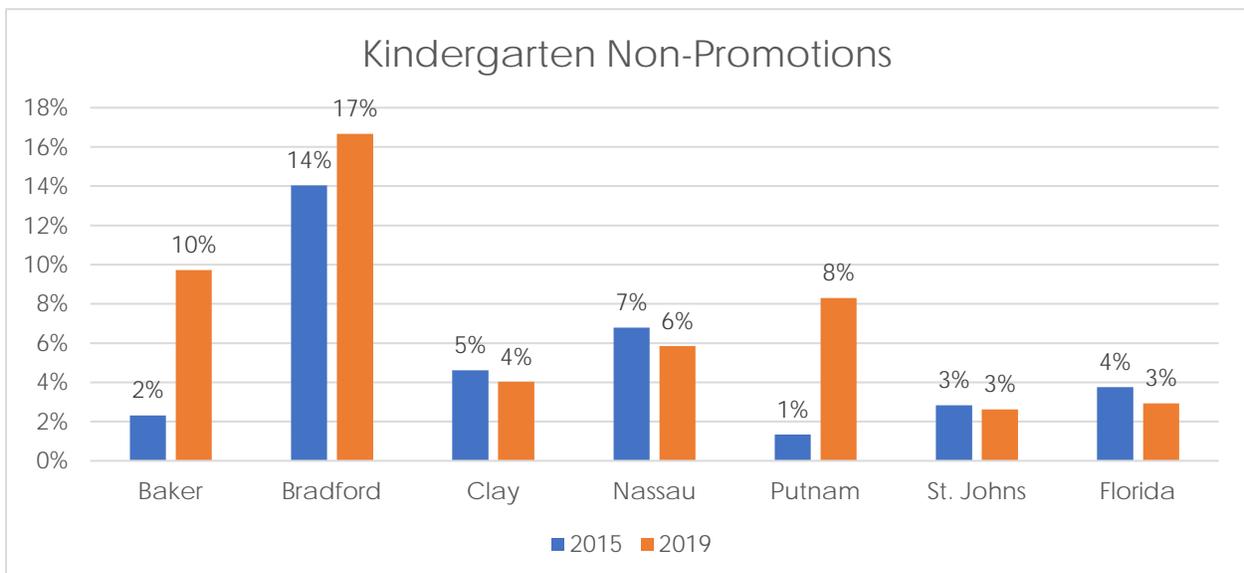
Quality

The Department of Children and Families provides information on the number of providers with a Gold Seal Rating. A lack of high-quality childcare in some areas limits parental choice.



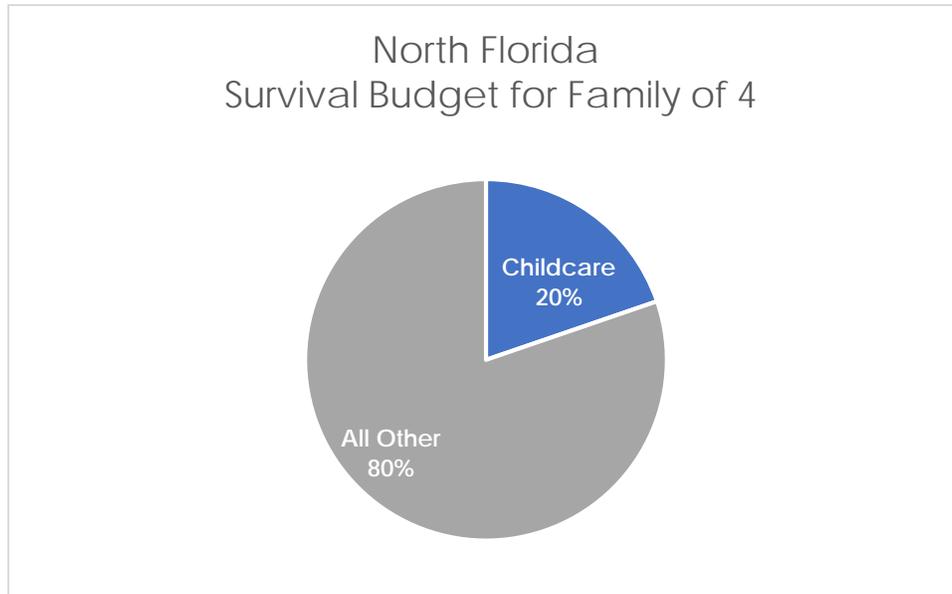
Kindergarten Non-Promotions

While many factors can impact whether a child is not promoted to kindergarten, one key factor is the opportunity for young children to access quality early education.



Childcare Cost

Cost of childcare impacts a family's ability to work and earn income. The United Way ALICE Report, published in 2018, provides a comprehensive look at the financial struggles of low-income families (ALICE is the acronym for **A**sset **L**imited **I**ncome **C**onstrained **E**mployed). One of the key financial indicators is the percentage of a Household Survival Budget that is required to pay for childcare for a family with 2 adults, 1 school-age child and 1 preschool child.

