



EXEC/ADMIN COMMITTEE MEETING

November 4, 2026 at 10:30 a.m.

Zoom Meeting

<https://us02web.zoom.us/j/81327405740>

Meeting ID: 813 2740 5740

TENTATIVE AGENDA

****Action Item***

I. Call to Order/Roll Call

II. Public Comment

III. New/Unfinished Business

A. Approval of the 2026-2027 Budget*

B. Approval of the 2022-2024 School Readiness Plan Amendment #19*

C. Approval of revisions to the Coalition's Personnel Policies and Procedures Manual*

IV. Committee Comment

V. Next Meetings:

Board – December 2, 2026 2:00 p.m. Renaissance World Golf Village Resort & Conference Center

Exec/Admin – March 3, 2027 10:30 a.m. Zoom Meeting

VI. Adjournment*

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the FY2026-27 budget for Early Learning Coalition of North Florida.
Reason for Recommended Action	On September 3rd, The Division of Early Learning sent a revision to the Notice of Award for the 2026-27 Grant Year. Compared to our previously approved budget this revision reflects the actual NOA for FY2026-27. The increases will be used for direct services and paid to ECS as needed. If not approved, we will be operating without an approved budget.
How the Action will be accomplished	Board Approval.

Early Learning Coalition of North Florida
FY 2026-2027

	5/6/2026 2026-2027 Initial Budget	V1 2026-2027 9/1/26	V2 2026-2027 9/3/2026
Notice of Awards			
School Readiness (SR)	27,236,105.00	25,093,146.00	25,490,044.00
Voluntary PreKindergarten (VPK)	17,567,621.00	17,602,834.00	17,602,834.00
Total Notice of Award	\$ 44,803,726.00	\$ 42,695,980.00	\$ 43,092,878.00
Subrecipient Expense			
School Readiness (SR)	25,992,076.00	23,890,868.00	24,287,766.00
Voluntary PreKindergarten (VPK)	17,483,965.00	17,539,427.00	17,539,427.00
Total Subrecipient Expense	43,476,041.00	41,430,295.00	41,827,193.00
Grant Funds Available to ELC of North FL	1,327,685.00	1,265,685.00	1,265,685.00
Other Donations and Revenue			
Interest Income	600.00	600.00	600.00
Miscellaneous Donations	2,500.00	2,500.00	2,500.00
Total Revenues	1,330,785.00	1,268,785.00	1,268,785.00
ELC of North Florida Estimated Expense			
5001 Salaries	734,800.00	714,800.00	714,800.00
5005 PR Taxes	65,000.00	65,000.00	65,000.00
5010 Health Insurance & HSA Contributions	135,000.00	135,000.00	135,000.00
5020 Pension	39,000.00	39,000.00	39,000.00
5030 Life, Disability, and WC	9,000.00	9,000.00	9,000.00
5101 Staff Development	10,000.00	10,000.00	10,000.00
6020 Contract Services	6,000.00	3,000.00	3,000.00
6002 Auditing	20,000.00	20,000.00	20,000.00
Legal	500.00	500.00	500.00
Printing & Reproduction	1,500.00	1,500.00	1,500.00
Repairs & Maintenance	1,500.00	1,500.00	1,500.00
7001 Office Sites - Occupancy	51,000.00	43,000.00	43,000.00
7051 Postage, Freight & Delivery	1,750.00	1,750.00	1,750.00
7101 Rentals - Office Equipment	5,000.00	5,000.00	5,000.00
7151 Office Supplies	12,500.00	8,500.00	8,500.00
7201 Communications	25,000.00	21,000.00	21,000.00
7251 D & O Insurance	6,500.00	6,500.00	6,500.00
7260 & 7265 General Liability	24,000.00	19,000.00	19,000.00
7302 Equipment <\$1,000	5,000.00	5,000.00	5,000.00
Equipment >\$1,000	5,000.00	5,000.00	5,000.00
7501 Travel - In State	10,000.00	10,000.00	10,000.00
7505 Travel - Out of State	11,000.00	11,000.00	11,000.00
7510 Travel - Local	8,000.00	8,000.00	8,000.00
Bank Fees	200.00	200.00	200.00
7605 Software/Licenses/Support	20,200.00	20,200.00	20,200.00
7610 Web Service	80,000.00	62,000.00	62,000.00
7615 Other employee expenditures	2,000.00	2,000.00	2,000.00
6035 ADP Fees	10,000.00	10,000.00	10,000.00
7620 Dues & Subscriptions	20,000.00	20,000.00	20,000.00
7625 Taxes, Licenses and Fees	500.00	500.00	500.00
7635 Misc. - Other Current Charges	5,000.00	5,000.00	5,000.00
7410 Quality Program	5,000.00	5,000.00	5,000.00
Total ELC North Florida Estimated Expense	1,329,950.00	1,267,950.00	1,267,950.00
Surplus or (Loss)	835.00	835.00	835.00

