



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Board Meeting

October 5, 2011

1560 North Meadowcrest Blvd. Crystal River, FL. 34429

Conference Call # 1-800-444-2801

Access Code: 7125663

9:00 AM

Agenda

<b>I</b>	<b>Call to Order, Welcome, and Introductions</b>		<b>Rob Wardlow</b>
<b>II</b>	<b>Announcements and Corrections to Agenda</b>		<b>Sonya Bosanko</b>
	Voting Conflict Disclosures		
<b>III</b>	<b>Approval of Agenda</b>		
<b>IV</b>	<b>Consent Agenda</b>		
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<b>VII</b>	<b>New/Unfinished Business</b>		<b>Rob Wardlow</b>
<b>IX</b>	<b>Public Input:</b> <i>Public Input is a time set aside for comments from the general public. Comments must be kept to a 3 minute limit and a speaker’s card must be completed and submitted to the Board Chair. The Chair will open the meeting to public discussion at various times during the meeting at his/her discretion</i>		

**Early Learning Coalition of the Nature Coast  
Board Meeting Minutes  
August 3, 2011**

**Members Present:**

Rob Wardlow	Linda Barber	Charlie Richer	Phil Bumgarner
Joan Luebbe	Christie McElroy	Grace Bynum	Heidi Rand
Maggie Crane	Phil Scarpelli	Julie Kelsay	Tisha Moxley
Thomas Harrington (by phone)			

**Members Absent:**

Teresa Goodman	Rebecca Bays
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**Staff Present:**

Sonya Bosanko	Susan Jacquith	Desirae Rickman	Ingrid Ellis
Tonya Hiers	Sandra Woodard	Silvia Sullivan	Glenna McManigell
Sheri Ellis	Cindy Halpin	Tom Scheffey	

**Others Present:**

Jeanie Davis	Maureen Lucia	Vicky Pitts
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**By phone:**

Holly Bussard	Kathy Spears	Charlotte Eadler
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**I. Call to Order, Welcome & Introductions**

Rob Wardlow called the meeting to order at 9:05 a.m. Introductions were completed.

**II. Announcements and Corrections to Agenda**

*Voting Conflict Disclosures*

- Voting Conflicts are on the Board Minutes of April 6, 2011 on page 6.
- Correction to the Agenda: Action Item# 2010-11-36 should be corrected to # 2011-12-01

**III. Approval of Agenda**

*Joan Luebbe motioned to approve the agenda. Charlie Richer seconded the motion. Motion carried unanimously.*

**IV. Consent Agenda**

ELC-Nature Coast Board Minutes – April 6, 2011  
Administrative Committee Minutes – March 30, 2011  
Executive Committee Minutes – June 1, 2011  
Administrative Committee Minutes – May 25, 2011  
Action Item #2011-12-01: DCF Board Member Appointment

*Phil Bumgarner motioned to approve the Consent Agenda. Charlie Richer seconded the motion. Motion carried unanimously.*

**V. Board Training**

CANCELLED

The award for the employee of the third quarter was presented to Cindy Halpin for FY 2010-2011.

## **VI. Action Items**

### **Action Item # 2010-11-27: Revision of School Readiness Program Enrollment Priorities**

*Charlie Richer motioned to approve the Action Item # 2010-11-27. Maggie Crane seconded the motion.*

This Action Item approves revisions to the enrollment priorities for the School Readiness program according to changes that have occurred to Florida Statutes in order to be in compliance with the law.

- Tisha Moxley and Linda Barber disclosed publicly that they could not vote for this action item since they have a conflict of interest because they are both contracted providers with the Coalition.

*Motion passed with two Board members abstaining because they had a voting conflict.*

- Mr. Wardlow announced the appointment of Phil Scarpelli to serve on the Coalition Board replacing Jeanie Johnston who retired from the Board. Mr. Scarpelli was welcomed by all the Board members.

### **Action Item # 2010-11-29: FY 2009-2010 Accountability Monitoring Report**

*Joan Luebbe motioned to approve Action Item #2010-11-29. Charlie Richer seconded the motion.*

This Action Item is to adopt the FY 2009-2010 Accountability Monitoring report that was presented by AWI as part of their auditing process. The accuracy rate for this monitor is 99.82%

*Motion carried unanimously.*

### **Action Item # 2010-11-30: FY 2010-2011 Financial Monitoring Report**

*Christie McElroy motioned to approve Action Item # 2010-11-30. Joan Luebbe seconded the motion.*

This Action Item is to adopt the 2010-2011 Financial Monitoring report from AWI who contracts KPMG to complete the financial monitoring for the Coalition once a year. The accuracy rate for this monitor is 99.74%

*Motion carried unanimously.*

### **Action Item # 2010-11-31: PLT Payout Authorizations**

*Heidi Rand motioned to approve Action Item # 2010-11-31. Phil Bumgarner seconded the motion.*

This Action Item authorizes the Executive Director to pay out Personal Leave Time balances to staff.

- Ms. Christie McElroy asked if there was a way to revise policy to allow the leave given to staff members to roll to the next FY in order for them to not lose it.
- Ms. Bosanko stated that the Executive Committee will get together to consider revisions the policy to consider if the PLT can be separated into vacation and sick time in order to carry over the sick hours.

*Motion carried unanimously.*

### **Action Item # 2010-11-32: FY2011 – 2012 Early Learning Budget**

*Charlie Richer motioned to approve Action Item # 2010-11-32. Joan Luebbe seconded the motion.*

This Action Item contains the proposed Operating Budget for FY 2011-2012 and shows the expenses by county with a percentage at the end of each column as accepted at the State level.

The Proposed Operating Budget on page 70 presents the budget by line item. A correction was made to this chart which should read on top of the second column "Proposed FY2011-2012" instead of "Proposed FY 2011-2011".

In this budget some difficult decisions had to be made due to budget cuts and as a result, the lay off of the Deputy Director was recommended. Last FY, the Coalition was authorized to utilize 4.5% of the VPK for administrative costs but for this new FY, the VPK administrative budget was reduced from 4.5% to 4%.

For this new FY 2011-2012, the Coalition is at 4.3% projected spending in VPK administration which anticipates some deficit that might need to be covered by other areas of the budget, however the Coalition will be able to preserve the Gold Seal budget, and will not be forced to decrease reimbursement rates or the number of children served.

Another difficult decision made was to shift the Quality Initiatives budget which was about \$55,000 to Direct Services in order to achieve the level rates and maintain the number of children the Coalition is currently serving.

- Tisha Moxley and Linda Barber disclosed publicly that they could not vote for this action item since they have a conflict of interest because they are both contracted providers with the Coalition.

*Motion passed with two Board members abstaining because they had a voting conflict.*

**Action Item # 2010-11-33: Revised Sliding Fee Scale**

*Phil Bumgarner motioned to approve Action Item # 2010-11-33. Christie McElroy seconded the motion.*

Each FY the Federal Government releases the new federal poverty levels which impacts the Coalition's parent fee scale. The parent fee scale takes in consideration the annual gross income of the family as well as the number of people in the household. It is considered that less than 3% of families in the five-county area will be affected by the change.

This Action Item is to adopt the new Parent Fee scale which became effective July 1, 2011.

- Tisha Moxley and Linda Barber disclosed publicly that they could not vote for this action item since they have a conflict of interest because they are both contracted providers with the Coalition.

*Motion passed with two Board members abstaining because they had a voting conflict.*

**Action Item # 2010-11-34: Adopt the DLM Early Childhood Express Curriculum**

*Phil Bumgarner motioned to approve Action Item # 2010-11-34. Christie McElroy seconded the motion.*

This Action Item is to approve the DLM Early Childhood Express as a Coalition-approved whole day curriculum.

*Motion carried unanimously.*

**Action Item # 2010-11-35: Provider Recruitment/Expansion Grant-Kathy's All Things**

*Joan Luebbe motioned to approve Action Item # 2010-11-35. Maggie Crane seconded the motion.*

This Action Item is to approve a grant award for Kathy's All Things Daycare & Learning Center located in Gilchrist County, in an amount not to exceed \$280.00

*Motion carried unanimously.*

**Action Item # 2010-11-37: Little Vines Grievance**

This Action Item is to deny the grievance filed by Little Vines Daycare for reinstatement of their School Readiness contract.

*Phil Bumgarner motioned to approve Action Item # 2010-11-37. Joan Luebbe seconded the motion.*

Coalition staff have been visiting Little Vines monitoring their educational program as well as the health and safety of the building. Significant deficiencies have been found throughout the FY. Their contract was terminated in the past and that termination was repealed by the Board. The quality and improvement of the program increased dramatically for a period of time, but has declined once again. One of the most serious issues was that there were some notes of imminent danger to children because of the health and safety in the building.

Provider requested a second grievance to allow them another chance to improve their site and improve the non-compliance issues that were noted.

The Executive Director recommended denying the grievance to the site.

- Mr. Bumgarner stated that in the observations performed in November 2010 and June 2011 there is a long period of time to follow-up on something that is on a probationary status.
- Ms. Bosanko clarified that when a provider is placed on a probationary status, the provider is also placed on a corrective action status. The provider has a certain amount of time to correct the action noted by the Coalition depending on the area of non-compliance.
- Mr. Bumgarner recommended not using the word "compliance" when a provider is in the process of correcting an issue. Probably using the words "incomplete" or "in process" is a better suggestion. Mr. Scarpelli supported Mr. Bumgarner's suggestion.

*After further discussion, the motion was carried unanimously.*

## **VII. Treasurer's Report**

### **Budget Vs. Actual Report – June 2011**

- The FY 2010-2011 had a \$6,128 surplus money in School Readiness
- VPK ended with 89.79%
- The Coalition pretty much achieved everything.
- Retroactive pay was paid to providers as a result of the surplus money in Direct Services last FY.

## **VIII. Executive Director's Report**

- School Readiness enrollment has increased to 2,092 children, as of April 30, 2011
- There are currently 51 children on the waiting list
- For FY 2010-2011 Citrus County was required to raise \$77,722.05 as matching funds and the Coalition has received \$76,922.89. In Sumter County match funds are projected at \$51,901.53 and to date the Coalition has received \$66,151.01 in cash commitments. The remaining dollars will roll over to the next FY.
- Throughout all the FY the Coalition performs surveys of parents to determine their satisfaction with the services the Coalition provides related to child care eligibility and enrollment services. For the month of June, 165 surveys were selected for review and the results were the following:
  - In Citrus County, parents indicated approximately **97.68%** satisfaction.
  - In Dixie, Gilchrist and Levy counties parents indicated approximately **99.26%**
  - In Sumter County, parents indicated approximately **98.42%**
- Overall, approximately **98.45%** of parents expressed satisfaction with the services ELCNC offers.
- At the same time a provider satisfaction survey was also performed and **46.9%** of providers responded in Citrus County, in Sumter County it was **27.3%** of providers who responded and in Tri-County **30.8%** of providers responded.

- Ms. Bosanko brought information to the Board regarding an out of county provider that has submitted a grievance letter to the Coalition requesting reinstatement of their School Readiness agreement, which was terminated on July 29, 2011 due to non-compliance with submission of required paperwork, including a contract amendment. This provider was terminated in the past for repeatedly not submitting required documentation to the Coalition. With the previous grievance submitted, the Executive Director approved their grievance at that time when they submitted the required documentation and made a commitment to continue submitting required reports and documentation, and the provider was allowed to continue services without interruption. Since that time, the issue has continued.

Contracts Department staff requested the Executive Director to terminate their contract effective July 29, 2011, which was approved. The provider is now requesting another contract reinstatement to continue services. The Executive Director recommended denying grievance.

*After further discussion, Heidi Rand motioned to approve the termination of contract of the Marion County provider. Christie McElroy seconded the motion. Motion carried unanimously.*

*Charlie Richer motioned to approve Executive Director's Report. Joan Luebbe seconded the motion. Motion carried unanimously.*

#### **IX. New/Unfinished Business**

- Christie McElroy offered to serve on the Administrative committee.

*Charlie Richer motioned to appoint Christie McElroy as a member of the Administrative Committee. Joan Luebbe seconded the motion. Motion carried unanimously.*

- Mr. Wardlow expressed to the Board members that he has been approached by the Chair of the Pasco-Hernando Coalition as well as their Executive Director. He was asked if ELCNC would entertain discussions with them regarding the possibility of merging the Nature Coast Coalition with the Pasco-Hernando Coalition.

Due to recent budget cuts and the limitation of Administrative dollars available to the Nature Coast Coalition which resulted in the lay-off of the Deputy Director, the merge would allow ELCNC and the Pasco-Hernando Coalition to serve more children. In addition, it is believed that the administrative funds could go further if the merging occurs.

*Charlie Richer motioned to allow the Executive Committee to have discussion with the Pasco-Hernando Coalition to determine what the merging would look like, what the organizational structure could be, and how resources could be shared. Heidi Rand seconded the motion.*

In addition, Mr. Wardlow stated that the Pasco-Hernando Coalition has offered Ms. Bosanko the Finance Director position with their Coalition. Ms. Bosanko has accepted this position, with a potential start date of October 1, 2011. If the merge of the two Coalitions is seriously considered and progress is being made with working through the merge process, Ms. Bosanko will continue to serve as the ELCNC Executive Director to ensure that the ELCNC is properly represented through the merge negotiations, while also completing the duties of her new position as Finance Director for the Pasco-Hernando Coalition. If the merge negotiations do not progress well, Ms. Bosanko will accept the position by the end of December 2011.

*After some further discussion, the motion was carried unanimously.*

X. **Public Input**  
NONE

*Charlie Richer motioned to adjourn at 10:20 am, Joan Luebbe seconded the motion. Motion carried unanimously.*

**\*If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's Main office in Crystal River.**

**MEMORANDUM OF VOTING CONFLICTS:**

Three memorandums of voting conflict were presented by Tisha Moxley and three other by Linda Barber for Action Items # 2010-11-27: Revision of School Readiness Program Enrollment Priorities, #2010-11-32: FY2011-2012 Early Learning Budget and #2010-11-33: Revised Sliding Fee Scale. Mrs. Tisha Moxley and Mrs. Linda Barber could potentially profit from these three action items.

**\*Minutes taken by Silvia Sullivan**

**Early Learning Coalition of the Nature Coast  
Executive Committee  
Draft Minutes  
August 31, 2011**

**Members present:**

Rob Wardlow (Chair)                      Tommy Harrington(by phone)                      Phil Bumgarner

**Staff present:**

Sonya Bosanko                      Ingrid Ellis                      Tonya Hiers                      Sandra Woodard                      Susan Jaquith  
Tom Scheffey                      Desirae Rickman                      Sheri Ellis                      Glenna McManigell                      Silvia Sullivan

**Present by phone:**

Tommy Harrington                      Joan Luebbe                      Charlotte Eadler                      Brandy Varnon

**Others present:**

Nina (Jeanie) Davis                      Kathy Spears                      Holly Bussard                      Vicky Pitts  
Christie McElroy                      Dana Moxley                      Tisha Moxley                      Tresia Presswood

**I. Call to Order, Welcome and Introductions:**

Rob Wardlow called the meeting to order at 9:03 a.m. Introductions were made.

**II. Approval of Agenda**

*Phil Bumgarner motioned to approve the agenda. Thomas Harrington seconded the motion. Motion carried unanimously.*

**III. Merger Discussion**

- Mr. Wardlow began the meeting by stating that the possible merging with the Pasco-Hernando Coalition will be discussed utilizing the information provided.
- The first part of the information is a refresher regarding the creation of Early Learning Coalitions according to Florida Statutes.
- The second part of the information is some statistical information gathered to compare the two Coalitions and information that the directors from both Coalitions have put together. This comparable information is the following:
  - Age of Service for ELCNC: Birth to 13
  - Age of Service for PHELC: Birth to 8
  - Average monthly SR enrollments FY2010-2011 for ELCNC: 1,661
  - Average monthly SR enrollments FY2010-2011 for PHELC: 4,035
  - Average monthly VPK enrollments FY2010-2011 for ELCNC: 1,424
  - Average monthly VPK enrollments FY2010-2011 FOR PHELC: 4,533
  - Provider Reimbursement Rates by county as a percentage for the 2009 Market Rate
  - ELCNC Gold Seal payments is 20% to qualified Birth to 5
  - PHELC Gold Seal payments is 20% to qualified Birth to 8
- Overall, based on discussions and the initial study done, it can be said that the amount of \$500,000 in savings could be achieved through the merger.
- With this information provided, Mr. Wardlow opened the meeting for discussions and questions.