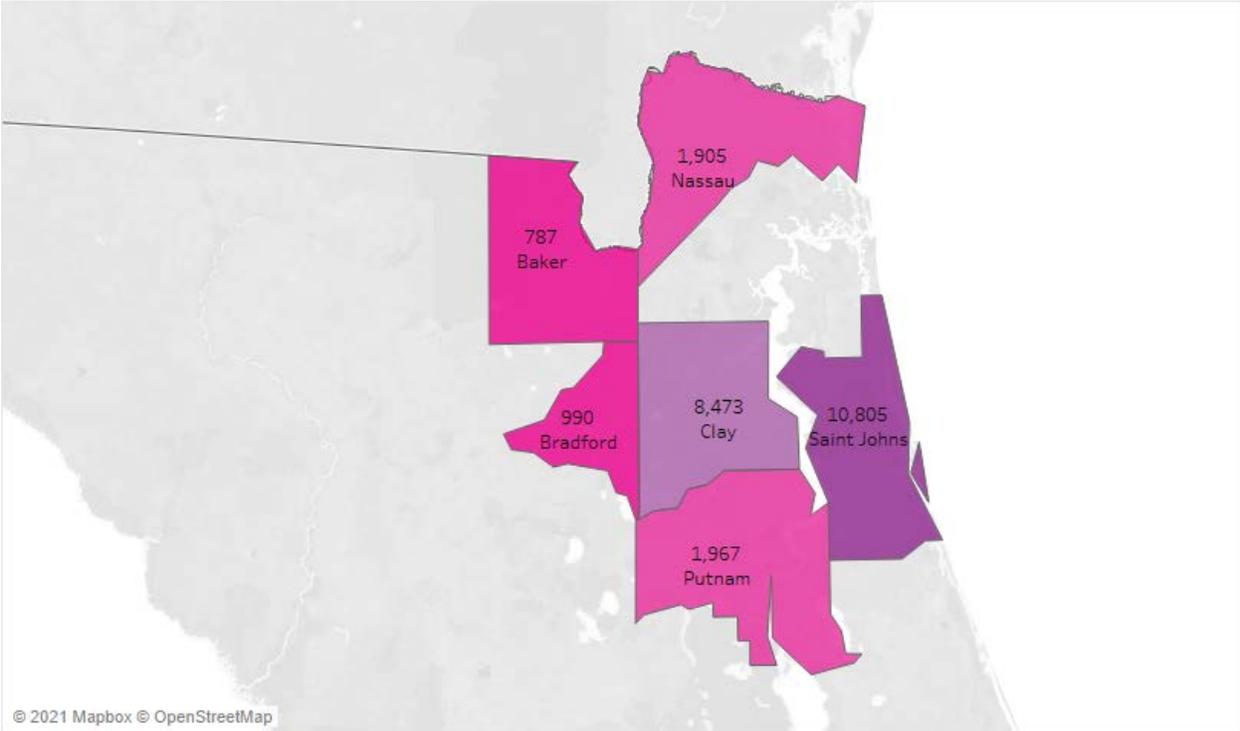


	Childcare	Survival Budget	% Child Care
Baker	\$ 893	\$ 5,042	18%
Bradford	\$ 1,092	\$ 5,190	21%
Clay	\$ 1,233	\$ 5,968	21%
Nassau	\$ 1,117	\$ 5,882	19%
Putnam	\$ 869	\$ 4,973	17%
St. Johns	\$ 1,466	\$ 6,721	22%
Florida	\$ 1,162	\$ 5,793	20%