*ELCNF expenses remained the same. The SR subrecipient expenses were increased to align with NOA.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of 2022-24 School Readiness Plan Amendment #19
Reason for Recommended Action	The following School Readiness Plan Documents and Attachments were revised to reflect updated processes: • Attach VA ELC 2627 Monitoring Plan narrative rev 101226 • Attach VA ELC 2627 Monitoring Schedule rev 101226 <u>If this is not done, the following would occur:</u> • The Coalition’s School Readiness Plan would not be properly updated/in compliance with DEL.
How the Action will be accomplished	Board Approval, then DEL Approval.

Early Learning Coalition of North Florida
Monitoring Plan (contract/fiscal year 2026/2027)
for Primary Service Provider Contractor,
Episcopal Children's Services
(revised 10/12/26)

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 2026/2027:

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 2026/2027 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 2026/2027, 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 May 3, 2022:

1. II B SR Application and Wait List Procedures

Additional Monitoring

1. Annual Data and Data Security Systems Review
2. ~~Contract Certifications/Assurances Verifications (this is being removed as it was done during the RFP process)~~
3. 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. Developmental Learning Programs
3. Program Assessment
4. (Child) Pre/Post Assessments
5. Infant/Toddler
6. Developmental Screenings
7. Child Care Provider Monitoring
8. Personnel Files/Background Screenings

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 2026/2027 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 DEL 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 Division of Early Learning and follow similar sampling and reporting processes. Sample sizes for DEL's Eligibility Monitoring Tools will be determined from DEL'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 the Contractor's Share Point at the end of each monitoring, so 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 March 25, 2026, revised 10/12/26

Tajaro Dixon Breland,

Grants and Operations Manager

Early Learning Coalition of North Florida
Sub-recipient Contract Monitoring Schedule
2026/2027
(Revised 10/12/26)