- Mrs. Bosanko stated that the information provided is not a final document. The goal at this moment is to bring the major differences between both programs to the committee to make sure this is a commitment they want to make before spending staff time and money in going through all the other details that would be part of the merge.
- Joan Luebbe wanted to know that if the merging is considered to go forward, what would the time table be.
- Mr. Wardlow answered the question by saying that it is difficult to predict a time table right now since at this stage it is just about gathering information. The most likely scenario would be the beginning of the next FY 2012.
- Ms. Luebbe's concern about the merging has to do with how far Pasco-Hernando is. She represents Levy County which is about 100 miles away from Pasco-Hernando and it would be very difficult for Board members and providers to go that far. Ms. Luebbe thinks this in an issue that should be addressed.
- Mr. Wardlow answered Ms. Luebbe saying that this has already been brought up but it would have to be discussed with more details in order to make sure there is full participation from the ELCNC Board members and committees.
- Mr. Bungarner shared some of his concerns and observations regarding the merge:
  - He thinks this should be a win-win situation for both Coalitions.
  - The Nature Coast Coalition cannot keep absorbing budget cuts because if the Coalition continues like this, children might have to be dis-enrolled.
  - If there is a merging, some of the possible advantages would be that ELCNC might be able to improve performance, service, serve more children, and expand services to providers.
  - His concern is about staff members, deciding who will stay and who will leave. There will be anxiety and insecurity among staff members.
  - The amount of money this merging will cost.
  - How the Nature Coast Board members, committees and officers will be incorporated into the new Coalition.
  - If this possible merge progresses, both Coalitions need to come up with a transition plan to merge and integrate into one.
- Mr. Wardlow indicated that all of these points are very important and have not yet been fully discussed. At this point, the direction was only to get into discussions to see if the two Coalitions were compatible, and at a minimum establish the savings that could be used to provide services to children. Right now the question is based on the present information provided and the fact that \$500,000 could be saved. Mr. Wardlow also stated that if this merging does not happen, tough decisions will have to be made. The Nature Coast Coalition is serving less than the 2,000 children required by the State and if that number goes up to 5,000, the Coalition will not be able to get a waiver on 5,000 children and it will be forced to merge with the Coalition the State chooses in order to meet the 5,000 requirement.
- Mrs. McElroy asked how the \$500,000 figure was calculated.
- Ms. Bosanko indicated this is general information. The executive directors from both Coalitions looked at the current staffing structure and costs per staff without including benefits. They looked at the duties both Coalitions have based on similarities and how many staff members would take to carry on the required duties. This number was calculated based on staff reduction between both Coalitions which will be approximately 15 -16 positions.
- Ms. McElroy also wanted to know if there has been some research about exploring options with other Coalitions that may be closer geographically.
- Mr. Wardlow answered the question by saying that the Pasco-Hernando Coalition approached the Nature Coast Coalition to inquire about the possibility of a merge.
- Mrs. Bosanko also stated that PHELC has adopted a lot of the Nature Coast policies and procedures over the last several years, so the way they operate their program is very similar to the way the Nature Coast Coalition operates its program.

- Ms. Holly Bussard suggested looking into ways in which the Nature Coast Coalition could cut expenses to save more money including staff members and providers. She thinks that one of the goals of this merge is to make things better. She thinks that because PHELC is a bigger Coalition, it will be the major Coalition and will have more control over the Nature Coast Coalition. She based her comments on the fact that Ms. Bosanko is leaving her position as Executive Director and on the fact the PHELC is larger than ELCNC. She also thinks the Nature Coast should look into other Coalitions that are closer.
- Mr. Wardlow disagreed on the fact that the PHELC would have major control by saying that Board is made up and defined by Statutes not defined by either one of the organizations.
- Ms. Tisha Moxley thinks Alachua or Marion County should be taken in consideration for the merge since they are closer to ELCNC. Levy, Dixie and Gilchrist are rural and small areas and she wouldn't like to see that school ages do not qualify for the program and that they will have to catch the school bus in an isolated area to get to their home where there are no close neighbors around. She thinks this is a very dangerous situation for parents and that it needs to be considered what is best for the families. The distance is another issue Ms. Moxley has because she does not believe people would be able to travel 100 miles to attend a Board Meeting.
- Ms. Davis mentioned that she heard rumors about the merging of the Nature Coast Coalition and that Sumter County was going to be pulled out from the merge and would be entertained by Lake County.
- Ms. Bosanko stated that she has not had any discussions regarding this rumor with the Lake County ELC Director. She doesn't think this would be in the best interest of the Coalitions.
- Mrs. Pitts suggested exploring with other Coalitions closer including Alachua County to see if the same amount of money would be saved before deciding if there should be a merge with PHELC.
- Mr. Harrington also recommended exploring closer Coalitions including Alachua County but still keeping in consideration PHELC.
- Mr. Bumgarner stated that to consider merging with closer Coalitions does not mean it will be better. He does not believe that closer Coalitions necessarily have programs that are better than ELCNC programs.

*Mr. Bumgarner offered a motion to continue discussion about a possible merge with PHELC and to collect statistical information about surrounding Coalitions around the Nature Coast and bring the information back to the Board or Executive Committee for detailed discussion.*

*The discussion continued before the motion was approved:*

- Ms. Tisha Moxley proposed considering saving measures within the five county Nature Coast Coalition before deciding to merge with another Coalition, to look for a person to be appointed as Executive Director, and do some more research.
- Mr. Wardlow indicated that at the Coalition level, cuts have already been completed in order to save money and the Nature Coast is running out of options unless children start getting dis-enrolled from the program and staff is reduced more. The Coalition needs to operate within the parameters of the State Statutes in order to continue services or the State might separate the counties.
- Ms. McElroy wanted to know if the Coalition has a legal counsel to help the Coalition with some of the issues and maybe have that counsel come to one of the meetings to answer some of the questions.
- Ms. Bosanko explained that the Coalition has an attorney but that he will not be able to answer questions right away because the questions most of the time are addressed through e-mail in order for him to do the legal research and then all the information is brought back to the Board.
- Ms. Luebbe wanted to know some more information about how much the merging would cost including paper work, logo change, accounting costs and many other details needed for the merge.
- Mr. Wardlow explained that the minimum cost savings would be \$500,000 (including the costs of merging) but he believes there will be more cost savings and expenses along the way.

- Ms. Bussard wanted to know what percentage that half a million dollars represent of the entire budget of both Coalitions and she also wanted to know what PHELCC financial status is at this moment.
- Ms. Bosanko answered Ms. Bussard that the half million dollar savings represent 1.2% budget total and that she would get some information related to the financial status of PHELCC. The 2010-2011 ending deficit was approximately \$26,000.
- Ms. Davis asked if Mr. Wardlow's company manages the book keeping for PHELCC, for which Mr. Wardlow answered that they do not do the book keeping, they only audit them. Ms. Davis also wanted to know if this meant that he was going to recuse himself from the Board, to which Mr. Wardlow said yes. Mrs. Davis asked Ms. Sonya when she was going to start working for PHELCC and Ms. Bosanko's answer was that she's already working for them. Following these statements, Ms. Davis asked what was going to happen to the voice of the Board.
- Mrs. Bosanko said that when she resigned from the Coalition, a period of time passed before Mr. Wardlow was presented with the merger consideration request and asked Ms. Bosanko to stay on. Ms. Bosanko decided to stay on based on the Board's decision.
- Ms. Davis asked if there had been any conversations about when Ms. Bosanko would be working full time with PHELCC.
- Mr. Wardlow stated that if the merge occurs, Ms. Bosanko will stay at ELCNC, performing the two jobs until the end of December 2011 as requested by the Board. If the merging does not happen, she will stay until October 1, 2011.
- Ms. Davis was interested in knowing what was going to happen with Mr. Wardlow's position and if he could represent us until the merge is complete.
- Mr. Wardlow stated he could not vote on it but that he would represent the Board in the preliminary discussions and that's why it is brought back to the executive committee to make the decisions.

*At this moment the motion offered by Mr. Bungarner came back to the table for voting purposes. The result was the following*

In Favor	Abstained
2	1

*Motion carried with Mr. Wardlow abstaining.*

- Ms. Bussard requested the committee to bring back the information gathered regarding other Coalitions in front of a work group that would include providers and Board members for discussion.
- Mr. Wardlow stated that the request will be taken into consideration.

**IV. New/Unfinished Business:**

NONE

**V. Public Input:**

NONE

*Phil Bumgarner motioned to adjourn the meeting. Rob Wardlow seconded the motion. The meeting was adjourned at 10:00 A.M.*

*\*If additional detail of meeting discussion is desired, tapes are available at the Coalition's main office.\**

Minutes were taken by Silvia Sullivan

**Early Learning Coalition of the Nature Coast  
Executive Committee  
Draft Minutes  
September 19, 2011**

**Members present:**

Rob Wardlow (Chair)                      Tommy Harrington                      Phil Bumgarner                      Charlie Richer

**Staff present:**

Sonya Bosanko                      Ingrid Ellis                      Tonya Hiers                      Sandra Woodard                      Susan Jaquith  
Desirae Rickman                      Sheri Ellis                      Silvia Sullivan                      Glenna McManigell

**Present by phone:**

Debbie Waller                      Joan Luebbe

**Others present:**

Nina (Jeanie) Davis                      Lori Barnes                      Penny Hansen                      Debbie Moffitt                      Donna Durr  
Melisa Jacquot                      Jo Geib                      Roberta Swander                      Linda Barber                      Holly Bussard  
Kathy Spears                      Dana Moxley                      Ginger Washburn                      Tisha Moxley                      Charlotte Eadler  
Heidi Swander

**VI. Call to Order, Welcome and Introductions:**

Rob Wardlow called the meeting to order at 9:05 a.m. Introductions were made.

**VII. Approval of Agenda**

*Charlie Richer motioned to approve the agenda. Thomas Harrington seconded the motion. Motion carried unanimously.*

**VIII. Approval of Minutes**

*Phil Bumgarner motioned to approve the minutes from 08-31-2011. Thomas Harrington seconded the motion.*

- Ms. Jeanie Davis stated that she would like the minutes from 8-31-2011 to have included Mr. Wardlow's conflict of interest with the Pasco-Hernando Coalition.

*The Executive minutes from 8-31-2011 were tabled for the next meeting to have a chance to review the tape and adjust the minutes.*

**IX. Action Items**

➤ **Action Item 2011-12-02: FY2010-2011 Annual Report**

There are two annual reports. The report in the packet is the template required by the State. Every September an Executive Committee meeting takes place to approve the annual report since it is due September 30<sup>th</sup> and the Board does not meet until the month of October. The other annual report is a more formal report and contains the same information but this one is used more as a marketing tool. Ms. Bosanko requested the approval of both documents.

*Phil Bumgarner motioned to approve Action Item 2011-12-02. Charlie Richer seconded the motion. Motion carried unanimously.*

## X. Merger Discussion

As requested in the 08-31-2011 Executive meeting, the information regarding the five Coalitions was presented to the Executive Committee and audience present. The data from the five Coalitions included ELCNC, PHELC, Alachua, Marion and Lake.

- Mr. Harrington stated that he does not see that any of the possible merger partners do what the Nature Coast Coalition is doing.
- Mr. Wardlow highlighted that regarding the provider rates; only the Nature Coast reimburses 100%, while the other Coalitions are significantly lower.
- Ms. Barber explained that she contracts with the Marion County Coalition and shared some of the differences:
  - Reimbursement is on the 15<sup>th</sup> working day of the month.
  - Providers perform their own child assessments (LAP).
  - They are not assigned to one counselor; whoever is available will take care of the provider but most of the time providers get a voicemail.
  - Coalition staff do not work on Mondays now because of budget cuts.
  - There are no provider meetings.
  - In place of provider meetings, they are required to attend “market days”. Providers must drive to the office in Ocala. Faxing and mailing of attendance documentation is not allowed. Original sheets must be brought to the office on the 2<sup>nd</sup> working day and providers stamp their documents and scan them. This can be a long wait in line.
  - It takes between 45 – 50 minutes to drive to the office to complete all the paperwork.
  - There is no reimbursement for school agers from 10-12 yrs. old.
  - Calls are not returned appropriately.
  - Redeterminations are once a year and most parents and providers do not receive a reminder.
  - There is only 1 visit per year to assess the center.
  - This year providers were required to attend a contract signing on a Saturday and they had to pre-qualify this year for invitation only.
  - The wait list this past summer was over 800.

It is Ms. Barber's opinion that if a merge happens with the Marion County Coalition, the Nature Coast Coalition will be taking a step backwards and it will be a slap on the face for the Nature Coast's Executive Director and staff for all the hard work and good things the Nature Coast has done for providers.

- Ms. H. Swander also contracts with the Marion County Coalition and her opinion was that she feels providers are doing a lot of the work themselves and that there is not enough staff to help.
- Ms. Durr mentioned that this year she started contracting with Marion County for one parent but so far nobody has called her or has come to her center. She has not received any information about training programs. She feels at the Nature Coast there is a strong sense of community.
- Ms. Barnes expressed that after finding out about the possible merging with the Pasco-Hernando Coalition, she went to their website and she thinks the merging with PHELC will be a better choice than the State taking over the Nature Coast Coalition. She feels Ms. Bosanko and her staff have done a wonderful job and the trainings provided are wonderful as well.
- Mr. Bumgarner affirmed that ELCNC will probably be facing budget cuts just as the Marion Coalition is facing. He thinks everyone has to be aware that if there are more budget cuts, those remarks brought up by Ms. Barber will probably be happening in the future at the Nature Coast. This situation will not get better any time soon.
- Ms. Moffitt had several questions for the committee:
  - What are the advantages of any merger at this time?
  - Do all five counties have to merge with the same entity?
  - Were all the other Coalitions in the other counties asked if they were interested in a merger?

- Was a committee formed for the merger?
- Has the attorney been involved in any of these discussions?
- How long has the Coalition been under the 2,000 threshold? What is making us merge?
- Did the State deny a waiver this year?
- When does the Coalition usually receive the waiver?
- Has the Coalition been instructed by the State that it has to merge?
- Has the Statute changed?
- If a waiver has been in place before, what has changed this year?
- Has a waiver been requested this year?
- Ms. Moffitt's questions were answered by Mr. Wardlow and Ms. Bosanko in the same order as they were asked:
  - Some of the advantages or benefits are that the Nature Coast will be able to serve more children, the administrative budget can be cut and more money could be allocated to direct services. As budget decreases continue to come, the Coalition is stuck in a very precarious position of meeting ratios that are required by the contract the Coalition has with the State.
  - All five counties right now are included in the Nature Coast Coalition so the five counties would be included in the merger.
  - All the other four Coalitions were asked if they were interested in the merger and they were all interested and provided the information presented to the Nature Coast.
  - The Executive Committee right now is tasked with seeing the merger information through.
  - The attorney has been involved from time to time when the committee had questions.
  - The reimbursement rates were increased temporarily in January because there was a large surplus. The rates were supposed to be decreased back in July, however during that period of time the enrollment dropped and the Coalition was able to keep those rates. The Coalition has never fully met the 2,000 children but it has been around the 1,900 mark and a waiver from the State is received for the past two years.
  - The waiver for this year has not been denied but the Coalition has not received it yet.
  - There is really not a certain date when the waiver is received; it can be received throughout the entire year.
  - No, the Coalition has not been instructed by the State that it has to merge. It is not a State instruction, it is a Statute requirement.
  - No, the Statute has not changed.
  - The enrollment has decreased over 300 children and the Coalition does not have a waiver.
  - A waiver has already been requested.
- Ms. Edler mentioned that in looking at the document, the Pasco-Hernando reimbursement rates are much lower and she wanted to know if the providers are going to get those same rates. She also wanted to know if PHELC uses the same observation tool as the Nature Coast Coalition and if there were other similarities the Nature Coast shares with PHELC, Marion or any of the other counties.
- Ms. Bosanko said that the rates would be a merger negotiation. Only the basic information was gathered to bring to the Executive Committee because the Board had directed the committee to consider discussions so the basic information was presented to the Executive Committee to see if the discussions would go further before spending a lot of time and money. There was no discussion with PHELC with increasing or decreasing reimbursement rates. It is too early to say what that decision would be.
  - No, they do not use the same observation tool; it is similar but not the same.
  - Many of the policies and procedures the Nature Coast has have been adopted by PHELC but at this point the Executive Director has no information to share about the other Coalitions.
- Ms. Bussard mentioned that the Annual Report shows over 2,000 children. Is that something that the State looks at?
- Ms. Bosanko clarified that the State looks at the unduplicated average monthly enrollment for the prior year.
- Mr. Richer asked Ms. Bosanko what she thought is making the enrollment decrease.