Childcare and Childcare Cost Assistance

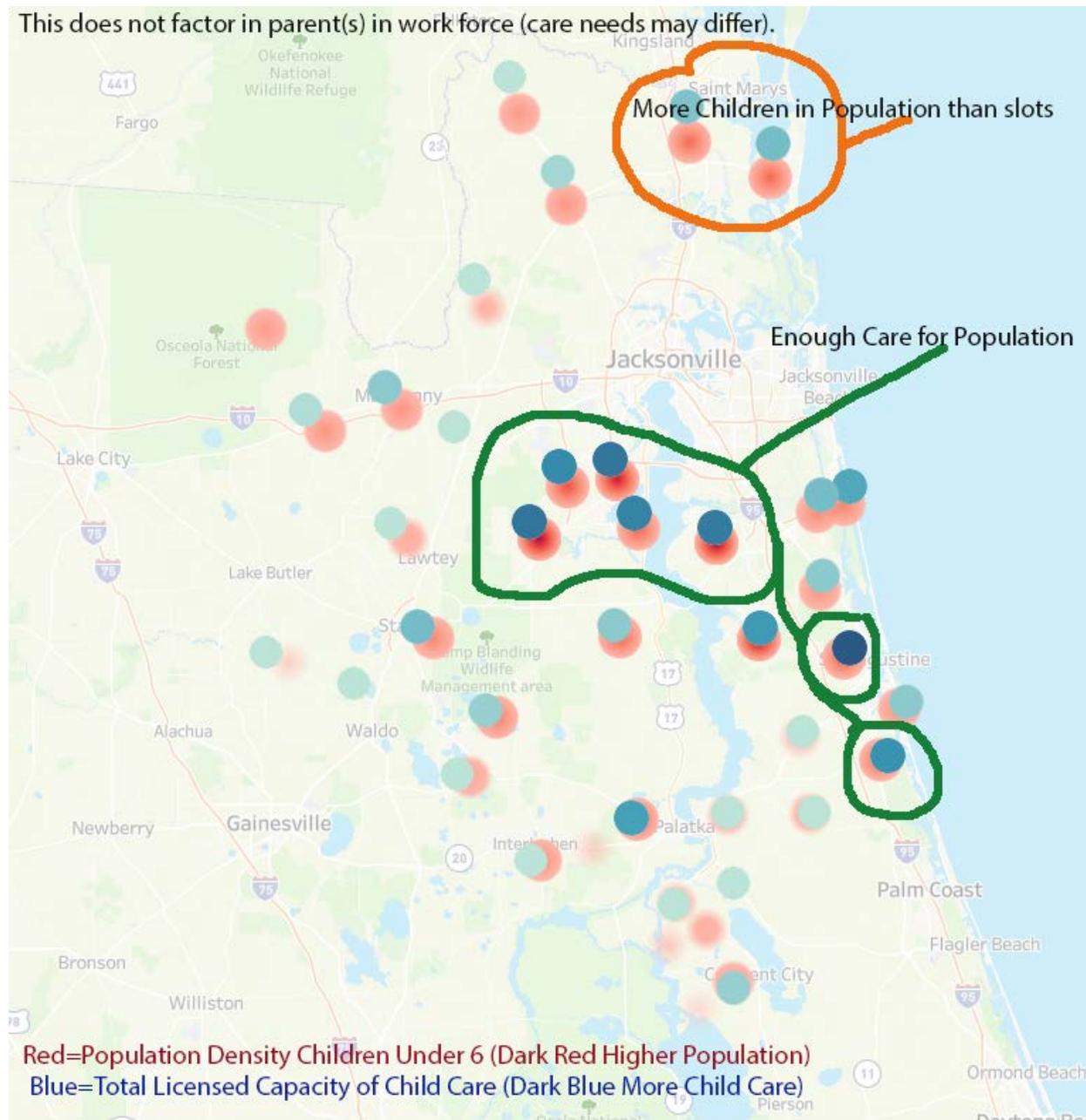
Total Licensed Capacity in ELC of North Florida Service Area

Data is generated from the CARES website. Statewide Provider List—includes SR Providers and Providers not contracted with SR. January 21, 2021



Licensed Capacity and Children Under 6 Density Map

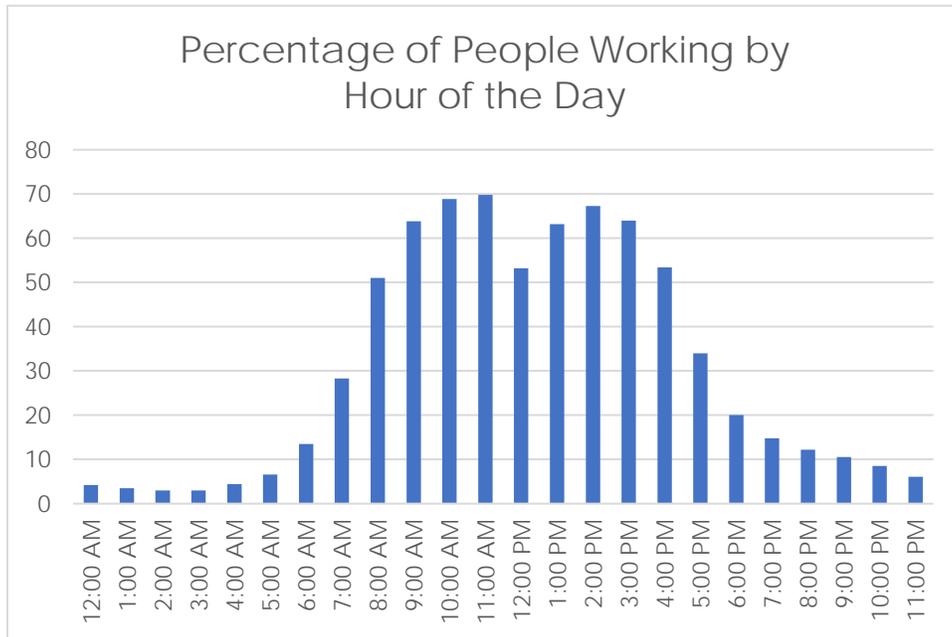
This does not factor in parent(s) in work force (care needs may differ).



This map identifies areas where in general there are less slots available than children. The ELC should encourage providers to open additional slots in the light blue areas when possible and should consider the provider capacity by geographic area when making decisions concerning CLASS Minimum Contract Threshold and waivers.

Schedules of Parents

This chart identifies when people are working by hour of the day. This shows that demand for childcare is highest during the traditional workday. However, there is a need for non-traditional childcare hours to serve those that work evening and overnight shifts.