Quarter	Schedule Pre-Monitoring Meeting and begin monitoring docs: (have all mon. docs done & sent to Contractor and ELC fiscal staff at least 2-3 days before the set pre-mon. meeting)	Pre-Monitoring Conference Call Meeting Target Dates (at least 2 weeks before notification letter, and before sampling)	Request to run Tableau Enrollment Reports and upload to Share-Point 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)	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) [REQUEST 5045's: At least 5 days before needing for verifications]	Notification Package– Due date (8 weeks Prior to Monitoring) (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 after the end of the quarter)	Monitoring Dates (2 nd and 3 rd week of the 2 nd month following the end of the quarter. Only exception is 1 st qtr. – moved up one week for upcoming holidays.)	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 to final report)	Receipt of all CAP items – deadline (4 weeks from acceptance letter)	Close-out Letter (within 1 week of CAP items received)
1Q (July – Sept 2026)	Beg. of May 2026	07/06/26 – 07/17/26	07/20/26	07/27/26 (have to do before 24/25 4Q mon)	08/31/26 – 09/03/26 [REQUEST FINAL 5045's: 08/24/26]	09/04/26	10/27/26	October 30 - November 13, 2026 (November 11 is a Holiday)	11/23/26 (Monday)	12/07/26 (holidays)	12/14/26	01/04/27 (holidays)	01/11/27	01/19/27 (holiday)	03/02/27 (extended due to 2Q monitoring)	03/09/27
2Q (Oct – Dec 2026)	Beg. of Aug. 2026	09/21/26 – 10/02/26	10/09/26	10/16/26 11/15/26 (have to do before 26/27 1Q mon)	11/30/26 – 12/11/26 [REQUEST FINAL 5045's: 11/16/26 10/29/26]	12/14/26	01/27/27	February 8-22, 2027 (February 15 is a holiday) (ELC Finance staff combining 1 st and 2 nd quarter monitoring)	03/01/27 (Monday)	03/08/27	03/15/27	03/22/27	03/29/27	04/05/27	05/03/27	05/07/27 (before 3Q monitoring)
3Q (Jan – Mar 2027)	Beg. of Nov. 2026	01/04/27 – 01/15/27	01/15/27	01/22/27 01/19/27 (have to do before 26/27 2Q mon)	03/02/27 – 03/11/27 [REQUEST FINAL 5045's: 02/23/27 01/04/27]	03/12/27	04/27/27	May 10-21, 2027	06/01/27 (Tuesday)	06/07/26 (holiday)	06/14/27	06/21/27	06/28/27	07/06/27 (holiday)	08/03/27	08/06/27 (before 4Q monitoring)
4Q (Apr- June 2027)	Beg. of Feb. 2027	04/05/27 – 04/16/27	04/16/27	04/23/27 05/24/26 (have to do before 26/27 3Q mon)	06/01/27 – 06/17/27 [REQUEST FINAL 5045's: 05/26/27 05/03/27]	06/18/27	07/27/27	August 9-20, 2027 (ELC Finance staff combining 3 rd and 4 th quarter monitoring) (ECS 13 th invoice due to ELC 08/19/27)	08/30/26 (Monday)	09/07/27 (holiday)	09/14/27	09/21/27	09/28/27	10/05/27	11/02/27	12/01/27 (extended due to 1Q 27/28 monitoring)

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.

Early Learning Coalition of North Florida
Sub-recipient Contract Monitoring Schedule
2026/2027
(Revised 10/12/26)

Qtr	Contract/Subject Areas to be Monitored	On-Site Monitoring Dates
1	- 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 - <i>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</i>) - 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 - DEL Scorecard: None this quarter - Additional: <u>Annual Data and Data Security Systems Review</u>	October 30 - November 13, 2026 (September 11 is a Holiday)
1-2	- 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: None this quarter - DEL Scorecards: None this quarter - Additional: <u>Contract Certifications/Assurances Verifications</u>	February 8-22, 2027 (February 15 is a holiday)
1-3	- 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~~ 1/2 year's sample) - ~~VPK: Eligibility and Enrollment (child records) (1/4 year's sample)~~ - SR: Eligibility and Enrollment (client records) (~~1/4~~ 1/2 year's sample) - ~~VPK: Provider Services (provider records)(1/4 year's sample)~~ - Coalition SR Plan Compliance: II. B. School Readiness Application and Waiting List Procedures - DEL Scorecard: None this quarter - Additional: None this quarter	May 10-21, 2027
1-4	- 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~~ 1/2 year's sample) - ~~VPK: Eligibility and Enrollment (child records) (1/4~~ 1/2 year's sample) - ~~SR: Eligibility and Enrollment (client records) (1/4 year's sample)~~ - VPK: Provider Services (provider records)(~~1/4~~ 1/2 year's sample) - Coalition SR Plan Compliance: None this quarter - DEL 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>	August 9-20, 2027

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition's Personnel Policies and Procedures Manual
Reason for Recommended Action	<u>Revisions:</u> HR204 – <u>Employment Reference/Criminal History Checks</u>, Added language from 25/26 DEL Accountability Review requested corrective action. <u>If this is not done, the following would occur:</u> • The Coalition would not have the most accurate and updated Policies and Procedures.
How the Action will be accomplished	APPROVAL of the Personnel Policies and Procedures Manual revisions listed above.