- Ms. Bosanko stated that a lot of people are losing their jobs due to the economy and the program requires in most categories for parents to be working. This forces the Coalition to terminate services for those parents who lose their employment.
- Ms. Bussard expressed that the percentage of children PHELC serves is much higher which she thinks is a really good thing. She thinks the Nature Coast Coalition has worked very hard and she thinks the committee, before continuing the merging conversations, should look at what the Coalition has and see how the situation can be fixed internally. If the problem is that the Coalition is not serving enough children, then focus on how more children can be served and let the merger be the last resort.
- Mr. Wardlow expressed that he asked staff to put together some recommendations to make the necessary changes to serve the additional 400 children to get to the 2,000.

*At this time Ms. Bosanko asked all Coalition staff to leave the room in order to continue conversations.*

- Mrs. Bosanko continued explaining the recommendations. One of the things taken into consideration was the market rates since all of the other Coalitions pay less. After doing the study, \$2.75 would have to be decreased from reimbursement rates to providers in order to serve 400 more children. In Citrus County, the infant care rate went up in January \$6.87, in Levy County, the infant care went up \$10.97, and in Sumter County, the infant care went up \$6.48, there were no increases to that category in Dixie and Gilchrist. If reimbursement rates were to be decreased \$2.75 per child per day, the Coalition still would be in the 90 percentile of the 2009 market rate. As a conclusion, it can be said that by decreasing the \$2.75 per child per day, \$1,467,798 could be generated.

It was also looked into the non-mandatory services that the Coalition provides and there was a detailed study of the non-mandatory positions and a currently vacant position. If there is a recommendation to lay off five positions within the Coalition's operating budget, the Coalition would generate \$260,000 worth of cost savings. This would allow the Coalition to generate enough funds within the budget to serve the additional 400 children plus save an additional \$24,000. Mrs. Bosanko stated that it would be her recommendation to exclude the Dixie County rates (all levels) and the Gilchrist County infant rate from the rate decrease since both counties are currently projecting a surplus. The projected \$24,000 surplus would be absorbed by this recommendation.

With all of these said, decreasing the Coalition's operating budget by \$260,000, decreasing the current reimbursement rates by \$2.75 per child per day without taking that decrease in Dixie County in any category and not taking the decrease in Gilchrist County in infant care, the Coalition would be in a deficit position of \$7,968 which is, relatively speaking, insignificant.

The only issue is that the Coalition does not currently have 400 children. A conversation took place with staff members to find out what types of parents are leaving. The majority of parents are leaving because they are losing their jobs and because there are parents who are not complying with the program requirements. If the waiting list is opened, a lot of these parents would be eligible to enter the program again and some program awareness in the community would have to be implemented to get to 400 children.

Some of the other things that were talked about was the Finance Manager position that costs the Coalition about \$59,000 a year. The Finance Manager position is not included in the original \$260,000 savings that was talked about previously but because more budget cuts are being anticipated in the future, the Finance Manager position may be up for lay-off. Mrs. Bosanko stated that for every \$100,000 budget cut received, the Coalition must decrease the administrative budget by \$5,000 dollars. With the Finance Manager position being at \$59,396, this lay-off will allow the Coalition to deal with the \$1.187 million dollar budget reduction. It has to be kept in mind that a qualified staff member would have to take over those duties.

As it was mentioned before, \$100,000 costs the Coalition \$5,000 administratively and from a direct service point of view, for every \$100,000 the Coalition loses, it can impact the reimbursement rates by \$0.33 cents per child per day in order to keep 2,000 children enrolled in the program.

There is also limited flexibility with parent-fee schedule. The Coalition can never ask parents to pay more than 10% of their annual income in parent fees.

- Mr. Harrington stated that he thought that the reason the Coalition had a financial officer was because the State required it a few years ago.
- Mr. Wardlow said to Mr. Harrington that it is not necessary to have a financial officer but that what happened at the time was that the Executive Director was performing both jobs and working 90 hours a week, and by hiring a Financial Manager, the Executive Director could work less hours per week.
- Mrs. Bosanko also said that this happened at the time the five county area was going to merge and the Board thought it was necessary since the budget and operation increased.
- Mr. Richer asked if there was a qualified staff member that could perform as Executive Director and Financial Manager. Ms. Bosanko stated that in her opinion there was not.
- Mr. Bumgarner wanted to know what would happen if the Finance Manager position is taken away after Ms. Bosanko leaves.
- Mr. Wardlow expressed that the financial officer position is a future view in case the Coalition receives more budget cuts down the line; it is not part of the getting to the 2,000 children.
- Mr. Bumgarner asked if there could be an option of working four days a week vs. laying people off. He knows some staff members would have to work five days a week but if some staff members can work four days a week, it could probably save the Coalition some money down the line.
- Ms. Bosanko stated that there are certain positions where that could not be possible. Some of the lay-offs being presented have to do with the fact that because the Coalition has had services in-house over a two year period, there was one position that was already under consideration for lay-off because as a whole, the reimbursement and closing the month process has changed over the last two years and the deadline for paying on the 7<sup>th</sup> day has been met, that position is going to be recommended regardless of the Committee's decision for lay-off.

An education positions is currently vacant so there is not an actual lay-off of an individual. Mrs. Bosanko stated that due to the new IT contract the IT issues have been significantly reduced. As a result the time required by the Facilities Coordinator to address IT issues has also been reduced. Since the Facilities Coordinator is also a trained Education Specialist Mrs. Bosanko stated that some of the duties from the vacant position will be assigned to the Facilities Coordinator.

Another two positions recommended are to totally eliminate the Internal Auditing Department. This department is not a mandatory requirement. It was a requirement the Executive Director requested as an internal control because 70% of the budget runs through Client Services. It is important to mention that some kind of auditing still needs to take place in the Client Services department, likely being conducted by the Client Services supervisors.

According to the Executive Director, if all these recommendations are approved, current staff members will be assigned additional duties. As a result she does not think a four day work-week (32 hour schedule) will be appropriate.

- Ms. Bussard suggested that if instead of losing the Finance Manager, if it was possible to reduce the salary.
- Ms. Bosanko stated that the suggestion could be looked at in the future; however for right now the Finance Manager position was not part of the \$260,000 savings.
- Ms. Davis asked how many positions are considered for lay-off if there is a merge with PHELIC.

- Mr. Wardlow answered that the discussions have not gone far enough to really know that answer. According to the minutes from August 31, it is said that about fifteen positions between both Coalitions will be lost, but right now there has not been a detailed study to know exactly what positions would have to be eliminated or who that might be.
- Ms. Davis shared some of her experience with the budget cuts in the school system working four days a week during summer time which saved a significant amount of money in energy. Some more discussion went on regarding savings. (Discussion not clear due to distance from the microphones).
- Mr. Harrington asked if the reduction in reimbursement rate of \$2.75 would result in more children enrolling the program.
- Ms. Bosanko explained that more children will be enrolled in the program; however it is unknown which county they will be enrolled in. It is more than likely that no center will enroll enough children to make an even balance with regard to the rate reduction, keeping in mind that when the Coalition gave this raise in the month of January, it was clear to providers that the raises they received were probably going to end in July. In most cases the rate decrease is less than the rate increase provided in January 2011.

*Thomas Harrington motioned to take away \$2.75 to providers per day per child as the best choice for providers, leave the Nature Coast Coalition intact avoiding the merging and recruit more children to the program to meet the 2,000 children. Charlie Richer seconded the motion.*

- Ms. Bosanko explained that the Coalition receives \$13,000,000 from the State in order to implement the best program for children and their families and she thinks that a motion to take this action and implement it to better serve children and families is the appropriate way of saying it. When it is said that it is the best thing for providers, some of the public tax payers may question this motion. She thinks the appropriate statement would be to say that this is in the best interest of the Coalition's mission to serve children and families.

*Charlie Richer supported Ms. Bosanko's statement and seconded the motion to include "it is in the best interest of the Coalition's mission to serve children and families" instead of saying that "it is the best choice for providers".*

- Mr. Harrington agreed and stated that his concern is that he's hearing from some providers that the services they receive from a merge are not going to be as good as the ones received in Citrus County and that they feel they lack the services.
- Ms. Davis stated that the Coalition won't be able to keep the same rates and the same people and that it will need to water down the rates and to compromise. She thinks either way, there will be lay-offs but at least with these \$2.75 cents reduction, the Coalition will stay intact.
- Mr. Wardlow continued the conversation by saying that this could only be a temporary band-aid because there is still the possibility that the state could require Coalitions to serve more children.
- Mrs. Durr asked how much control the State has to say who the ELCNC needs to merge with if the Nature Coast has to merge.
- Mrs. Bosanko explained that Florida Statute states that each Coalition must serve no less than 2,000 children and that DOE can set the minimum rate but it can't be below 2,000. At this moment there are rumors that the 2,000 number may be looked at by DOE and that it may be set at a higher number. It is unknown at this point if this is going to happen but DOE has the authority to change this number. As far as DOE stating that the Nature Coast Coalition has to merge, the only time DOE can force a merge is if the Coalition doesn't meet the requirement of the minimum number of children to be served and if it chooses to do nothing about that. As long as the Coalition is doing something to meet those 2,000 children, DOE will likely not take action.
- Mr. Harrington thinks it is time to talk to the legislators about what is going on and that people shouldn't wait until things go wrong.

- Mr. Richer expressed that through business experience mergers help. It might take 4-6 months to put all the pieces back together. He seconded the motion simply to avoid the trouble of merging.

*After some further discussion, the motion was approved unanimously.*

- Ms. Davis expressed that Sumter County was forced to merge about 7 years ago and to this day Sumter School Board does not seem to have a representation in the Board.
- Ms. Bosanko explained that positions were being rotated before and it was discovered that once the positions became vacant, specifically in Sumter County, it was not possible to get representation to be on the Board and attend meetings regularly. In November 2007, there was a Board retreat in Dixie County and Mr. Bumgarner brought up that he believed that part of the reason why the Coalition was not having stable representation from Sumter County was because of the distance when the meetings were in Dixie County. That's when the Board decided that whoever was sitting in the Board positions would stay until something changed. This is when the rotation stopped and that's why the Sumter County School Board doesn't have representation on the Board.

**XI. New/Unfinished Business:**

- Mr. Wardlow asked Mrs. Bosanko one more time to rescind her resignation and stay at the Nature Coast Coalition.
- After expressing her worries with the budget cuts, Ms. Bosanko decided to rescind her resignation and stay with the Nature Coast. This news was received with a big applause.
- Ms. Washburn said that she feels that Ms. Bosanko and her staff have done a wonderful job and that everyone should support her.

*Thomas Harrington motioned to accept Ms. Bosanko's decision to rescind her resignation and stay working at the Nature Coast Coalition. Phil Bumgarner seconded the motion. Motion carried unanimously.*

- Ms. Luebbe appreciated Ms. Bosanko's decision and many other providers as well were very happy with her decision.

**XII. Public Input:**

NONE

*Phil Bumgarner motioned to adjourn the meeting. Rob Wardlow seconded the motion. The meeting was adjourned.*

*\*If additional detail of meeting discussion is desired, tapes are available at the Coalition's main office.\**

- Minutes were performed by Silvia Sullivan

**Administrative Committee Meeting  
July 27, 2011**

**Members Present**

Robert Wardlow                      Phil Bumgarner                      Joan Luebbe                      Charlie Richer

**Staff Present**

Sonya Bosanko                      Desirae Rickman                      Glenna McManigell                      Ingrid Ellis  
Tonya Hiers                      Susan Jaquith                      Wendy Lindbert

**Others Present**

Tisha Moxley                      Linda Barber

**Via Telephone**

Kathy Spears

**Call to Order, Welcome and Introductions**

Chair Bumgarner called the meeting to order at 9:05 a.m. Introductions were completed.

**Approval of Agenda**

*Rob Wardlow motioned to approve the agenda. Charlie Richer seconded the motion. Motion carried unanimously.*

**Consent Agenda**

Administrative Committee Minutes –May 25, 2011

*Joan Luebbe motioned to approve the Consent Agenda. Rob Wardlow seconded the motion. Motion carried unanimously.*

**Treasurer's Report**

Profit & Loss; Budget vs. Actual June 2011  
Budget vs. Actual by Class Report June 2011

Sonya Bosanko presented the Treasurer's Report to the committee. The report covered the periods of July 2010 to June 2011, beginning on page 9.

The School Readiness program appears to be overspent. However, this is caused by the Match expenses which do not have a budget. There is a slight surplus of \$6,128.07.

The School Readiness ARRA budget was \$194,000.00. This budget was entirely spent.

The Voluntary Pre-Kindergarten program is showing a surplus of \$396,000.00. All four year olds indentified in the Coalitions area were served.

The Voluntary Pre-Kindergarten ARRA budget was \$753,000.00. This budget was entirely spent.

Over all, the Coalition came within 97.84% of the budget for both the School Readiness and the Voluntary Pre-Kindergarten programs.

The Utilization Report ending April 2011 indicated a potential surplus of \$215,620. The Committee recommended giving Providers a retro rate increase to spend the surplus dollars. Due to the May 2011 figures, the actual amount expended was approximately \$100,000.00.

The Coalitions expenses begin on page 13. This is a line item detail of all expenses for FY 2010 – 2011.

**Executive Director's Report**

Mrs. Bosanko presented the Executive Director's report beginning on page 23.

The FY2010-2011 Match for Citrus County had a short fall of \$800.00. This short fall will be covered by other available funds. The United Way of Citrus awarded \$45,000.00 for FY2011 – 2012.

The FY2010-2011 Match for Sumter County had a surplus in FY2010 – 2011. This surplus will be moved to FY2011 – 2012. The United Way of Sumter County also awarded \$10,000.00 for FY2011 – 2012.

Currently 51 children are on the waitlist:

Citrus County	16
Dixie County	1
Gilchrist County	4
Levy County	16
Sumter County	14

Mrs. Bosanko explained that the Coalition is terminating the contract with Vineyard/Little Vines, effective 7/29/11, due to imminent danger to children. The provider has filed a grievance that will be heard by the Board of Director's at the August 3<sup>rd</sup> meeting. The provider has asked the Coalition for a stay, to continue to receive funding until the final decision has been made by the Board. Mrs. Bosanko stated that she is not comfortable with their request and recommended denying it.

*Joan Luebbe motioned to deny the request for stay. Rob Wardlow seconded the motion. Motion carried unanimously.*

*Rob Wardlow motioned to approve the Executive Directors report. Joan Luebbe seconded the motion. Motion carried unanimously.*

**New/Unfinished Business**

None

**Action Items**

None

**Public Input**

None

*Joan Luebbe motioned to adjourn at 9:20 a.m. Rob Wardlow seconded the motion. Motion carried unanimously.*

**\*If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's main office.**

**Administrative Committee Meeting  
Draft Minutes  
August 24, 2011**

**Members Present**

Joan Luebbe                      Christie McElroy                      Charlie Richer                      Rob Wardlow

**Staff Present**

Sonya Bosanko                      Amber Donahoe                      Susan Jaquith                      Ingrid Ellis  
Sheri Ellis                      Tonya Hiers                      Glenna McManigell                      Desirae Rickman  
Sandra Woodard

**Others Present**

Holly Bussard                      Dana Moxley                      Tisha Moxley                      Tresia Presswood

**Via Telephone**

Jeanie Davis                      Charlotte Eadler                      Brandy Vernon

**Call to Order, Welcome and Introductions**

Chair Wardlow called the meeting to order at 9:05 a.m. Introductions were completed.

**Approval of Agenda**

*Joan Luebbe motioned to approve the agenda as presented. Charlie Richer seconded the motion. Motion carried unanimously.*

**Consent Agenda**

*Joan Luebbe motioned to approve the Consent agenda as presented. Charlie Richer seconded the motion. Motion carried unanimously*

**Treasurer's Report**

Profit & Loss; Budget vs. Actual July 2011  
Budget vs. Actual by Class Report July 2011

Sonya Bosanko presented the Treasurer's Report for July 2011. She pointed out that the Shared Cost pool for Indirect (5301) has \$56.76 showing, which are expenses that occurred following the monthly closeout for July and will be closed out during August. She stated that with it being the first month into the fiscal year, there are no concerns at this time.