Childcare Options

Working families need childcare that is affordable, dependable, and available when needed if families are to maintain stable employment and help their children be prepared to enter school ready for success. Below is a summary of the care available and the School Readiness and VPK clients served.

Provider Type	Total Providers	Offered SR Only	Offered VPK Only	Both
1. Licensed Private Centers	196	51	44	101
2. License-Exempt Centers	13	5	6	2
3. Large Family Child Care Home	2	1	0	1
4. Licensed Family Child Care Home	27	27	0	0
5. Registered Family Child Care Home	4	4	0	0
6. Private School	11	1	9	1
7. Public School	53	0	49	4

Data is from the EFS Modernization Database as of August 31, 2020.

School Readiness Infant and Toddler Care

County	Number of School Readiness Providers Serving Infants & Toddlers
Baker	9
Bradford	5
Clay	35
Nassau	9
Putnam	25
St. Johns	39

Data is from EFS Modernization Database as of February 8, 2021

Based on the information above, care is limited in some areas especially for infant/toddler 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.

In addition to these child care options each county is served by Head Start and 5 of the 6 counties have Early Head Start. Head Start serves children 3 and 4 years old and Early Head Start serves expectant mothers and children birth to 3 years old.

County	Head Start Slots	Early Head Start Slots
Clay	140	32
Baker	80	48
Bradford	20	8
Nassau	60	8
Putnam	127	72
St. Johns	135	0

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 2017 under 5. The Florida Kid Count 2019 data showed the percentage of children under 19 living in poverty as of 2017. 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 as of January 2021 using enrollment data in EFS Mod.

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, many other 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	425	185
Bradford	1,568	388	191
Clay	12,097	1,764	700
Nassau	4,301	566	187
Putnam	4,313	1,807	577
St. Johns	12,434	1,302	762
Total	35,880	6,252	2,602

School Age Care

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. Additionally, according to the latest market rate survey before and after care for a school age child costs much less than full time care for a younger child making it more likely that parents can pay the cost of before and after care than for the care of a younger child. Based on this the ELC of North Florida will serve school age children if they have a younger sibling receiving services or when no children under 5 remain on the waitlist.

County	After School Programs Offering Discounted or Below Market Tuition	Provider Market Rate for After School Care 75 Percentile	Provider Market Rate 3-year-old Care 75 th Percentile
Baker	6	\$85.00	\$110.00
Bradford	6	\$75.00	\$120.00
Clay	29	\$95.00	\$150.00
Nassau	5	\$110.00	\$160.00
Putnam	0	\$80.00	\$115.00
St. Johns	20	\$130.00	\$210.00

Children on Waitlist by Care Level

This represents all unduplicated children on the ELC of North Florida’s waitlist for the 12 months ending January 2021. Other than school-agers which have the options of other school age programs, the biggest need is for infant and toddler slots. All children birth through pre-kindergarten are prioritized the same but infants and toddlers are the largest population waiting for care and the least likely to find available slots when they are called from the waitlist.

Total Children on Waitlist by Care Level (12 months) All Counties





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 Services 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 and case notes.
7. Identify needs by providing 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. The online screening link will be given to the parent/guardian by a county Family Services Specialist for completion. 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.

Child Files

Keep a file for children who score refer and children whose guardians have declined screening. Include the following in each file:

- Case notes
- Referral documentation (if applicable)
- Other pertinent information

Case Notes for Brookes Database

What to note:

- Date original screening or release form 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 for Screening Specialists:

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 decline for their child to be screened in EFS Mod, and no screening will be completed.

~~Notes on tracking logs will show that the parent declined child screening. Additionally, the 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 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 sent to the parent, so as to meet the policy of sending a Release of Authorized Information form to the parent within 60 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 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 mailed or 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. This will be noted in case notes and/or the activity log.
- 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 mail or encrypted email with read receipt a release form to the parent and provider within 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. The date the release form is sent will be noted in the case notes and activity log. If the child is within 45 days of their 3rd 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 3rd birthday) the Screening Specialist will send by mail or encrypted email with read receipt a release form to the parent and provider within 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/Manager of Family Services. Specialists will ensure that all tracking sheets are completely up to date and accurate, and available for supervisors to view.
 7. Computer tracking for all screenings will be entered in the designated agency database. 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).

ASQ Enrollment Procedures for Family Services Staff:

1. The Family Services Specialist will provide the parent/guardian the ASQ link during enrollment procedures once eligibility for services has been determined.
2. A short explanation of the screening requirement will be provided as well as how to opt out of the screening process through the enrollment process in EFSM.
3. The Family Services Specialist will also explain the purpose of the questionnaire is to help identify children who may have developmental delays and who may need individualized supports.
4. The parent or guardian of a child enrolled in the School Readiness program may decline to have his or her child screened by selecting 'no' to the Allow Developmental Screening question while completing the terms and conditions portion of the enrollment process in EFSM. Parents/Guardians will be asked to inform the Family Services Specialist assisting them with the enrollment process if they decide to opt out of the screening.
5. Before finalizing the enrollment process, the Family Services Specialist should either contact the Screening Specialist to verify the ASQ was received or they can also check the ASQ report that is Screening Specialists create to inform the Family Services Specialists of any ASQs received. Once the Family Services Specialist is able to confirm completion of the ASQ, the enrollment for the child will be added to EFSM. Please note: Enrollments for At-risk cases will not be held back for the completion of the ASQ.