HR204 Employment Reference/Criminal History Checks

Effective Date: 02/19/08

Revision Date: 04/07/10, 02/02/11, 08/03/11, 06/06/12, 08/24/12, 02/12/13, 04/03/13, 11/05/14, 03/16/16, 09/21/16, 02/01/17, 02/07/18, 11/07/18, 06/12/19, 12/07/22, 11/01/23, 03/06/24, 02/11/25, 11/04/26

The Coalition will conduct reference and criminal history checks on all prospective and current employees, as well as volunteers, as outlined within this policy. The Coalition will ensure appropriate screenings are processed for contractors as well.

QUALIFIED ENTITY

A “qualified entity”, as defined in s. 943.0542, F.S., means a business or organization, whether public, private, operated for profit, operated not-for-profit or voluntary, that provides care or care placement services, including a business or organization that licenses or certifies others to provide care or care placement services.

“Covered individual”, as defined in 34 USC 40104, means an individual who has, seeks to have, or may have access to children, the elderly, or individuals with disabilities, served by a qualified entity; and who is employed by or volunteers with, or seeks to be employed by or volunteer with, a qualified entity; or owns or operates, or seeks to own or operate a qualified entity.

The Coalition is a qualified entity and therefore is registered with the Florida Department of Law Enforcement (FDLE). (For an ELC and its staff deemed by FDLE as meeting the definition of “qualified entity,” and has staff that meet the definition of a “covered individual” the ELC’s staff shall receive a level 2 background screening.)

The Coalition requires any sub-recipient, contractor, or subcontractor it retains that also meets the definition of qualified entity to likewise register and have all of the employees it assigns to work under agreement screened in a manner consistent with s. 943.0542, F.S., and prior to performing services.

For monitoring and audit purposes, the Coalition maintains on file verification for all Coalition personnel and any sub-recipient or contractor’s personnel per the guidelines of the DEL Grant Agreement current during the time of background screening processing, which includes documentation that the individual complies with the background screening standards in s.435.03, F.S or 435.04, F.S., as applicable.

REFERENCES/CREDENTIALS

The Coalition will verify (for all employees and volunteers) where applicable; clear background screenings, educational and professional credentials, and employment history/references prior to the first day of employment/assignment.

The Coalition shall obtain and maintain on file the following documentation for all employees prior to their first day of employment and subrecipient, contractor, and subcontractor staff prior to their first day of work associated with this agreement: The Coalition will verify documentation of the position description, the highest level of education claimed (if the position requires), applicable professional licenses claimed (if position requires), and employment history (if position requires) for Coalition staff AND for Qualified Entities that are subrecipients/subcontractors and their staff.

Documentation of these verifications will be maintained by the Coalition, ensuring the records are maintained for minimum timeframe and the records are securely maintained to ensure confidentiality.

CRIMINAL BACKGROUND SCREENING PROCEDURE

1. As applicable, the potential or current employee (or volunteer) must have a criminal background check processed prior to the first day of employment (or volunteer work), and screened in a manner consistent with Section 943.0542, F.S. The Coalition shall arrange for and pay all costs for the background screenings. If appropriate, the applicant and employee must meet criteria for background screening as required for child care personnel in child care licensing regulations.

If FDLE determines that the ELC meets the definition of “Qualified Entity,” but determines that certain ELC employee(s) are not providing child care or child care placement, while having access to confidential information, the ELC staff shall receive the equivalent of a level 1 that requires screening for employment history, statewide criminal correspondence checks through the Department of Law Enforcement, a check of the Dru Sjodin National Sex Offender Public Website and local criminal records check through local law enforcement agencies.