**Executive Director's Report**

Sonya Bosanko included the Administrative Committee membership list in the report and welcomed new member, Christie McElroy.

Sonya Bosanko also included the School Readiness Match Reports to the committee.

**FY2010-2011 Match Report**

The FY2010-2011 Match for Citrus County is projected at \$77,722.05 based on current enrollment. To date, the Coalition has received \$76,922.89 in cash commitments.

The FY2010-2011 Match for Sumter County is projected at \$51,901.53 based on current enrollment. To date, the Coalition has received \$66,151.01 in cash commitments.

### **FY2011-2012 Match Report**

The FY2011-2012 Match for Citrus County is projected at \$94,174 based on current enrollment. To date, the Coalition has received \$45,000 in cash commitments.

The FY2011-2012 Match for Sumter County is projected at \$74,035 based on current enrollment. To date, the Coalition has received \$21,742 in cash commitments.

Mrs. Bosanko explained that there are several fundraising events in Citrus and Sumter Counties that will take place this fiscal year which will raise additional match dollars.

### **Gold Seal Report**

The total Gold Seal budget for FY2011-12 is \$283,475. The cost for July 2011 was \$26,775.36.

### **School Readiness Waitlist**

The School Readiness Waitlist numbers are as follows:

Citrus – 30

Dixie – 5

Gilchrist – 8

Levy – 42

Sumter – 30

Mrs. Bosanko stated that July is not a good month to base projected spending numbers on due to the attendance variations of summer and recommended freezing the waitlist until the more accurate enrollment numbers come in for August and September and more accurate spending projections can be made.

Joan Luebbe was very concerned that there were so many children on the waitlist in Levy County (42), as well as the other counties and that those families would not receive child care. She recommended placing some of the children even though it may place the Coalition in a deficit position.

Mrs. Bosanko cautioned the committee against placing children. She explained that natural attrition would occur; however she believed there were too many variables to place children at this time, including the variability of the number of protective service placements. She shared information about potential overspending that she believed might occur if placements were made this early in the fiscal year.

*After discussion, Joan Luebbe motioned to remove non School-age children off the wait list as soon as possible. Christie McElroy seconded the motion.*

*After further discussion, Joan Luebbe amended her motion to only remove 50% of the non School-age children off the waiting list at this time. Christie McElroy seconded the motion. Motion carried unanimously.*

### **New/Unfinished Business**

The next Administrative Committee meeting is scheduled for September 28, 2011.

### **Public Input**

None

*Joan Luebbe motioned to adjourn at 9:40 a.m. Charlie Richer seconded the motion. Motion carried unanimously.*

**\*If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's main office.**



## Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

### ACTION ITEM

**Action Item # 2011-12-02**

**Date:** September 19, 2011 **Subject:** FY2010-2011 Annual Report

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**Proposed Board Action:**

Adopt the Early Learning Coalition of the Nature Coast FY 2010-2011 Annual Report

**Budget Consideration:**

None

**Background Information:**

Chapter 411.01 (5) (g) F.S. states: *Evaluation and annual report.*--Each early learning coalition shall conduct an evaluation of the effectiveness of the school readiness program, including performance standards and outcome measures, and shall provide an annual report and fiscal statement to the Agency for Workforce Innovation. This report must conform to the content and format specifications set by the Agency for Workforce Innovation. The Agency for Workforce Innovation must include an analysis of the early learning coalitions' reports in the agency's annual report.

**Points of Consideration:**

The annual report was developed in compliance with the Agency for Workforce Innovation/Office of Early Learning's annual report policy and procedures.

**Effective Date:**

September 19, 2011

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**Supporting Documentation:** Early Learning Coalition of the Nature Coast Annual Report 2010-2011

**Prepared by:** Sonya Bosanko

**Submitted by:** Robert Wardlow III, Chairman

**History of Action Item:**

Committee or Council	Date of Meeting	Action
Executive Committee	September 19, 2011	Approved Unanimously



**Early Learning Coalition of the Nature Coast**  
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

# **Annual Report**

## **2010 – 2011**

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d.	Quality Activity Summary	6
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## Early Learning Coalition of the Nature Coast 2010 – 2011 Annual Report

**Mission Statement:**

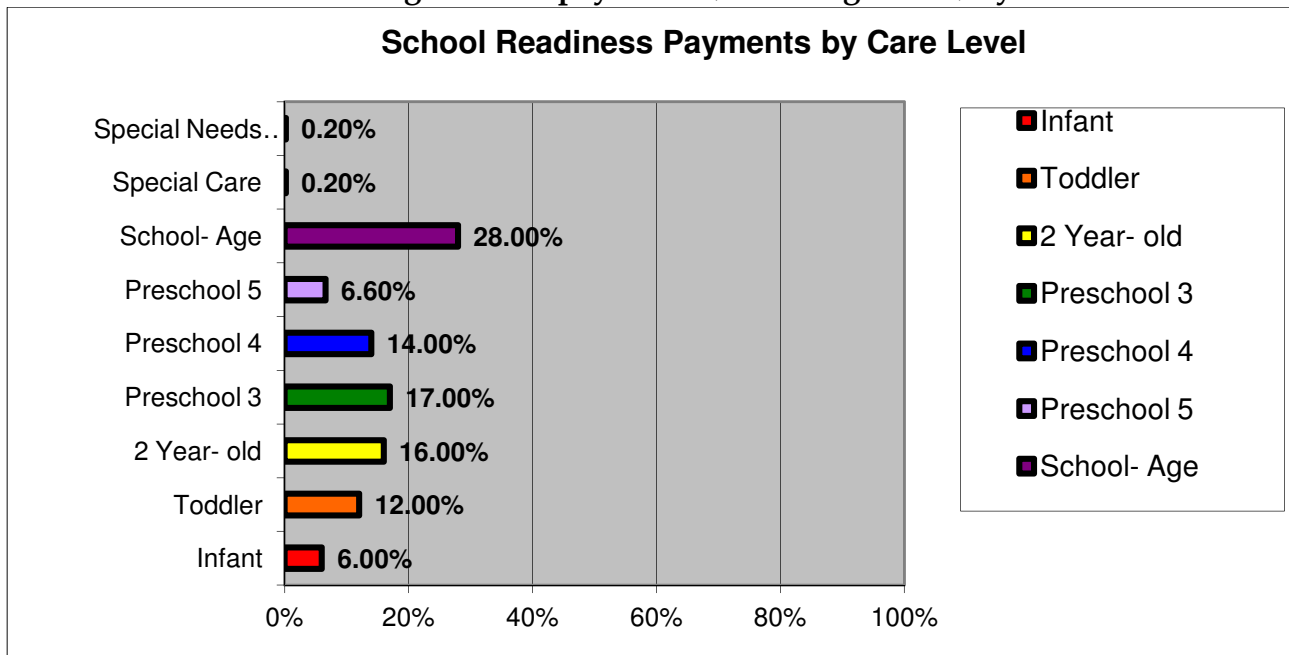
The Coalition will collaborate with parents to integrate a system of services and facilitate quality early education programs that include linkages to all areas of child development.

**Data Summary:** The following information is based on data collected from July 1, 2010- June 30, 2011.

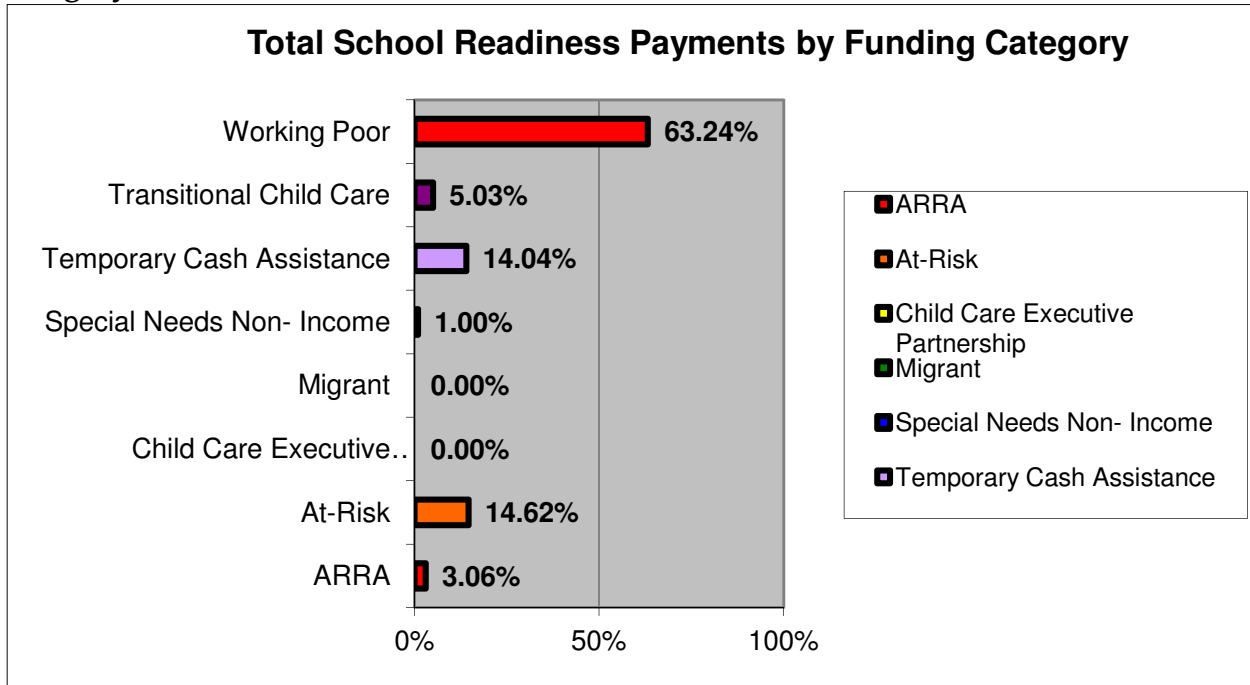
**Number of unduplicated School Readiness (SR) children and families:**

SR Children	SR Families
2880	1662

**School Readiness: Percentage of total payments (including match) by care level:**



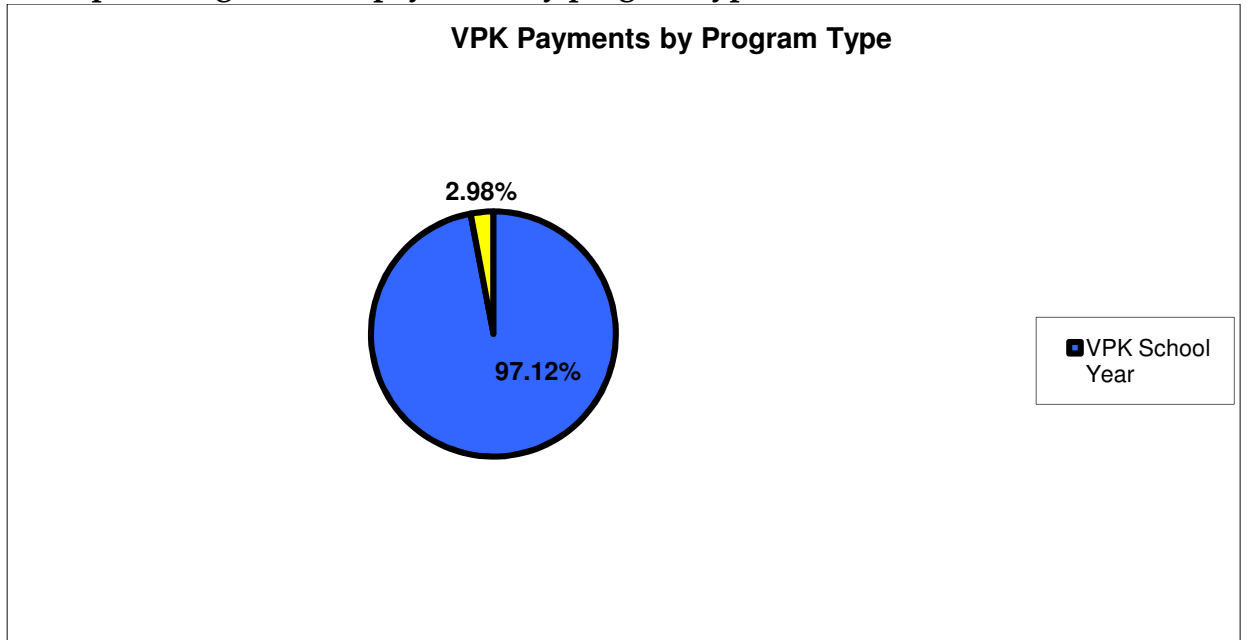
**School Readiness: Percentage of total payments (including match) by funding category:**



**Number of unduplicated Voluntary Prekindergarten (VPK) Education children and families:**

VPK Children	VPK Families
1912	1870

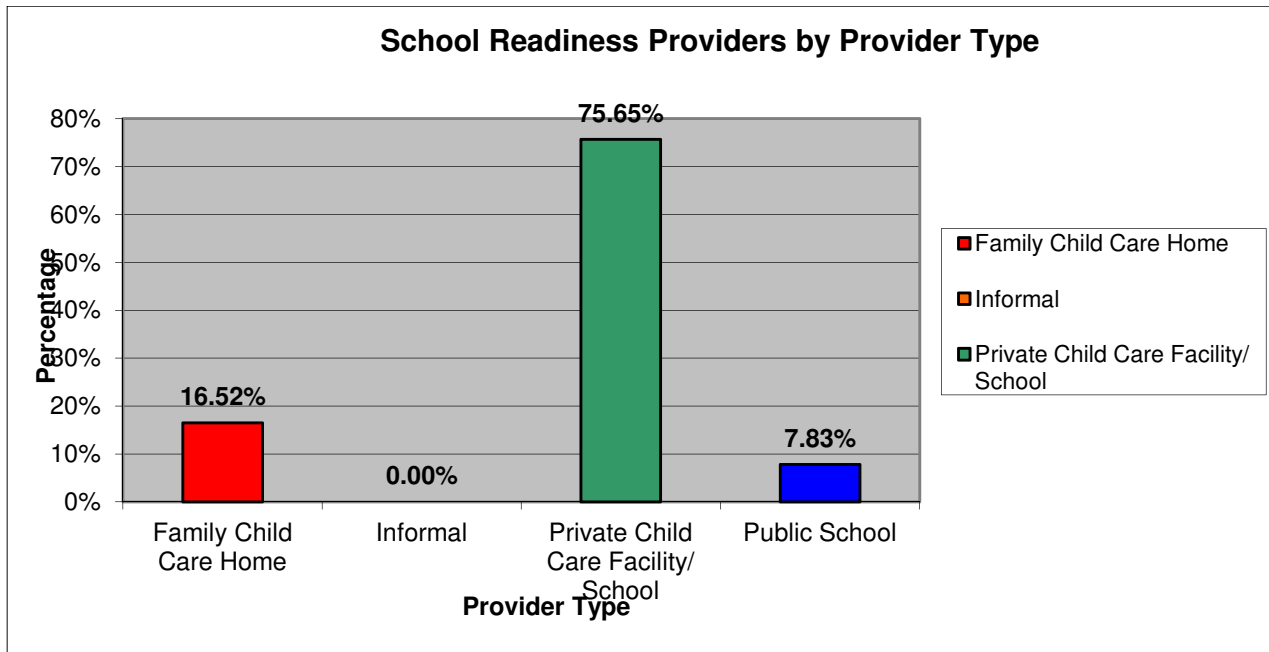
**Total percentage of VPK payments by program type:**



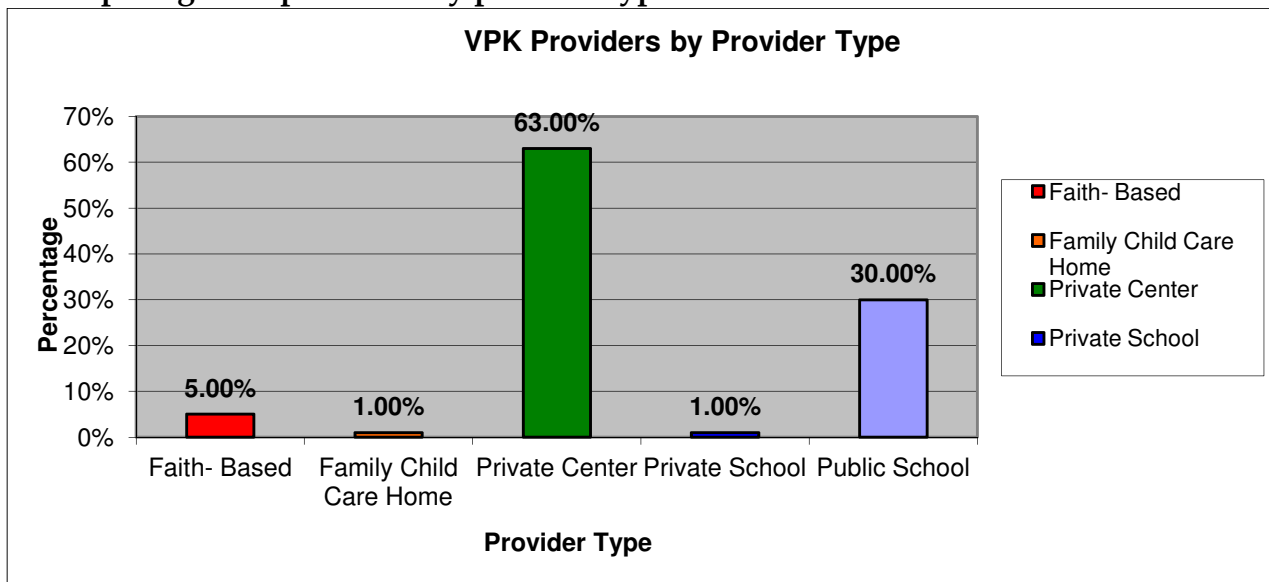
Total number of providers that participate in the coalition's early learning programs:

School Readiness Providers	Voluntary Prekindergarten Education Providers
110	81

Participating School Readiness providers by provider type:



Participating VPK providers by provider type:



**Service Delivery Summary:**

The ELCNC operates an in-house service delivery system, offering comprehensive services to children, families, and providers. All functions are completed at the Coalition level.