6. A case note is then entered in EFS Mod using the “ASQ” custom code. The case note should state the name or names of the children that enrolled and if the ASQ was completed during the interview. If the ASQ could not be completed for any reason, the reason the ASQ was not completed will also need to be noted in the case note.

7. Screening Specialists will complete two ASQ reports. The first report shows ASQs that have been received and the second report shows the status of enrollments and their ASQs to determine those that are still missing. These reports are created for each week. Once the reports are completed, the Screening Specialists will email the Family Services Coordinators and the Manager of Family Services, or designee, notifying them of the completed reports.

8. The Family Services Coordinator, or designee, will review the reports and email the Family Services Specialists notifying them of any missing ASQ’s and/or questions regarding the reports. Any discrepancies will be noted on the report the same business day, as schedules allow. The Family Services Specialists, or designee, will notify the Screening Specialists by email when the reports are available for review.

Family Services Specialists will have links to both English and Spanish versions of the ASQ.

It is still the responsibility of the Screening Specialist to track new enrollments and follow-up on any incomplete questionnaires after the Family Services Specialists have completed their own follow up. If the parent does not fill out the ASQ, the Screening Specialists can ask the child’s provider to complete the screening.

Note:

It is ECS’ goal to have all enrollment screenings completed at the [eligibility determination](#) with the exception of any protective services (BG1) cases for which is at times not possible. In all cases where screenings are not completed at the intake interview, ECS will continue to send the ASQs to the childcare providers for completion within 45 days of enrollment.

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 report monthly. Using the spreadsheet for children with birthdays ages 12, 24, 36, 48, and 60 months old the Screening Specialist will:

- A. E-mail out a list of all the ASQ's needed for all the children ages 12, 24, 36, 48, and 60 months old.
1. When the Screening Specialist receives the completed ASQ from the provider, it is to be processed in the ASQ database. Once all the ASQ's are scored, the Screening Specialist will 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 sent to 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 in **EFS Mod**, 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 mailed or 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'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 3rd 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 3rd 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~~ Manager of Family Services. Specialists will ensure that all tracking sheets are completely up to date and accurate, and available for supervisors to view.
 3. Computer tracking for all screenings will be entered in the designated agency database. 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.
- 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 Services Coordinator by email. The Family Services Coordinator will then ensure any necessary changes are made in EFS.

Parental Contacts

- When 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 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 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 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 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 5th 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.

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 31st of each fiscal year.

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

Changes/Revisions:

Date of Change/Revision	Person making change/revision	Change/Revision
7.1.09	Brittney Spangler	Added detailed information on the required documents that are submitted.
01.19.10	Brittney Spangler	Clarified wording in section IV. Screening Policy and Procedures.
9.22.10	Amanda Griffis	Added new ECS logo. Added information on reporting EFS information updates.
7.1.11	Amanda Griffis	Deleted coaching information. Added updated information on monthly checklist,

		provider signature log, and entering database information weekly.
7.29.14	Amanda Griffis	Made clarifications to referral references and internal referral procedures
9.2.14	Amanda Griffis	Clarified what ages to refer to FDLRs and Early Steps
9.22.14	Amanda Griffis	Added “Screening data will be entered into an electronic data system no later than 60 calendar days after screening.” Based on OEL monitoring suggestion.
6.1.16	Amanda Griffis	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.
8.31.16	Amanda Griffis	Corrected screening 45 days from birthday to ‘annually within the month of the child’s birthday’.
9.11.18	Amanda Griffis	<p>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.</p> <p>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.</p> <p>Added: 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.</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>

		Tracking logs and/or case notes will show when Authorization is received from parents.
11/8/18	Teresa Matheny & Amanda Griffis	Various changes to meet new OEL plan requirements, list additional interventions, communication by encrypted email and clean up document.
<u>02/2021</u>	<u>Amanda Griffis</u>	<u>Clarified parental decline of screening happens in EFS Mod. ASQ Enrollment Procedures for Family Services Staff. Updated titles, and removed cell phone reimbursement.</u>

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 ~~30-60~~ 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 an 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, must request the CLASS assessment(s) in writing and once received by the ELC, a Request Form will be sent to the provider to document the reason for the requested assessment along with the provider's preference of assessor. The provider's preference will be considered, but final determination of who will assess the provider will be decided upon availability of the requested assessor type. Provider will also submit payment of \$350, per assessment, to cover the cost of additional assessment(s) prior to the completion of needed assessment(s).

Providers that are currently exempt and want to opt into the program must request the CLASS assessment in writing to the ELC. The ELC will coordinate program assessment within sixty (60) calendar days within receipt of the notice.