2. The personnel staff will complete and submit the appropriate paperwork for the criminal background check and other necessary paperwork as required by the Department of Children and Families upon employment and (at a minimum of) every five (5) years thereafter. The following paperwork may be included:

- a. **Affidavit of Good Moral Character** – All candidates must complete this form and have it notarized before employment. This form is available from the Department of Children and Families (DCF) District Screening Office. Human Resources will stress to the candidate the importance of this requirement and ensure that the candidate clearly understands it.
- b. **Local Criminal Records** – The personnel staff will complete the Request for a Local Law Enforcement Check and send it to the sheriff office in Baker, Bradford, Clay, Nassau, Putnam, and/or St. Johns counties.
- c. **Employment History/Reference Checks** – Conducted by the personnel staff, these checks should cover a two-year period preceding employment in the screened position and should exclude periods of unemployment. The potential applicant and current employee may be subject to additional background reviews depending upon their job specifics.
- d. **State and Federal Criminal Records** – The Coalition’s personnel staff will instruct the candidate (or employee) to complete a “Live Scan” of their fingerprints with a vendor approved by the Coalition, to be sent to the FDLE (Florida Department of Law Enforcement) and the FBI (Federal Bureau of Investigation) for clearances. Effective July 1, 2012 all new employees will be screened, unless they have a current DCF clearance under five (5) years old and have had no break in service (or break in service under 90 days). Also effective July 1, 2012 all current employees will be re-screened on or before the five-year anniversary date of the last screening and thereafter if the individual continues performing under the DEL agreement (for the Coalition).
- e. **States other than Florida, if Resided in the Preceding Five Years** – If new or rescreening staff have lived out of the state of Florida at any time during the preceding five years, the DCF instructions will be followed, per DCF e-mail 10/10/16, “Updates to Background Screening Process”. This document is available on the Coalition’s share drive folders, “Policies and Procedures”, then “Referenced Documents-Regulations”.

NOTE: The full background screening may not be necessary for candidates transferring from another employer where he/she was screened, or for candidates who have had their fingerprints taken and processed by a Florida public school board provided that in either case there has not been more than a 90-day break in service.

3. **Volunteers and Board Members**

Any volunteer who will have contact with children 10 hours per month or MORE is required to have a Level II screening. Volunteers may only be approved for assignments once the background checks have been received and are clear. Volunteers still in service after five (5) years will be re-screened.

All potential and current volunteers (including board members) who will have contact with children on an intermittent basis (LESS than 10 hours per month) are NOT required to be background screened as long as a person who meets the Level II background screening requirements (as set forth in s. 435.04, F.S.) has the volunteer in his or her line of sight during any interaction with children (per 2012/2013 Grants Agreement section (45)(a) and e-mail correspondence from Kathy Summers, DEL Business Analyst dated 02/27/13 with DEL Memorandum dated November 19, 2012 "Background Screening Follow-Up Guidance").

Reading Pals

Although not required, the Coalition may process Level I screenings for volunteers of its "Reading Pals" program. The Coalition also ensures that the volunteers do not meet or exceed 10 hours per month contact with children. Reading Pal volunteers complete the Coalition's Volunteer Application and Affidavit of Good Moral Character. Upon completion, the Coalition personnel staff submits a request to the local county Sheriff's Office (of the volunteer's place of residence) for a local criminal background check. Also, the Coalition personnel staff performs a database search on the Dru Sjodin National Sex Offender Public Website (www.nsopw.gov/Core/Portal.aspx), and the FDLE sexual offender/predator search website.

4. The personnel staff will track receipt of the local and FDLE criminal history checks results. When the results are received, the personnel staff will input the records into the applicant's/employee's personnel file and will track and monitor the 5-year re-screening dates.

5. **If the local law check or FDLE transaction listing on the applicant/employee are returned with any charges**, the C.E.O. will review the charge(s). Additional information, such as disposition, should be requested from the applicant/employee and reviewed regarding the charge(s). The applicant/employee should be advised both by telephone and in writing of the needed documentation, and should be given a deadline to submit the paperwork. If it is a current employee, and the employee needs any time off to obtain documentation, the C.E.O. will notify the supervisor of the needed time. (The nature of the need for time off, including charges should be kept confidential and not shared with the Supervisor.)