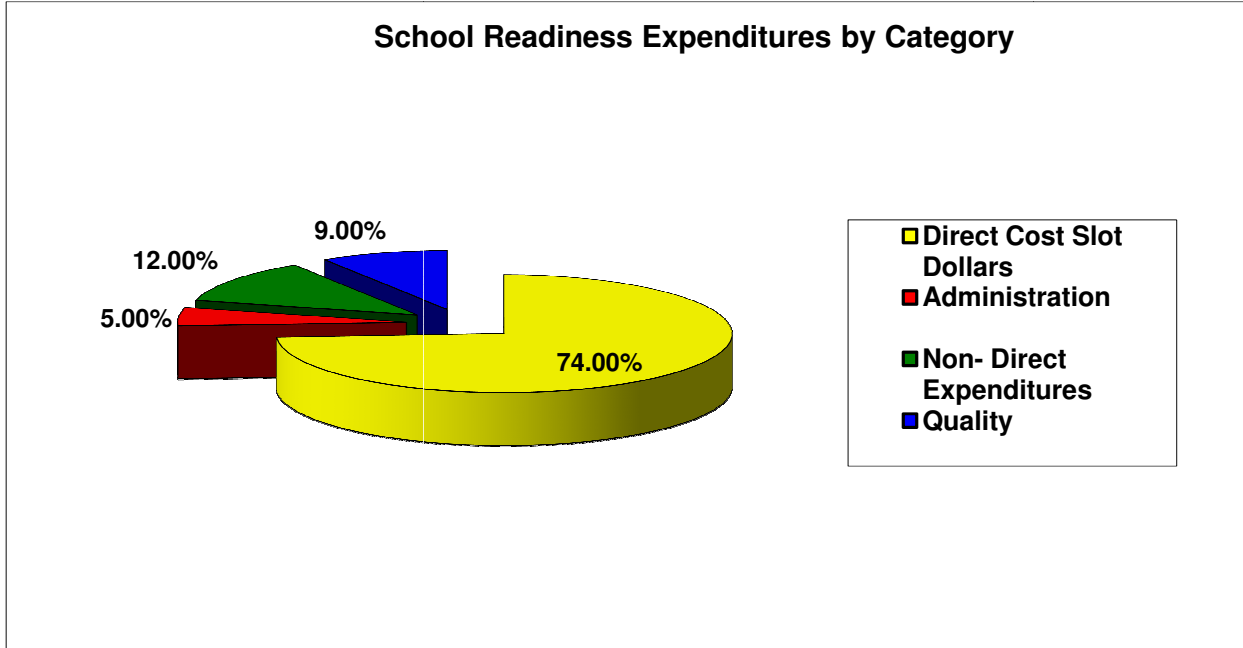
**Quality Activity Summary:**

<b>Activity</b>	<b>Narrative</b>
What opportunities are offered by the Coalition for comprehensive consumer education?	The ELCNC offers consumer education through materials available to clients and the public in all three Client Services Departments. In addition, the ELCNC is represented at a variety of community events throughout our five counties, making available to the public a variety of information, including but not limited to information on the ELCNC, VPK, parenting, quality child care, the importance of family literacy, parents as a child’s first teacher, and community support services available to families.
Provide a list of grants or loans to providers to assist in meeting State and local standards.	Contracted early learning providers are able to apply for grant funds to assist them in achieving and/or maintaining Gold Seal status. The ELCNC also offers an inclusion mini-grant program to support the unique needs of the special needs children that may be attending at a contracted early learning site.
Describe the process for monitoring compliance with licensing and regulatory requirements.	The ELCNC monitors licensing reports posted by DCF on all licensed contracted school readiness providers. Inspection report information is logged into the ELCNC provider workbook spreadsheets. Non-licensed early learning providers are monitored at least twice per year by ELCNC staff members, utilizing a Board-approved Health & Safety Checklist which mirrors the Department of Children & Families Licensing requirements. ELCNC staff provide technical assistance as needed. These inspection reports are also logged into the ELCNC provider workbook spreadsheets.
Provide a list of available professional development opportunities that the coalition offers, including	The ELCNC offers an extensive provider training program, which includes provider meetings, training on a wide variety of topics, and technical assistance to teachers as needed. The ELCNC offers a minimum of 45 hours of

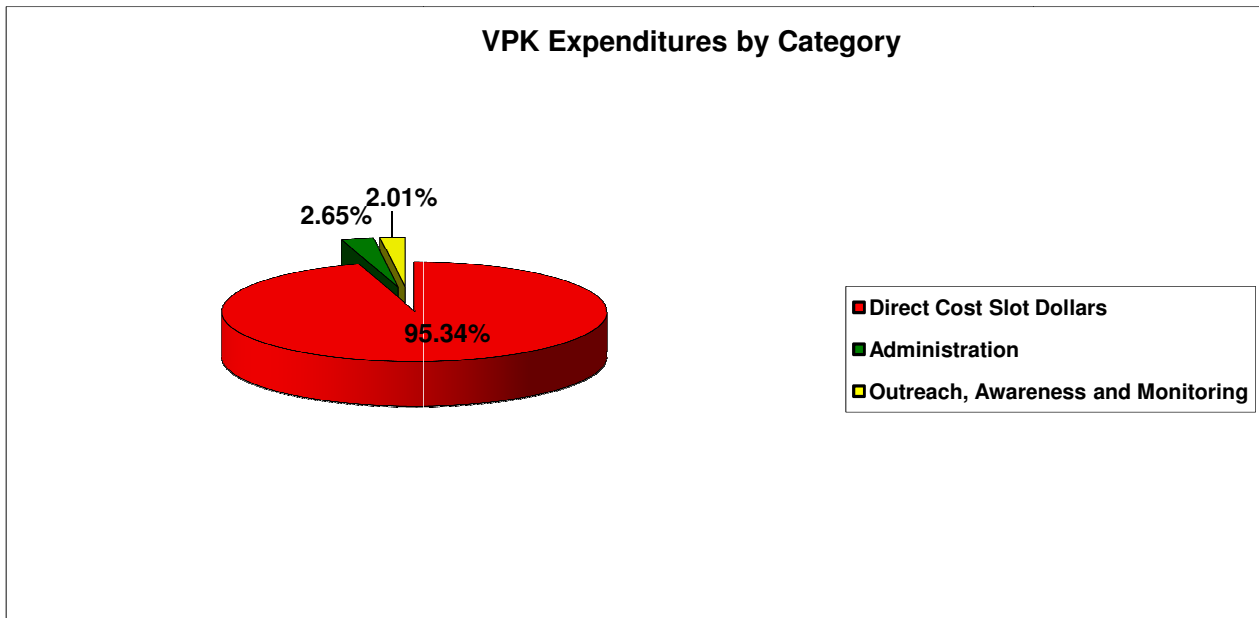
<p>training, education, and technical assistance</p>	<p>training per year, throughout the five county region. Inclusion trainings are offered quarterly, to meet the requirements of the state’s Inclusion Program as outlined in the Child Care Resource &amp; Referral Standard Levels of Service. The Coalition’s Education Specialists offer on-site training to early learning providers as requested or as necessary to maintain provider compliance with the ELCNC provider observation tool. Education Specialists also work directly with teachers to assist them in planning and implementing appropriate learning opportunities for children.</p> <p>The ELCNC offers the Professional Development Reimbursement Program to assist teachers employed in contracted early learning facilities with the cost of training and certifications. Upon completion of approved training, reimbursement is processed.</p>
<p>Describe initiatives by the coalition to improve salaries and other compensation for child care providers.</p>	<p>The ELCNC offers the Teacher Incentive Payment Program (TIP Program) to credentialed teachers employed in contracted school readiness locations. The program is designed to encourage continuity of care and increased teacher training through financial stipend awards. Teachers can be paid for additional training activities completed (above and beyond the minimum required in law) on a sliding scale based on the length of continuous employment at the contracted school readiness site.</p>
<p>Describe activities to support a Quality Rating System.</p>	<p>The ELCNC does not operate a Quality Rating System at this time.</p>
<p>Provide information on activities in support of early language, literacy, pre-reading, and early math concepts development.</p>	<p>The ELCNC training program offers opportunities to teachers to enhance their understanding of early literacy and math skill development. Trainings are offered by the Education Specialists to enhance teacher performance in the implementation of activities in the classroom that will assist both school readiness and VPK children in the attainment of the skills outlined in the performance standards.</p>

<p>What activities has the coalition implemented to promote inclusive child care?</p>	<p>The ELCNC offers a mini-grant program to assist early learning providers with the cost of program adaptations that may be needed to support individual special needs children that are in attendance. In addition, the ELCNC training program includes a variety of inclusion-related topics. All ELCNC trainings (whether or not they are strictly inclusion-related) include information on adaptations that can be made to meet the needs of all children in attendance. The ELCNC operates an Inclusion Warm Line, which is publicized and posted on the ELCNC website. The Warm Line is available to providers, parents, and others that may be seeking information on inclusion and/or the rights of all children to be served in the least restrictive environment possible.</p>
<p>How does the coalition conform to Healthy Child Care America and other health activities including those designed to promote the social and emotional development of children?</p>	<p>The ELCNC requires school readiness providers to offer character development programs designed to assist children in acquiring social and emotional skills needed to develop healthy relationships with other children and adults. Character development programs are monitored by the Education Specialists through the provider observation system, with technical assistance and training provided as needed.</p>
<p>Please describe other quality activities that increase parental choice, and improve the quality and availability of child care. (§98.51(a)(1) and (2))</p>	<p>As funding allows, the ELCNC offers a Provider Recruitment/Expansion Program. New providers are able to request funding assistance to help them achieve the quality standards set for the school readiness program and the ELCNC. Existing providers are able to request funding assistance to help them expand their capacity. Priority is given to applicants that wish to offer child care availability to underserved areas or age-groups. The program helps to ensure sufficient parental choice exists for families throughout our five county region.</p>

**Fiscal Summary:** During the 2010 – 2011 fiscal year, the Coalition’s total **School Readiness Program** operating budget was \$8,186,323.64. Below is a breakout of expenditures by category.



During the 2010 – 2011 fiscal year, the Coalition’s total **Voluntary Prekindergarten (VPK) Education Program** operating budget was \$4,644,032.00. Below is a breakout of expenditures by category.



### **Program Year Summary:**

The ELCNC closes the fiscal year with many accomplishments achieved. Through the Board and committee/council members' dedication and hard work, the following successes were realized:

- Surveyed parents and providers to determine satisfaction with new service delivery system, with overwhelmingly positive results
- Implemented the Professional Development Reimbursement Program to further the education of teachers in the early education field
- Implemented the Teacher Incentive Payment Program to offer financial incentives to teachers, encouraging them to maintain continuity of care and enhanced quality of services to young children
- Participation in a variety of community events, educating parents and the community on the functions of the ELCNC and ways that they can enhance children's lives
- Distribution of age-appropriate books to young children through face-to-face interactions at the ELCNC Client Services Departments
- Partnered with local Health Departments and other community agencies in child passenger safety events, assisting with the fitting and distribution of car seats for disadvantaged children
- Assisted providers with the achievement and maintenance of Gold Seal accreditation
- Provided Gold Seal reimbursement rates to accredited providers, to assist them in maintaining high quality early learning environments
- Implementation of a comprehensive provider observation system designed to monitor the compliance of school readiness providers with the requirements of the program, ensuring that children are offered quality early learning environments
- Identification of children with potential learning difficulties, assisting families with the referral process, and assisting teachers in developing plans to meet the individual learning needs of children
- Utilization of a provider workbook data system to house a variety of information on school readiness providers, allowing the ELCNC to study data with an eye to improving the school readiness program in the future



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## ACTION ITEM

Action Item # 2011-12-03

Date: October 5, 2011 Subject: School Readiness Rate Decrease / Position Lay-Off

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### Proposed Board Action

1. Reduce all School Readiness provider reimbursement rates by \$2.75 per child per day excluding the Gilchrist County Infant rate and all Dixie County rates.
2. Remove the following positions from the Coalition's Organizational Chart
  - a. Office Manager
  - b. Reimbursement Specialist
  - c. One Education Specialist position in Citrus County
  - d. Compliance Manager Position
  - e. Client File Auditor
3. Authorize the Executive Director to determine the lay-off date for each position listed.

### Budget Considerations:

See Background Information

### Background Information:

The ELCNC Board directed the Executive Committee to review the opportunity of merging with the Early Learning Coalition of Pasco and Hernando Counties. The Board voted on the action to discuss merger as a result of the low number of children currently being served in the School Readiness Program (less than the minimum number required in Florida Statue 411.0) In addition, the Board action was a result of the recent School Readiness budget reduction which resulted in the lay-off of the Deputy Director position (the budget reduction could not support the administrative cost associated with the Deputy Director position).

During initial discussions, the Executive Committee researched four surrounding Coalitions: Alachua, Marion, Pasco/Hernando, and Lake. It was noted that all four Coalitions are currently reimbursing School Readiness providers at rates less than 70% of the 2009 Market Rate. The Nature Coast Coalition reimburses School Readiness providers at a rate of 100% of the 2009 Market Rate.

Realizing the strong possibility of a rate decrease in the event of a merger with any of the four Coalitions stated above, Chairman Wardlow requested staff to study the cost of serving 400 additional children (400 additional children enrolled in the School Readiness Program would allow the Coalition to comply with the minimum number of children served). As a result of the study the following was noted:

1. Enrolling 400 additional School Readiness children will cost approximately \$1,659,960.00
2. A decrease in reimbursement rates of \$2.75 per child per day results in a savings of approximately \$1,467,799.00. As a result of the decrease the Coalition will reimburse providers at an average rate of 90.80% of the 2009 Market Rate.
3. The revision of Coalition operating services (non-mandated services) and the restructuring of current position duties results in a decrease of approximately \$216,492.00 in the Coalition's operating budget (This action results in the removal of one vacant position and the lay-off of four current employees).
4. If all of the actions in bullets 1-3 were to occur the Coalition would meet the minimum number of children to be served (as mandated in Florida Statute 411.01) and realize a potential surplus of \$24,331.00

5. Recognizing that the Dixie and Gilchrist County Utilization Reports currently indicate a surplus in direct services, the Executive Committee voted to maintain the current rates in Dixie County for all age categories, and to maintain the current rates for the Gilchrist County Infant rate. As a result the Coalition will realize a deficit of \$7,968.00

**Points of Consideration:**

The lay-off date of the four individuals will require a transition plan related to the duties of each employee. This action item authorizes the Executive Director to determine the lay-off date for each position keeping in mind 149 children that will be enrolled immediately in the School Readiness Program and the estimated enrollment date of the remaining 251 children.