~~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 must request the CLASS assessment(s) in writing and submit payment directly to the assessing agency. If choosing the ELC for completion of the CLASS assessment(s), provider will submit payment of \$250 to cover the cost of additional assessments prior to the completion of needed assessments.~~

Providers with a CLASS composite score falling below the contract minimum threshold or providers ~~but~~ with a CLASS score that is above the contract minimum but below the QIP threshold and are already on a QIP will have their contract terminated with thirty (30) calendar days-notice. However, a waiver may be granted to the provider that ~~would~~will 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 ~~for~~ 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~~capacity 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

Commented [BS1]: Community Assessment States: The ELC should encourage providers to open additional slots in the light blue areas when possible and should consider the provider capacity by geographic area when making decisions concerning CLASS Minimum Contract Threshold and waivers.

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~~ Due Process Procedures 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~~ with providers that volunteer and qualify based on their composite CLASS score for an additional reimbursement rate to use an OEL approved Child Assessment in their classrooms. 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. The ELC will support child portfolio, as funding allows, for providers choosing Teaching Strategies Gold (TSG) as their Child Assessment tool. Programs in the enrichment program are given resources and materials to assist them in completing assessments and using the results to individualize instruction. ~~Providers participating in the enrichment program are requested to complete observation data point three times a year. Providers requesting additional reimbursement for completing child assessments and that qualify based on~~

Members of the primary service provider's Education Specialists have also completed the training 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~~ to individualize instruction as needed and be available for technical assistance throughout the service area.

To recruit new providers, training, technical assistance, and financial supports, such as stipends, will be offered as funding and capacity allows.

III. D. Quality Improvement Strategies

When Quality Improvement Plans (QIP) are required for child care providers whose CLASS scored fall below the ~~minimum standard~~Contract Minimum Threshold 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.

Early Learning Coalition of North Florida
Monitoring Plan (contract/fiscal year 2021/2022)
 for Primary Service Provider Contractor,
 Episcopal Children’s Services

Purpose

To review key areas of the fiscal and programmatic areas of the contracted services for delivery of the School Readiness (SR) and Voluntary Prekindergarten (VPK) grant awards, as the primary service provider/sub-recipient contractor. Processes and results are monitored for compliance, integrity, efficiency, and possible improvements in services.

Contract monitoring is intended to guide the Contractor and the Coalition in ensuring that the contract terms and conditions are being met, the Contractor is complying with the contract terms including following universal administrative, financial, and programmatic terms and conditions mandated by federal and state law, rules and regulations and Coalition policy, and the Contractor’s administrative systems are adequate to manage all contracted funds.

Risk Assessment

Before planning the extent of necessary monitoring, the Coalition performs a risk assessment to determine the extent/depth of monitoring needed for each contractor.

The following table represents Episcopal Children’s Services assessment scoring and results for 2021/2022:

Risk Assessment Criteria			
Risk Factors	Level of Risk		
	High	Medium	Low
1. Performance History			X
2. Financial Stability			X
3. Management Systems			X
4. Previous Findings			X
5. Compliance with contract requirements			X
6. Program Complexity	X		
7. Percentage of funds passed through	X		
8. Award size	X		
9. Experience with sub-recipient			X
10. Personnel or system changes			X
Totals	3	0	7
Weighted Scores	(3x) = 9	(2x) = 0	(1x) = 7
Total weighted score 16 /10 categories = 1.6 (medium risk)			

Description of Monitoring

The Early Learning Coalition of North Florida has scheduled the 2021/2022 monitoring to ensure all four quarters will be monitored in a timely manner.

The fourth quarter monitoring is scheduled to ensure time for any corrective billing by the 13th invoice.

As indicated in the risk assessment, the Coalition will perform “medium” level on-site monitoring for 2021/2022, and the key areas to be monitored are:

Full-scale Quarterly (due to on-going minimum requirements)

1. Administrative and programmatic policies/procedures, job descriptions, and organizational chart review and updates
2. Data security system updates
3. Fiscal review of non-direct costs (SR and VPK) (including staffing allocations, cost allocation, prior approvals)
4. SR enrollment and eligibility (client records)
5. SR attendance review/payment validation
6. VPK enrollment and eligibility (client records)
7. VPK attendance review/payment validation
8. VPK provider requirements (provider records)

Coalition School Readiness Plan Compliance

The monitoring schedule (separate document) indicates which elements to be monitored during which quarters. From the ELC of North Florida SR Plan effective July 1, 2015 (and OEL certified for 2017-2019 and 2019-2021):

1. II. H. (Child) Pre/Post Assessments
2. III. D. Quality Performance Report

Additional Monitoring

1. Annual Data and Data Security Systems Review
2. Fiscal Overview* to include in depth review of Internal Controls Questionnaire (new questions only), Policies and Procedures, Board minutes, and 4th Quarter Fiscal Contract Monitoring Tool review for year-end, etc.) **The entire ICQ is reviewed at time of submittal and the Cost Allocation Plan is reviewed at time of submitted revisions/amendments.*

Additional Fiscal Monitoring

In addition to the above-mentioned monitoring, the Coalition will perform an analysis of ECS’s single audit. The analysis will be in the form of a memo report issued to the Coalition board. Should there be any findings, the Coalition will issue a management decision on all audit findings within six months after receipt of ECS’s audit report. The Coalition will ensure and verify that ECS takes appropriate and timely action.