6. Where applicable, the C.E.O. or designee will determine if the applicant/employee is disqualified from employment based on Section 435.03 and 435.04, Florida Statutes. Assistance should be requested from DCF to make this determination. If the applicant/employee has committed an offense listed on the Good Moral Character Affidavit/Attestation, they may be considered disqualified for hire and may be terminated or placed in a position for which background screening is not required. Exemptions from such disqualification may be taken into consideration on a case-by-case basis.

7. **If the applicant/employee is disqualified due to his/her criminal background check results**, the C.E.O. or designee will follow appropriate procedures for notifying the applicant/employee in compliance with Department of Children & Families. A copy of the notification letter must also be sent to DCF along with the transaction listing and any associated court documents received.

If the applicant/employee is disqualified due to federal (FBI) results, DCF will notify the Coalition. The Coalition must then immediately remove the employee from his/her assignment.

8. The personnel staff will maintain the Affidavit/Attestation of Good Moral Character, results of

local, FDLE and federal (FBI) criminal history information and other related correspondence, and the employment history checks in the applicant's/employee's personnel file. This file will be kept in a secured area to ensure confidentiality.

9. **Each Coalition employee, subcontractor employee, or volunteer for either organization, is required to notify the Coalition immediately or the next business day of being arrested for any criminal offense.** The Coalition will review the alleged offense within 48 hours of notification. If the 48-hour period falls on a Saturday, Sunday, or state or federal holiday, the determination shall occur the next business day. The Coalition will determine if the offense is one that would exclude the employee (or volunteer) under either the level I or level II background screenings (whichever is applicable), and if so remove the employee (or volunteer) from their assignment/position or remove them from working on a contract, if applicable. The employee (or volunteer), or contract staff, may not return to their work until cleared of all charges that would exclude the employee under a level 2 background screening.

SUBRECIPIENT/SUBCONTRACTOR/CONTRACTOR COMPLIANCE

1. Any subrecipient, contractor or subcontractor who does not meet the definition of "Qualified Entity" or who FDLE has determined does not meet the definition of "Qualified Entity" or whose employee(s) does not meet the definition but that employee(s) will perform duties under contract with the Coalition and are permitted unsupervised access to Coalition or DEL confidential information (about the children in care or their family or child care providers) shall comply with all of the above. However, the screening shall only include the equivalent of a level 1 that requires screening for employment history, statewide criminal correspondence checks through the Department of Law Enforcement, a check of the Dru Sjodin National Sex Offender Public Website and local criminal records check through local law enforcement agencies.

At the time of Contract approval, or change in staff during the course of a contract, the Coalition will supply the Contractor with the "Contract Employee Request and Approval Form" to ensure all applicable screenings are processed. The Contractor will have to submit the completed form with the cleared level II background screening documents, job descriptions, resume/work history, educational credentials and licenses required.

Once the Coalition has reviewed all documents, the Office Manager will approve, sign, date, and send back to the Contractor allowing the staff person to work on the Coalition's contract. If they are not approved, the Coalition's Office Manager will sign THAT portion of the form and follow-up with the Contractor regarding that decision.

2. Any contractor or subcontractor who does not meet the definition of "Qualified Entity" and who will perform duties under this contract but will have absolutely no interaction with nor be present around a child in care nor will they have access to any confidential information about either a child in care or his family is not required to submit its employees to a background screening.

Sharing Criminal History Record Information (CHRI)

Processes associated with VECHS accounts (per April 7, 2023 email from DEL):

1. The sharing of Criminal History Record Information (CHRI) between your entity and the Department of Education, Division of Early Learning (DEL) during monitoring engagements will no longer be done. Instead, ELCs will provide a Letter of Attestation (LOA) of the completion of CHRI to validate background screening compliance for each employee/contractor sampled during a monitoring engagement. (DEL provided a template of this LOA.)
2. The sharing of any CHRI with other ELCs that are recognized as qualified entities is allowed,

however the sharing of the CHRI must be recorded on a VECHS Dissemination Log and maintained by the entity. (DEL provided a template of this log.)