**Effective Date:**

October 5, 2011

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**Supporting Documentation: None**

**Prepared by: Sonya Bosanko**

**Submitted by: Rob Wardlow, III, Chairman, Executive Committee**

**History of Action Item:**

<b>Committee or Council</b>	<b>Date of Meeting</b>	<b>Action</b>
Executive Committee	September 19, 2011	Approved Unanimously



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## ACTION ITEM

Action Item # 2011-12-04

**Date:** October 5, 2011    **Subject:** Revision to Early Learning Program Operating Procedures

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**Proposed Board Action**

Approve revisions to the Early Learning Program Operating Procedures (ELPOP)

**Budget Considerations:**

None

**Background Information:**

The ELCNC utilizes the Early Learning Program Operating Procedures (ELPOP) to outline operational procedures for compliance with program requirements for the School Readiness and Voluntary Pre-Kindergarten programs. Revisions become necessary when there are legislative changes and when the operation of the program is changed at the local level. The ELPOP is submitted to the Office of Early Learning as part of the Coalition's Early Learning Plan.

**Points of Consideration:**

Minor corrections in the procedure (such as spelling or grammatical errors) were made, but are not listed in this action item.

**Effective Date:**

October 5, 2011

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**Supporting Documentation:** Updated language for ELPOP

**Supporting AVAILABLE Documentation:** Full text of the ELPOP

**Prepared by:** Sonya Bosanko

**Submitted by:** Sonya Bosanko

**History of Action Item:**

Committee or Council	Date of Meeting	Action

## Early Learning Program Operating Procedures (ELPOP) amended language

### Chapter 2: General Early Learning Requirements

#### 2.2 Suspected Fraud

- A. The following procedure is for reporting allegations of possible fraud in the Early Learning Programs (School Readiness and Voluntary Pre-Kindergarten). In the normal course of their work, Coalition staff members may **identify** ~~become aware of~~ instances of actual, potential or suspected fraud in the operation of any program funded by State or Federal funds administered through the Agency of Workforce Innovation (AWI). The Inspector General of AWI is designated the coordinator of all suspected fraud referrals to the Florida Department of Law Enforcement, Public Assistance Fraud Unit.

ANY ACTIVITY OR INCIDENT THAT POSES A DANGER TO THE HEALTH, SAFETY OR WELFARE OF ANY INDIVIDUAL SHOULD BE REPORTED IMMEDIATELY TO LOCAL LAW ENFORCEMENT OR EMERGENCY RESPONSE PERSONNEL.

All actual or suspected violations uncovered by or reported to the staff member must be reported immediately to the Client Service Manager for the appropriate county. The "Suspected Fraud Referral Record" form (DPAF 2013) **will** ~~is to be~~ completed by the ELCNC staff member. The staff member will determine the months the lost benefits occurred and the amount of lost benefits. All documentation supporting the alleged violation will be included with the form. Documentation will include reimbursement records and calculations detailing the amount involved. The **monetary** amount will be determined by the length of time **and the nature of the infraction**, ~~that the infraction has been occurring. It may only be~~ **Examples include but are not limited to: a difference in parent fee due to the client or a household member's income change; if their income has changed. It could be the total reimbursement amount for the period covered by falsified documents. Documentation may also include copies of suspected forged or faked documents or ID's.**

Types of potential fraud situations ~~situations~~ (include but are not limited to:

- Forged documents
- Fake ID
- Change of income without 10 days notice
- Change of family size without 10 days notice
- Change of employment status (job loss) without 10 days notice
- Failure to report medical leave

The Client Service Manager will review the "Suspected Fraud Referral Record" form and attached documentation for completeness and determine if an overpayment occurred.

The Client Service Manager will contact the parent/guardian and schedule an interview. The interview **will** ~~should be~~ used to determine if the fraud was intentional or was just an oversight on the parent/guardians part. The Client Service Manager will complete a memo documenting the

interview and include the Client Service Manager's determination if the program violation was intentional fraud or there was no intent to defraud and was an oversight that involved lost benefits.

Cases that are determined to involve obvious fraudulent documents will result in immediate termination of services. The completed "Suspected Fraud Referral Record" form, copies of the reimbursement records and calculations for the months that the fraudulent documents supported, copies of the fraudulent forms and any other pertinent information ~~will be~~ **will** ~~are to~~ be forwarded to the ~~Citrus County Client Service Manager~~ (designated Fraud Referral Liaison for the Early Learning Coalition of the Nature Coast.

The Coalition Fraud Referral Liaison will submit all Suspected Fraud Referrals to OEL utilizing the on-line OEL Fraud Referral System. OEL will review the referral for appropriateness and completeness and forward to FDLE.

Cases **involving** ~~that involve~~ increases in income that result in overpayments **to providers** will be forwarded to OEL if the **overpayment** amount is greater than \$1,000 and the interview determined that there was intent to defraud. Services will be terminated immediately.

If the interview determines that there was no intent to defraud, ~~then~~ the parent/guardian will be offered the opportunity to make restitution and continue **receiving School Readiness** services. An ELCNC-296 Parent Improper Payment Adjustment will be completed and submitted to the Coalition Fraud Referral Liaison along with all supporting documentation. If the parent/guardian fails to make payments in the correct amount and per the schedule and the amount is \$999.99 or less ~~then~~ services will be terminated and no further action taken. If the amount is \$1,000 or more than services are terminated and the case will be submitted to OEL/FDLE utilizing the on-line OEL Fraud Referral System. **A client who has lost a job has thirty (30) days to reestablish the purpose of care and child care costs incurred during that period are not counted toward lost benefits. Lost benefits calculation starts on the 31<sup>st</sup> day.**

Clients whose cases have been terminated due to failure to make restitution may not be reinstated or resume services until restitution is made in full. ~~Protective Service clients who have been terminated due to non-payment of restitution will be reviewed on a case by case basis with the Executive Director.~~ **Clients in receipt of a Protective Services or WAGES referral must be served while benefit recovery is being pursued.**

Restitution payments will have a corresponding adjustment entered into **the EFS system**. The adjustment will reflect the actual occurrence for which restitution is being collected. It will include the appropriate billing group.

All restitution payments will require a receipt **process**, with a copy provided to the client making restitution, a copy to **the Coalition's Finance Department**, ~~finance~~ and a copy **for** ~~in~~ the client's file.

All restitution payments will be submitted to the Finance Department immediately upon receipt.

### **Chapter 3: School Readiness Program Requirements**

3.1 General Services, regarding provider meeting attendance (p. 5)

Provider Meeting Attendance: The School Readiness provider must attend **provider meetings** in person, send a representative, or participate via teleconference ~~in a minimum of 80% of the provider meetings~~. The Coalition acknowledges that occasionally a School Readiness provider will be unable to attend a provider meeting at short notice due to circumstances beyond their control. The Coalition may excuse a provider's absence from a meeting if notified in writing of the circumstances surrounding the absence and if it is the Coalition's judgment that the reason for the absence is valid. Providers whose School Readiness contracts are placed on in-active status due to lack of enrollment of School Readiness children are excused from attendance at provider meetings scheduled during the period of the inactive status.

3.1 General Services, regarding submission of documentation (p.8)

Submission of Attendance Rolls and Documentation: School Readiness providers are required to submit their monthly attendance rolls no later than the second (2<sup>nd</sup>) working day of the month following the service month, by 5:00 pm. Sign in/out sheets must be submitted no later than the seventh (7<sup>th</sup>) working day of the month following the service month, by 5:00 pm. Rolls and sign in/out sheets must be submitted to the appropriate Coalition office for the their county of the child's residence.

3.2 Reimbursement Procedures, regarding School Readiness Reimbursement Rates (p. 13)

The Coalition will determine the School Readiness Program Provider Rate Schedule **at a minimum of once per year** annually utilizing the annual market rate survey conducted by the ~~Agency for Workforce Innovation/~~Office of Early Learning.

3.2 Reimbursement Procedures, regarding Special Needs (p. 14)

Once the amendment is completed, the Contracts Department will forward the amended rates to the **Coalition's Finance Department**. CCR&R Coordinator, who **Finance Department staff** will enter that the appropriate **special needs** rates are entered into EFS for the provider **and notify the Client Services Department in writing when the process is complete**. Once the SPCR/SPTN rates have been entered by the CCR&R Coordinator, the Finance Department will be notified in writing. Notification will include the name of the child that has been approved for the special needs reimbursement rate. **Client Services staff will adjust the child's care level in the Statewide System and complete routine notification and documentation procedures for fee change events.**

3.2 Reimbursement Procedures, regarding payment of parent fees (p. 15)

If payment of an outstanding parent fee has not been resolved within thirty (30) calendar days of the provider signature date on ELCNC-211 Child Attendance Notice, the family is terminated from the School Readiness program. The School Readiness provider will be notified immediately by the Coalition, via telephone and fax or mail, utilizing ELCNC-221 School Readiness Program Notice of Termination. A copy of the termination notice must be forwarded to the parent ~~and also to the Coalition's Finance Department for processing~~. The Client Services Counselor will contact the referring agency to verify termination, if applicable. This termination policy does not apply to children under Protective Investigation/Protective Supervision.

If the provider is paid in full by the parent after **the thirty (30) day** notice of termination is issued, **and prior to the date of termination indicated on the notice**, the termination will be rescinded, upon receipt of ELCNC-211 Child Attendance Notice, with the reinstatement section of the form completed by the provider; alternatively, the provider may submit ELCNC-201 School Readiness Program Provider Transfer Form – Zero Balance, if the balance owed is paid and a provider transfer is anticipated. Counselor reporting responsibilities for the “termination rescinded” status apply.

### 3.2 Reimbursement Procedures, regarding reimbursement requirements (p. 15)

Reimbursements for full- and part-time care increments are made according to the reported number of child “days participated” for the payment period. If a child is authorized for 6 hours or more hours per day (Monday through Friday), the child may attend School Readiness services full-time. School Readiness services will be reimbursed at the full-time rate. If a parent works weekends or if the work week exceeds forty (40) hours and includes weekends, the weekend School Readiness services would be paid at the daily/part-time rate. Providers will also be reimbursed for approved holidays and absences, **if monthly child attendance requirements are met.**

### 3.2 Reimbursement Procedures, regarding absence and holiday reimbursement (p. 16)

The provider will enter “H” on the daily attendance and enrollment roster for only those children who were actually enrolled in the program prior to the holiday. **A child enrolled at a facility must attend at least one (1) day during the month for the provider to claim absences.**

Reimbursement will be authorized for no more than a total of three (3) absences per calendar month per child except in the event of extraordinary circumstances in which case **Coalition staff** ~~the Executive Director or designee (management level employee)~~ will provide written approval for payment based on written documentation provided by the parent justifying the excessive absence for up to an additional seven (7) days. **(See example B, below.) Coalition staff will refer the case to their Client Services Manager for an approval/denial decision, if applicable.**

### 3.2 Reimbursement Procedures, regarding at-risk child reporting (p. 17)

When an at-risk child has any unexcused absence or seven (7) consecutive days of excused absences from a School Readiness program, the School Readiness provider will immediately notify the Department of Children and Families assigned Family Services Counselor or supervisor by telephone or fax of the absence. The Rilya Wilson Act establishes these reporting requirements for children 3 to 5 years old; ~~this rule will apply to all children of any age in a School Readiness program.~~ **Reporting responsibilities apply to children aged three (3) to five (5) years of age named on an At-Risk referral, and to all At Risk children of any age in a School Readiness program in accordance with 60BB-4.500 F.A.C.**

### 3.2 Reimbursement Procedures, regarding Gold Seal payment eligibility (p. 17)

The School Readiness provider’s insurance **certification** certificate and license must be current in order to receive reimbursement. **The provider’s Gold Seal Accreditation documentation must be current, active, and not in suspended status in order to receive reimbursement at the negotiated Gold Seal**

rate.

3.2 Reimbursement Procedures, regarding payment during emergency closure (p. 17)

Providers may receive up to ten (10) days of payment **for child absence** per child per month. Provider documentation for absences must include damage sustained in emergency causing closure. Additional reimbursements must be approved by the executive director of the Coalition.

3.2 Reimbursement Procedures, regarding placement of children under protection (p. 18)

Parents receiving Child Care Resource and Referral services are informed of the availability of a variety of child care settings and of their right of parental choice in the selection of child care. (The exception to this rule is children who are under protective services and must be served at a licensed facility, **unless a waiver is issued by the referring agency.**)

3.2 Reimbursement Procedures, regarding children related to a facility's owner (p. 18)

Children may be placed in a child care facility that is owned or directed by the parent. **The parent may not provide the child(ren)'s direct care. School Readiness services are not reimbursable if a child's parent is a child care center teacher and the child is placed in the parent's care.** In the case of family child care homes, children of the owner/director would not be eligible to receive payment for care from the parent in the child's home. **A family child care home operator may provide care to a child who is by marriage, blood relationship, or court decree their grandchild, great-grandchild, sibling, niece, or nephew. If a child is a sibling of the family child care home provider, the provider and child must live in separate residences. An employee or substitute could not choose a family child care home in which they are employed for their child to receive School Readiness funds. Relative children must be included in the provider's ratio.**

3.2 Reimbursement Procedures, regarding Standard Codes (p. 18)

The Coalition ~~is required to request~~ requests the Agency for Workforce Innovation/Office of Early Learning to provide them a list of the standard codes **and in addition** as well as any amendments and/or revisions to the codes.

3.2 Reimbursement Procedures, regarding timing of reimbursements (p. 19)

Payment to School Readiness providers may be processed on a schedule adopted by the Coalition. Such payments will be monthly at a minimum but may be as frequent as daily. The Coalition will develop procedures that will: 1) process payments in the most expeditious manner possible, not to exceed seven (7) working days from receipt of an accurately prepared and timely submitted attendance rosters (pending available funds) and 2) maintain efficient workflow patterns for Coalition staff. **The reimbursement for School Readiness services provided in June of each year may be paid later, due to the transition to the new fiscal year.**

3.3 Parent and Child Services, regarding pre-assessments (p. 22)

The Education Specialists will conduct ~~program-wide~~ pre-assessments within forty-five (45) days of a child's entry into the School Readiness program. Children who have an assessment on file will be considered to be pre-assessed. Reports generated through the Enhanced Field System (EFS) will be utilized to identify children that require a pre-assessment.

#### 3.4 Resource and Referral Requirements (p. 28)

The Coalition is responsible for the coordination and provision of CCR&R services in Citrus, Dixie, Gilchrist, Levy, and Sumter Counties in accordance with the CCR&R Program Requirements Standard Levels of Service, as amended.

#### 3.5 Eligibility and Enrollment Requirements, regarding communication with speakers of other languages (p. 29)

The Coalition will provide child care consumer information in the family's primary language to the greatest extent possible, be culturally sensitive to all families, and offer services via telephone and at walk in locations.

#### 3.5 Eligibility and Enrollment Requirements, regarding notification of parent fee change (p. 29)

The Coalition must provide a notice to parents when a change in eligibility status, parent fees, authorized dates, or any other eligibility activity ~~fact~~ occurs. To the greatest extent possible, the parent must be provided at least ten (10) days notice of the change. ~~unless the change occurs as a result of the parent reporting new information.~~ The notice of change must include the name and address of the parent/guardian, list of eligible children for funding, beginning and end dates for funding, parent fee for each eligible child, the effective date of the parent fee, funding restrictions such as licensed care for protective service children and the re-determination date. Parents should be informed of their right to appeal any decision and the process by which to appeal.

#### 3.5 Eligibility and Enrollment Requirements, regarding confidentiality (p. 29)

Federal guidelines stipulate case confidentiality. Client Services staff will ensure that case confidentiality is maintained by speaking only to a household member with an established relationship to a child on matters relating to a School Readiness case. This policy includes face to face interview, contact by telephone, fax, mail, and email. Records of children in the School Readiness program will, in addition, be released to other entities in accordance with s.411.011 F.S.

#### 3.5 Eligibility and Enrollment Requirements, regarding case history notes (p. 30)

Client Services staff will enter a detailed case history into EFS for each School Readiness application and School Readiness file. Case history notes will be entered by the Client Services Counselor when determining eligibility or denying eligibility for School Readiness services. Case history will, in addition, be utilized to explain eligibility decisions not readily apparent from file review alone, to report case activity, to serve as a reminder of discussion at interview, and for any other purpose judged to be appropriate by the counselor or Client Services Manager.

3.6 Eligibility Process, regarding number of children served (p. 30)

The Coalition shall provide School Readiness slots in accordance with the number of clients to be served as determined by the Coalition **Board**, subject to available funding. These slots can be shifted among types of School Readiness funding and School Readiness providers in order to meet the changing needs of the Coalition's clients.