Will NOT be full-scale monitored [due to recent satisfactory reviews]

1. SR Provider Services
2. Quality Contracts
3. Child Care Provider Monitoring
4. Infant/ Toddler
5. Developmental Screenings
6. CCR&R and School Age Care
7. Contract Certifications/Assurances Verifications
8. Personnel Files/Background Screenings
9. Staff Development and Training
10. School Readiness Application and Waiting List Procedures
11. Inclusive Early Learning Programs
12. Program Assessment

Please see attached schedule for all planning dates and additional information.

Monitoring Tools

The Coalition will continue utilizing the contract monitoring tool that was first established in 2007/2008, edited to be current with the 2021/2022 contract. From this tool, applicable criteria will be extracted for each monitoring.

The rating scale will be scored from a review of a compilation of requested documents, additional monitoring tool results, observations, interviews, and other applicable resources. The additional monitoring tools may be modified as a result of further research or discussions during the scheduled pre-monitoring meetings, or from OEL updates, trainings, or guidance.

The tools supplied now will be further refined and updated closer to the actual monitoring, and will be supplied to ECS staff prior to each quarters' pre-monitoring meeting.

Whenever possible, the Coalition will utilize tools designed by the Office of Early Learning and follow similar sampling and reporting processes. Sample sizes for OEL's Eligibility Monitoring Tools will be determined from OEL's Annual Report data (to determine unduplicated totals), plus any other updated guidance.

Please see attached tools for more information.

Expectations from Monitoring

From each monitoring, the Coalition will address any compliance issues or observations that should be addressed by the Contractor. In addition, the Coalition include any best practices which acknowledges something done by the contractor that is 'above and

beyond' the requirements of the Coalition, and that significantly aids staff in a particular process.

Throughout the monitoring process, the Coalition and Contractor will collaborate to perform any research needed and to create solutions for situations that may arise.

One week after the last on-site day of each monitoring, the Coalition staff will meet by phone with the Contractor staff for an exit interview. Prior to the conference call, the Coalition will draft a memo to e-mail so that all participants have a written copy. In addition, all monitoring tools (in draft form) will be uploaded to OEL's Share Point for the Contractor at the end of each monitoring, so that the Contractor can begin preliminary follow-up.

One week after the exit report, and in one-week increments, the following actions will occur:

1. Coalition draft report and draft tools
2. Contractor response to draft report (and revised tools, if needed)
3. Final Coalition report with final tools
4. Contractor response and proposed corrective action plans (if applicable)
5. Coalition acceptance/rejection letter (of corrective action plans) with terms and timelines (if applicable)

From this, the Contractor will have one month to complete any outstanding corrective actions (including the resolution of any questioned costs). The Coalition recognizes that this may not always be possible and will consider other timelines, depending on the corrective action needed.

The receipt of all outstanding corrective action items will be tracked by the Coalition. Once all items are received and the Coalition is satisfied, or if no corrective action items were needed, a monitoring close-out letter will be issued to the Contractor.

In Closing

It is the Coalition's intent to verify compliance with all Coalition and applicable governmental regulatory codes, laws, rules and policies, as well as to improve on all practices related to the program delivery system, as provided by Episcopal Children's Services. It is also the Coalition's goal to continue to build upon the professional cooperation and shared vision of the Coalition and ECS.

Created February 10, 2021

Tajaro Dixon,

Grants and Operations Manager

**Early Learning Coalition of North Florida
Sub-recipient Contract Monitoring Schedule
2021/2022**

(Created 02/10/21)

Note #1. Areas of review and dates are subject to change. Note #2. Dates with *(holiday)* indicate that the deadline was moved because of a holiday.

Quarter	Schedule Pre-Monitoring Meeting and begin monitoring docs: (have all mon. docs done & sent to Contractor and ELC fiscal staff 2-3 days before the set pre-mon. meeting)	Pre-Monitoring Conference Call Meeting <u>Target Dates</u> (at least 2 weeks before notification letter, and before sampling)	Request to run OEL SSIS Reports and upload to SharePoint sent to ECS (for program sampling) (give at least one week's notice)	Program Sampling – begin by: (at least 2 weeks before notification letter due) (calculations, request/run OEL SSIS reports, sample, create spreadsheet)	Verify Attendance Payments (to replace samples if needed) (date range is 1 day after previous Qtr Exit report, then up to the day before THIS mon. notification pkg due)	Notification Package– Due date (8 weeks Prior to On-site) (with Request for Documents, schedule, tools, and sample spreadsheets uploaded to SharePoint – <u>with full names</u> . (Once approved, pre-fill tools, run DCF reports, etc.)	ELC Finance Mgr. to send ECS fiscal samples (4 weeks before on-site, combining quarters. OR 4 weeks after the end of the quarter-if NOT on-site for upcoming monitoring)	<u>ON-SITE (ECS) Monitoring Dates</u> (3 rd and 4 th week of the 2 nd month following the end of the quarter.)	Exit Report and Conference Call (2:00 pm 1 week following the monitoring) (Send report and upload tools no later than 11:00 am)	Draft Report Due (1 week following exit)	Contractor Response to Draft Report (including supporting documents) (1 week after draft report)	Final Report Due (1 week after contractor response to draft)	Contractor Response to Final Report and CAP Due (1 week from final report)	Coalition CAP Acceptance / Denial letter (with terms) (1 week from response)	Receipt of all CAP items – deadline (4 weeks from acceptance letter)	Close-out Letter (within 1 week of CAP items received)
1Q (July – Sept 2021)	Beg. of May 2021	07/12/21 – 07/23/21	07/23/21	07/30/21 (have to do before 20/21 4Q mon)	09/07/21 – 09/09/21	09/10/21	10/28/21	11/05/21 – 11/19/21 (11/11/21 is a holiday)	12/03/21 (holidays)	12/10/21	12/17/21	01/04/22 (holidays)	01/11/22	01/19/22 (holiday)	03/02/22 (extended due to monitoring)	03/09/22
2Q (Oct – Dec 2021)	Beg. of Aug. 2021	09/27/21 – 10/08/21	10/15/21	10/22/21 (have to do before 21/22 1Q mon)	12/06/21 – 12/14/21	12/15/21	01/14/22	02/14/22 – 02/28/22 (02/21/22 is a holiday) (ELC Finance staff combining 1 st and 2 nd quarter monitoring)	03/07/22	03/14/22	03/21/22	03/28/22	04/04/22	04/11/22	05/09/22	05/13/22
3Q (Jan – Mar 2022)	Beg. of Nov. 2021	01/10/22 – 01/21/22	01/21/22	01/28/22 (have to do before 21/22 2Q mon)	03/08/22 – 03/18/22	03/21/22	04/28/22	05/16/22 – 05/27/22	06/06/22 (holiday)	06/13/22	06/20/22	06/27/22	07/05/22 (holiday)	07/12/22	08/09/22	08/12/22
4Q (Apr- June 2022)	Beg. of Feb. 2022	04/11/22 – 04/22/22	04/22/22	04/29/22 (have to do before 21/22 3Q mon)	06/07/22 – 06/17/22	06/20/22	07/18/22	08/15/22 – 08/26/22 (ELC Finance staff combining 3 rd and 4 th quarter monitoring) (ECS 13 th invoice due to ELC 08/19/22)	09/02/22	09/12/22 (holiday)	09/19/22	09/26/22	10/03/22	10/10/22	11/07/22	11/14/22 (holiday)

Early Learning Coalition of North Florida
Sub-recipient Contract Monitoring Schedule
2021/2022
(Created 02/10/21)

Qtr	Contract/Subject Areas to be Monitored	On-Site Monitoring Dates
1	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: None this quarter (<i>will be combined with 2nd quarter monitoring</i>) - SR & VPK: Attendance/Payment Validation (1/4 year's sample - or the actual number of VPK child (and payment validations) available for summer programs – then sample numbers would be adjusted for the following 2nd – 4th Quarters to make up any shortfall) - SR: Eligibility and Enrollment (client records) (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample*) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: None this quarter - OEL Scorecard: None this quarter - Additional: Annual Data and Data Security Systems Review 	<p>11/05/21 - 11/19/21</p> <p>(11/11/21 is a holiday)</p>
1-2	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: 1st and 2nd Qtr samples (non-direct costs, including staffing allocation) - SR & VPK: Attendance/Payment Validation (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample) - SR: Eligibility and Enrollment (client records) (1/4 year's sample) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: III. D. Quality Performance Report - OEL Scorecards: None this quarter - Additional: None this quarter 	<p>02/14/22 – 02/28/22</p> <p>(02/21/22 is a holiday)</p>
1-3	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: None this quarter (<i>will be combined with 4th quarter monitoring</i>) - SR & VPK: Attendance/Payment Validation (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample) - SR: Eligibility and Enrollment (client records) (1/4 year's sample) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: None this quarter - OEL Scorecard: None this quarter - Additional: None this quarter 	<p>05/16/22 – 05/27/22</p>
1-4	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: 3rd and 4th Qtr samples (non-direct costs, including staffing allocation) AND Fiscal Overview – see below. - SR & VPK: Attendance/Payment Validation (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample) - SR: Eligibility and Enrollment (client records) – (1/4 year's sample) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: II. H. (Child) Pre/post Assessments - OEL Scorecard: None this quarter - Additional: *Fiscal Overview (including in depth review of current year Internal Controls Questionnaire (new questions only), Policies and Procedures, Board minutes, and 4th Quarter Fiscal Contract Monitoring Tool review for year-end, etc.) <i>*The entire ICQ is reviewed at time of submittal and the Cost Allocation Plan is reviewed at time of submitted revisions/amendments.</i> 	<p>08/15/22 – 08/26/22</p>