3.6 Eligibility Process, regarding child care referrals (p. 30-31)

If services are authorized by referral, the application will include ELCNC-282 Child Care Application and Authorization Form. The document must include, at a minimum, the name of the agency/caseworker who is making the referral, person being referred, parent(s)/guardian(s) with address (physical and mailing address, if applicable) and demographics for child(ren), date of birth for child(ren), Social Security Number, type of referral (in home, out of home, foster care), authorized referral period, and number of hours authorized. The purpose of care must be clearly specified. The referral must bear the signature of the authorizing caseworker or it is not a valid authorization. A new referral must be obtained if any dates or required information are missing. The Coalition will exercise "due diligence" in attempts to obtain a corrected referral; two (2) attempts represents due diligence. TCC referrals must clearly indicate the **Transitional Child Care** ~~two-year~~ period authorized. The Coalition must attempt to contact the parent/guardian to complete the child care application. Attempts must be documented and, when necessary, must include telephone and mail attempts. If the parent does not respond, the Coalition must notify the referring agency **and the Office of Early Learning**.

Eligibility determination for services authorized by referral should be timely. Child Care Authorizations expire ten(10) calendar days from **receipt by the Coalition**. ~~the signature date of the caseworker.~~

3.6 Eligibility Process, regarding the child care certificate (p. 31)

Child Care Certificate: (The Child Care Certificate is an EFS-generated form or ELCNC-237). The Child Care Certificate must bear a RILYA WILSON ALERT stamp if the case is subject to Rilya Wilson reporting requirements. The Child Care Certificate is signed by the applicant and the Client Services Counselor at certification and indicates the last date the document can be returned to the Coalition office. A copy of the Child Care Certificate is maintained in the client's file. The original is **forwarded by hand, fax, or mail to the provider**. ~~returned to the applicant, to be passed on to the provider.~~ The provider then signs the Child Care Certificate and returns it to the Coalition, signifying their acceptance of the child, within the specified time. **The Coalition must receive a fully signed Child Care Certificate in order to consider a claim for reimbursement based upon the content of the certificate. If a claim for reimbursement is received in the absence of a fully signed Child Care Certificate, payment for the services will be denied. The provider may appeal the decision within sixty (60) days through the Coalition's Provider Adjustment and Dispute process.**

3.6 Eligibility Process, regarding parent notification (p. 31)

**When household income for a family receiving School Readiness services is determined at 185% - 200% of the Federal Poverty Guideline (FPG), Client Services Counselors will issue ELCNC-245 Notice of 185% - 200% of Federal Poverty Level. The document informs the School Readiness**

**parents that their gross household income is approaching the level at which they are ineligible for School Readiness services.**

3.6 Eligibility Process, regarding supporting documentation (p. 31-33)

1. Parents must supply the Coalition with the following applicable information, prior to eligibility determination. All applicable documents must be kept current and must be maintained in the parent/child eligibility file:

- a. Proof of Family Status: The applicant must complete and sign ELCNC-217 Verification of Family Status indicating who they are claiming as part of their household and what relationship they have to any child for whom they are requesting funding. The applicant also verifies and attests to their marital status and the amount and type of unearned income received by any of the named household members when completing the form. **The form must be notarized.**
- b. Proof of Identity for the parent/guardian arranging School Readiness services: The applicant must include one of the following documents:

**Photo ID may include:** ~~Preferred source:~~ Driver's license or government issued picture identification card including but not limited to state ID, military ID, passport, alien registration card, refugee card, employment ID, or student ID. These could include documents issued by other governmental agencies including foreign countries. **Photo employment ID and student photo ID are also acceptable.**

~~Alternative source:~~ When photo ID is not available then two forms of identification showing the applicant's name should be obtained, such as a Social Security card, pay stubs, employment record, an insurance card, or other documentation secured as proof of residency or earned/unearned income.

If a parent cannot provide any of the ~~above~~ documentation **listed in this policy,** then a third party attestation could be obtained utilizing ELCNC-304 Affidavit of Identity by Two Credible Witnesses **(in English) or ELCNC-312 Affidavit de Intendidad por Dos Testigos de Confianza (in Spanish).** This document **contains** ~~should have~~ a fraud disclaimer ~~on it and the~~ **A** third party ~~could~~ describes the individual in question (height, weight, age, hair color, etc.) and the relationship to the child and **provides** a brief explanation as to how the third parties know the information. **The two third parties sign as witnesses to the identity of the subject.** **EFS case history notes** ~~The case narration~~ must explain why alternative sources were not available and what efforts were made to obtain such documents. This option **must** ~~should~~ be used as a temporary measure only.

- c. Proof of Citizenship/Immigration Status for the child must include one of the documents listed below:

- (A) Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- (B) Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- (C) U.S. Social Security card issued by the Social Security Administration
- (D) **Current** U.S. Passport (~~current or expired~~)
- (E) **Documentary Evidence of Status as a “Non-Citizen National” or “Qualified Alien” eligible for federal public benefits. If a qualified alien, the child must have been in the U.S. for at least 5 YEARS after designation as a qualified alien to be eligible for School Readiness services.**
- (F) **A written declaration, made under penalty of perjury and possibly subject to later verification of status, by one or more third parties, indicating a reasonable basis for personal knowledge that the child is a U.S. citizen, non-citizen national, or qualified alien.**
- (G) **The applicant’s written declaration, made under penalty of perjury and possibly subject to later verification of status that the child is a U.S. citizen, non-citizen national, or qualified alien.**
- (H) **Temporary Cash Assistance (TCA) program participant: If a child is eligible for School Readiness services because of a referral from the Temporary Cash Assistance (TCA) program, citizenship should already have been verified by the referring agency, and the referral may be accepted as proof.**
- ~~(I) A current foreign passport with a temporary I-551 stamp~~
- ~~(J) U.S. Citizen ID Card (Form I-197)~~
- ~~(K) ID Card for use of Resident Citizen in the United States (Form I-179)~~
- ~~(L) Permanent Resident Card or Alien Registration Receipt Card (Form I-551)~~
- ~~(M) School ID card with photograph~~
- ~~(N) Military dependent’s ID card~~
- ~~(O) Native American tribal document~~
- ~~(P) School record or report card~~

d. **Proof of Child’s Age** ~~Birth Verification~~: The Coalition shall keep a record of at least one (1) of the following supporting documents that shows the name and date of birth of the child applying for/receiving services:

- (A) An original or certified copy of the child’s birth record filed according to law with the appropriate public officer
- (B) An original or certified copy of the child’s certificate of baptism or other religious record of the child’s birth, accompanied by an affidavit stating that the certificate is true and correct, sworn to or affirmed by the child’s parent
- (C) An insurance policy on the child’s life that has been in force for at least two(2) years
- (D) A passport or certificate of arrival in the United States

- (E) An immunization record indicating the child's name and date of birth, signed by a public health officer or by a licensed practicing physician
- (F) **A Florida SHOTS certificate**
- (G) A valid military dependent identification card

3.6 Eligibility Process, regarding completion of the Ages & Stages Questionnaire (p. 33)

Ages and Stages Questionnaire (ASQ): An age-appropriate Ages and Stages Questionnaire (ASQ) must be completed approximately every six months for each child not yet kindergarten age. ASQs will be provided to the parent at eligibility determination and/or redetermination, **and/or by the Coalition's Education Department**, as applicable. Forms must be completed in their entirety.

3.6 Eligibility Process, regarding residency (p. 33-34)

- e. Verification of Current Residence in the State of Florida and Residency Within the County Service Area: One of the following must be provided:
  - (A) Utility bill in the parent/caregiver's name with residential address
  - (B) **Employment** pay stub in the parent/caregiver's name with residential address
  - (C) Government-issued document (e.g. Florida driver's license, Florida identification card, current property tax assessment showing a homestead exemption, **property tax bill**)
  - (D) Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends School Readiness services (~~e.g. permanent change of station~~)
  - (E) **An affidavit sworn to or affirmed by the child's parent accompanied by a letter from a landlord or property owner which confirms that the child resides at the address shown on the affidavit.**
  - (F) **Rent receipt or lease agreement**
  - (G) **Valid Child Care Authorization and Application (Referral). "Valid child care referral" is interpreted as a referral that is active; a referral may only be used as proof of status as a parent within the referral's child care authorized period. An expired or unused referral is not acceptable proof of residency.**
  - (H) **Documentation from a homeless shelter, domestic violence shelter, or authorized emergency management location**
  - ~~(I) If no supporting documents listed above are available, a county document such as a 911 address statement bearing the parent's name and physical address may be accepted~~
  - ~~(J) If no supporting documents listed above are available, the Client Services Counselor may accept an affidavit sworn to or affirmed by the child's parent accompanied by a letter from a landlord or property owner which confirms that the child resides at the address shown on the affidavit.~~
  - ~~(K) If no supporting documents listed above are available for a homeless child as defined in Section 1003.01, F.S., the Client Services Counselor shall~~

~~document residency based on other supporting documents showing that the child is homeless and resides in Florida (e.g. letter from a homeless shelter or affidavit sworn to or affirmed to by the child's parent)~~

To be eligible for School Readiness services, a child must reside in Florida while attending the program. If the applicant is a participant in the "State of Florida Address Confidentiality Program", he/she is not required to disclose their physical address. The parent should provide official documentation of the fictitious address that was provided at the time they began participating in the program. This fictitious address received from the Attorney General's Office serves as proof of residential requirements for the School Readiness program.

### 3.6 Eligibility Process, regarding documentation requirements (p. 34-41)

- f. **Proof of Status as a Parent (primary applicant only)** ~~Proof of Legal Guardianship/Custody (if applicable): If the applicant's relationship to the child cannot be established:~~

**The definition of a parent includes a parent by blood, marriage, or adoption. In addition, it includes a person standing in loco parentis, e.g. acting in place of a parent, assuming care and custody of a child by a formal or informal agreement. The individual acting in loco parentis can be a relative or non-relative. One of the following must be collected:**

- (A) A copy of the child's birth certificate, if their relationship to the parent applying for services is clearly defined in the document. If the mother's maiden name on the child's birth certificate is different than her name on the parent application, a marriage license or other legal documentation may be collected to provide a link.**
- (B) A court order indicating legal custody of the child.**
- (C) Other legal documentation that substantiates the adult's relationship to the child (e.g. adoption paperwork).**
- (D) A valid child care referral. The term "valid child care referral" is interpreted as a referral that is active; a referral may only be used as proof of status as a parent within the referral's child care authorization period. An expired or unused referral is not acceptable proof of status as a parent. A current Letter of Eligibility for Relative Caregiver or Caretaker Relative payments is also acceptable in the absence of an open protective services case.**
- (E) If none of the documents listed in this policy can be made available, a third party attestation can be used to establish parental relationship. This must be accompanied by an attestation from the applicant for School Readiness services, stating their relationship to the child.**

~~A child's birth certificate is acceptable, showing the parent's name and the child's~~

~~name. in the case where the parent's name does not appear on the birth certificate of the child then a court order or other form of legal documentation should be obtained showing relationship.~~

~~The Coalition may collect an attestation from the parent stating their legal relationship to the child, under penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to ss.837.012 or ss.775.082, or ss.775.083 Florida Statutes.~~

~~Valid referrals are also sufficient to establish the relationship.~~

~~Relatives are eligible for School Readiness services if they have legal custody of the child(ren) for whom they are applying for services. A Power of Attorney with specific reference to child care would be sufficient evidence, as would a court document that shows an award of custody. A child placed in the care of a non-relative would not be eligible for School Readiness services without legal custody documentation.~~

- g. Proof of Marital Status: Proof of marital status will be collected if **it is determined** ~~the Client Services Counselor determines~~ that documentation is necessary to establish household size and relationships for gross income calculation purposes. Evidence includes a copy of divorce papers or an attestation from the parent stating their marital status, under penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to ss.837.012 or ss.775.082, or ss.775.083 Florida Statutes.
- h. Documentation of guardian's employment: Eligibility for children at risk or abuse and/or neglect is not dependent on family income or work requirement. **However, if the purpose of care is employment in an out of home At-Risk case, the Coalition will verify employment with one current paystub or employment verification documentation. If the appointed guardian is unable to provide income documentation, services are still to be provided.** This requirement is waived for work registration three (3) day referrals.
- i. ~~Native American Tribal Membership Documentation: Native Americans must have documentation of child's membership in federally recognized Indian Tribe, if applicable to verify purpose of care.~~
- j. Documentation of Household Income: Proof of all family income as described below.

(A) Earned Income:

~~Preferred source:~~ Six (6) weekly, three (3) biweekly, **four (4) twice monthly**, or

two (2) monthly current and consecutive pay stubs or an ELCNC-225 Verification of Income/Employment Form. When paystubs are not available, when the employee has not been employed long enough to provide the required current and consecutive paystubs, or when the employee paystubs do not reflect current pay status of the employee then an ELCNC-255 Verification of Income/Employment should be given to the applicant to be completed by the employer. Hours Worked x Rate of Pay will be used to calculate future earnings **in the absence of sufficient pay history**. An employer may be contacted for verification of employment and hours worked at the discretion of the Client Services Counselor; case history notes will be maintained in the eligibility file **and follow up documentation requested from the parent**.

~~Alternative sources:~~ The applicant may provide a signed statement by the employer. This should be on company letterhead. The statement should be signed and dated and include the name and signature of the person writing the statement, their title, telephone number, and business address. It should also include the projected hours of employment, rate of pay, number of days per week, date the applicant started, and the first date of pay. The statement should also indicate if the employee is required to work Saturdays and/or Sundays or has a regularly scheduled day off.

The applicant may provide a signed contract for employment if it was recently issued, however, if the contract has been in effect for more than six (6) weeks prior to the application the Client Services Counselor should request proof of current income from employment as listed above.

If the applicant receives income from self-employment, the Client Services Counselor will refer to the Coalition's policy on calculation of self-employment income contained in the ELCNC Early Learning Eligibility Policy and Procedure Manual, **as amended**.

~~If the applicant receives bonuses, the bonuses will be added to the gross household income after gross household income is calculated.~~ **Bonuses: If bonus payments are noted in paystubs, the Client Services Counselor must determine the frequency of the bonus by contacting the employer. If it is determined that the bonus is received less frequently than monthly (e.g. every quarter, every two months, annually), the bonus should be deducted from the pay amount, the income annualized, and the bonus added back into the calculation based on the frequency received. If the bonus is received monthly or more frequently than monthly (e.g. every week, every two weeks, twice monthly) it should NOT be deducted from the pay amount but annualized as part of regular pay.**

**Overtime: If overtime amounts are identified in two-thirds or more of a household member's countable income from employment (e.g. two of three bi-weekly paystubs, four of six weekly paystubs), the overtime contained in**

**the proof of income will be included in the annual income projection. When overtime pay is received in less than two-thirds of the income received from employment, the overtime pay should be disregarded when projecting the annual income.**

**Tips:** If the applicant receives tips as a part of their earnings that are not declared in the employee's paystubs, the Client Services Counselor will refer to the Coalition's policy on calculation of **tip self-employment** income contained in the ELCNC Early Learning Eligibility Policy and Procedure Manual, **as amended.**

**Casual Labor:** For individuals that are considered to be self-employed who may perform casual labor, such as lawn work or side jobs, **the Client Services Counselor will refer to the Coalition's policy on calculation of casual labor/self-employment income contained in the ELCNC Early Learning Eligibility Policy and Procedure Manual, as amended.** ~~acceptable forms of documentation to establish income may be written statements from each employer, or a work calendar that tracks the dates worked, for whom the work was performed, and the amount of payment received. These calendars can then be used as verification but only when no other verification possibility exists. Case notes should clearly explain why other types of earning documentation are unavailable.~~

(B) Unearned Income: All unearned income shall be current and verified. **Evidence of** (six (6) weekly, three (3) biweekly, or two (2) monthly) **amounts, if applicable,** including: **Types of unearned income include:**

- i. TANF: Cash Assistance:
  - a. **Referral letter with income amount included by referring caseworker**
  - b. **Award letter**
  - c. **Access screen print initialed by the client (TANF recipients can obtain a benefits letter from ACCESS: <http://www.myflorida.com/accessflorida/>. This website along with the recipient's SSN will permit the recipient to review and access verification of TANF.**

~~Preferred Source: Must be verified by the case manager or an award letter showing how much is received and who is included in the grant. The following website, <http://www.myflorida.com/accessflorida/>, along with the recipient's Social Security number, will permit verification of TANF.~~

~~Alternative Source: Award letter, OSST printout, FLORIDA screen print, referral with income amount included by caseworker.~~

- ii. Child support payments:  
~~Preferred Source: Verification of current child support payments includes~~

**documentation obtained** 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.

~~Alternative Source:~~ If child support enforcement information is not available **an attestation** ~~a written notarized statement~~ from the absent parent indicating what the absent parent paid over the last six weeks including the dates the payments were made is acceptable. Copies of checks check stub, and/or canceled checks **may** ~~must~~ accompany the written statements, or be submitted in lieu of the written statements.

~~Alternative Source:~~ Initially A court order can be used to determine the child support payments **if it was established within the past six (6) weeks and reflects current payments**. All support must be verified (e.g. if a child lives with their grandparent support from each parent must be verified).

~~Alternative Source:~~ If for any reason **other** the first two source alternatives are not available, an attestation from the parent stating the child support received or not received under the penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to ss.837.012, or 775.082, or 775.083 Florida Statutes is acceptable. The case narration must contain narration explaining 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 case narrative. The Client Services Counselor should discuss with the custodial parent what recordkeeping should be set up and used to establish child support payments in the future. For example, the 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 the absent parent's initials next to the payment amount.

**When support payment amounts are inconsistent, sporadic, or ordered child support is unpaid, the Client Services Counselor will refer to the Coalition's suggested methodology for calculation of irregular child support, contained in the ELCNC Early Learning Policy and Procedure Manual.**

**If an event is reported by the parent/caregiver applying for or receiving School Readiness services indicating that child support will not continue or not be received in the foreseeable future, child support will be removed from the household income projection**

**effective from the appropriate date. Examples of events include but are not limited to the death of the absent parent or incarceration of the absent parent. Documentary evidence must be provided for the family file. If the event is temporary in nature, the parent must be reminded of their responsibility to report changes in their income within ten (10) days of the change.**

- iii. Alimony: **Court order showing amount ordered and an attestation from the payee that the ordered amount is being received. Copies of payments for the previous six (6) weeks must be provided, if the court order is more than six (6) weeks old.** ~~Verification of alimony must be a court order showing the amount ordered and a written statement from the payee that it is being received as stipulated. Copies of payments for six weeks can also be submitted. If the recipient indicates alimony is not being received as ordered the applicant must submit a signed notarized statement attesting the amount of alimony received within the last six week period.~~

~~Alternative Source:~~ When the recipient indicates alimony is not being received as ordered, then proof of the last six weeks of payment (two months if paid monthly) must be obtained from the source. This can include copies of pay stubs or payment receipts for the last six weeks. If not paid weekly, then former spouse/partner will submit a written, signed, dated statement explaining what payments were made and when. The statement should include the address and phone number of this person in case there are additional questions. The statement must be signed by the former spouse. **When alimony payments are inconsistent, sporadic, or unpaid, the Client Services Counselor will refer to the Coalition's suggested methodology for calculation of irregular alimony payments, contained in the ELCNC Early Learning Policy and Procedure Manual.**

- iv. SSA Payments (formerly OASDI – Old Age Survivors Disability Insurance: Verification of social security income must include a current award letter from the Social Security Administration. (Award letters are updated each year in December; therefore if eligibility is approved, the approval must authorize services for a maximum of six months or until the following December, whichever is less). **The gross benefit amount must be clearly indicated on the documentation for income calculation purposes.**

~~Alternative Source:~~ Written letter from the Social Security Administration showing current year of monthly gross benefits before deductions, if any.

- v. SSI Payments - Supplemental Security Income:

~~Preferred Source:~~ Copy of the award letter from Social Security Administration. **(Award letters are updated each year in December; therefore if eligibility is approved, the approval must authorize services for a maximum of six (6) months or until the following December, whichever is less.) This must be accompanied by a physician's Verification of Disability if disability is the individual's purpose for care.** ~~This letter is updated once each year, in January.~~

~~Alternative Source:~~ Written letter **Notification** from the Social Security Administration showing current year of monthly gross benefits before deductions, if any. **Proof of SSI payment must be accompanied by a physician's Verification of Disability if disability is the individual's purpose for care.** , and a note from a physician confirming disability and the need for child care assistance.

- vi. Unemployment/Worker's compensation: **Recent award letter showing gross amount of benefits received.** ~~Verification of Worker's Compensation must be an award letter showing the gross amount of benefits being received and the start date of the benefit.~~

~~Alternative Source for Worker's Compensation:~~ A written statement from the employer paying the Worker's Compensation signed by authorized personnel including the gross amount of benefits being received and the start date of the benefit. The applicant is eligible **for School Readiness services** for a 30 day period from the start date of the benefit.

- vii. Veteran's benefits: **Most recent award letter or most recent six (6) weeks of statements, showing the gross amount and frequency of the payments.**
- viii. Retirement benefits: **Most recent award letter or most recent six (6) weeks of statements, showing the gross amount and frequency of payments.**
- ix. Other income: Other income earned or unearned that is received on a regular basis must be verified through documents that include the gross amount of income and the frequency of the income.

Documentation shall be obtained from the source such as award letters, written statements from the absent parent or household member. If the amount varies, then a minimum of six weekly, three biweekly or two monthly income amounts shall be verified. The documents used for verification shall be current and consecutive.

- k. Documentation that may be required to verify the purpose of care:

- (A) **Proof of Incapacitation:** For the purpose of establishing disability, the ELCNC-218 Verification of Disability may be is used as it meets all required criteria. Verification of disability, if temporary, must be submitted in accordance with scheduled doctor visits or before sixty (60) days have elapsed, whichever is sooner. Alternatively, a letter from the physician containing all elements contained in the ELCNC-218 Verification of Disability is acceptable.
- (B) **Proof of Disability Due to Age:** Proof of age must be documented with government-issued document, such as a birth certificate or driver's license. Proof of inability to work due to age may be documented on the ELCNC-218 Verification of Disability. Alternatively, a letter from the physician containing all elements contained in the ELCNC-218 Verification of Disability is acceptable.
- (C) **Proof of Educational Activities:** For the purpose of establishing educational activity, the ELCNC-267 Verification of Education is used as it meets all required criteria. The document must be completed by an official of the school or institution showing the number of classroom hours and any lab hours, the date the semester/training period starts, and the date it ends. This should bear the school stamp or contain an official seal. On-line courses are an allowable form of education or training as long as appropriate documentation has been submitted. Alternatively, a letter from the educational institution containing all elements contained in the ELDNC-267 Verification of Education is acceptable.
- (D) **Proof of Therapeutic Plan (At-Risk Protective Service categories only):** Letter from psychiatrist, psychologist, or medical professional indicating that the child should be in care for developmental reasons (e.g. socialization, etc.).
- (E) **Proof of Emancipated Teen:** In the event a teen applies for School Readiness services for their child, they are not in secondary education, and they identify themselves as head of household on their household statement, their status as head of household must be established. A certified copy of the court order declaring the teen to be emancipated must be submitted. (An emancipated teen is determined by the courts in accordance with section 743.015 Florida Statutes. There is no definition of "emancipated" in OEL Rule. A certified copy of the court order is proof of the court's decision for all matters in all courts.)
- (F) **Proof of Federally Recognized Indian Tribal Membership:** Membership card issued by a federally recognized Indian tribe or other official documentation of the child's membership in a federally recognized Indian tribe.

- I. Proof of At-Risk of Future School Failure Status: This category of care is applicable for TWO PARENT FAMILIES. One parent must be in employment and/or training and/or education and the family meet one or more "At Risk" criteria. "At Risk" is defined as "At Risk of Future School Failure". The parent who satisfies the "At Risk" criteria may also be the parent who meets the employment and/or training and/or education requirement.

Documentary evidence of one or more of the following "At Risk" factors must be obtained:

- (A) Inadequate home environment as documented on the revised HOME Home instrument
- (B) English not first language of family
- (C) Age of parent at child's birth (18 years or younger)
- (D) Parent has an educational history of participating in Special Education
- (E) Educational level (highest grade completed) of either parent is low (less than high school)/ low literacy level
- (F) Three (3) children under 5 years old in the family
- (G) Child/sibling or parent has been in foster care
- (H) Children are multiples
- (I) Suspect developmental delay in any area
- (J) Child lives with grandparent or has lived with multiple caregivers
- (K) Child was born prematurely or was in a Neonatal Intensive Care Unit
- (L) Child has a documented developmental delay or handicapping condition
- (M) A sibling has a handicap or delay, is in special education or has behavioral concerns
- (N) A parent or caregiver has handicap or developmental delay
- (O) There is a history of emotional /physical/sexual abuse of a child, sibling, or parent
- (P) One parent has been or is currently incarcerated

- (Q) Child was/is a drug exposed newborn
- (R) Parent minimally meeting child's basic needs
- (S) Family is currently or previously homeless
- (T) Mental health illness within family
- (U) Child, parent, or sibling has chronic medical problem or condition
- (V) Child or sibling was diagnosed as failure to thrive

2. If the application is submitted and is incomplete the Coalition shall **submit to** send the parent an ELCNC-223 Notice of Required Documents. **If documentation is not submitted by the due date entered on the ELCNC-223 Notice of Required Documents, School Readiness services will be terminated. Termination does not apply to At-Risk cases. This policy does not apply in cases of At Risk of Abuse, Neglect, Abandonment, or Exploitation. For this category, services will not be discontinued due to lack of documentation.**

### 3.6 Eligibility Process, regarding assessment of parent fees (p. 62-69)

#### 1. Assessing Parent Fees

- a. The Coalition Board is responsible for adopting a parent fee schedule (School Readiness Program Parent Fee Schedule) **to determine parent fees** for each family that receives School Readiness services based on the family size and family's income.
- b. In determining fees, calculate the annualized countable gross earned and unearned income of all family unit (see definition) members **not excluded by rule** in accordance with the following:
  - (A) If a parent/guardian's employer has completed an employment verification form multiply the number of hours worked per week by the hourly wage received to determine the weekly gross income. Multiply the weekly gross income by 52 to determine the annual income.
  - (B) If the parent/guardian submitted pay stubs determine the frequency of pay.
    - i. WEEKLY (receives pay every week): Add all six (6) current and consecutive stubs (gross amounts) then divide the total amount by the number of stubs. Multiply by the number of weeks in a year (52) to obtain the annual income. FORMULA:  $A+B+C+D+E+F=G/6 \times 52 = \text{Annual Income}$
    - ii. BI-WEEKLY (receives pay every other week): Add all three (3) current

and consecutive stubs (gross amounts) then divide by the number of stubs. Multiply by the number of pay periods in a year (26) to obtain the annual income. FORMULA:  $A+B+C=D/3 \times 26 = \text{Annual Income}$

iii. SEMI-MONTHLY (receives pay two (2) times per month): Add all **four (4)** ~~three (3)~~ current and consecutive stubs (gross amounts) then divide by the number of stubs. Multiply by the number of pay periods in a year (24) to obtain the annual income. FORMULA:  $A+B+C+D=E/4D/3 \times 24 = \text{Annual Income}$

iv. MONTHLY (receives pay on a monthly basis): Add two (2) current and consecutive stubs (gross amounts) then divide by the number of stubs. Multiply by the number of pay periods in a year (12) to obtain the annual income. FORMULA:  $A+B=C/2 \times 12 = \text{Annual Income}$

(C) If parent/guardian is not employed for a twelve (12) month period the Client Services Counselor must annualize the income by determining the daily income and multiply it by the number of days anticipated to be worked in the year. The parent/guardian must provide documentation from their employer on the number of days worked annually.

(D) ~~If the parent/guardian submitted income tax records or business statements the Client Services Counselor must determine the annual gross income from the income tax record or from the monthly business statements. If monthly business statements are submitted the Client Services Counselor must add the gross monthly income of all statements and divide it by the number of statements submitted and multiply by 12.~~ **If the applicant receives income from casual labor/self-employment, the Client Services Counselor will refer to the Coalition's policy on calculation of self-employment income contained in the ELCNC Early Learning Eligibility Policy and Procedure manual, as amended.**

(E) The Client Services Counselor must determine if there are any other types of income (unearned income) received. The **Client Services Counselor eligibility clerk** must determine the annual unearned income amount utilizing the calculations listed above. The unearned income must be added to the earned income to determine the total annual **household** income, **if the income is not excluded from the household income calculation by Rule.**

c. The following are **excluded** ~~exempt~~ when determining countable income for fee assessment:

(A) SSI payments received by the child(ren)

~~(B) Adoption subsidy from the federal Title IV-E program under the Social Security Act. If adoption subsidy is received from a private source it is counted.~~

- (C) Economic **Stimulus Incentive** Payment – one-time payment made by the United States government to taxpayers to stimulate the economy
- (D) School Loans/Grants – Pell Grants and others that are primarily for school expenses
- (E) Alimony (paid out of the home)
- (F) One-time-only gifts – non-recurring monies received once as a gift, such as a birthday present, etc.
- (G) Work Study – non-taxable income from a school
- (H) Child Support (paid out of the home)
- (I) Food Stamps
- (J) Housing Payments – 60BB-4.100(8)(d) housing assistance payments from HUD issued directly to a landlord and associated utilities expense.
- (K) Foster parent monthly allotment
- (L) Sale of personal assets, such as stocks, bonds, house, car, and insurance policies
- (M) Earned income of a child under the age of **nineteen (19)** ~~eighteen (18)~~ years old who is enrolled as a full time student **in secondary school. Earned income of a household member aged eighteen (18) to twenty-two (22) who is enrolled as a full-time student in secondary school and in receipt of a John M. McKay scholarship is excluded income. Secondary school is defined as a high school or school of corresponding grade, ranking between a primary school and a college or university.**
- (N) **Loans**/Money borrowed with an established repayment plan – this would be income from the loan such as a check each semester from a student loan or a cash advance from a credit card.
- (O) Capital gains as claimed on income tax
- (P) VISTA (Volunteers in Service to America) payments
- (Q) Earned Income Tax Credits or dependant care credits
- (R) Foster parents, shelter status, and court-ordered relative and non-relative caregivers are not considered a part of the child's family unit, so their income

is not considered for purposes of eligibility.

(S) Families in a natural disaster area are not required to include disaster relief or other forms of temporary assistance when calculating income thresholds for family eligibility purposes.

(T) Adoption benefits

(U) **Independent Living Grants (paid to former foster children age 16-22)**

(V) **Military housing assistance and military allotments paid to the family**

(W) **Interest/dividends**

(X) **Lump-sum settlements**

(Y) **Relative Caregiver payments**

d. When more than one family unit lives within a single dwelling, that portion of the second family unit's income that is paid to the applicant family as living expenses, e.g. rent, utilities, food, etc. shall be included in the income portion of the applicant family. Such information is generally based on a attestation from the second family unit, under the penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to ss.837.012, or 775.082, or 775.083, Florida Statutes is acceptable.

e. When more than one family unit rents a single dwelling and they share expenses or both families pay to a third party, then no countable income is created for the applicant family from the second family unit.

f. **Fee Reduction and Fee Waiver Policy**

(A) **General information: In accordance with 60BB 4.400 F.A. C., each Coalition is responsible for defining a list of qualifying events and outlining procedure for assignment of a temporary parent fee reduction or waiver. It is the position of the ELCNC that fee reduction may be based upon receipt of a fee reduction request from the referring agency and qualifying events.**

(B) **Parent fee for At-Risk categories of care may in addition be reduced or waived with written approval from the Executive Director. Executive Director appeal will be based on a Letter of Appeal, written by the custodial parent/guardian (or a letter of appeal written on behalf of the custodial parent/guardian and signed and dated by the custodial parent/guardian if assistance with this process is required).**

- (C) If parent fee reduction/waiver is indicated, the duration of the reduction shall coincide with the duration of the special circumstances. The child's parent/guardian acknowledges that the fee reduction or waiver is granted based upon a "qualifying event"; in addition, they acknowledge that if the child becomes ineligible for services or the reduction/waiver is no longer necessary based upon the child's needs, the approval will expire.
- (D) While temporary fee reduction and fee waiver requests are processed for children under protection on a case-by-case basis, eligibility for a child at risk of abuse or neglect must be continued if the child's family is unable to pay the assessed parent fees. If a provider terminates an At-Risk child from their facility due to non-payment of fees, eligibility for School Readiness services must remain open in the EFS system; the Client Services Counselor will communicate the information to the referring agency caseworker immediately upon report to the Coalition by the provider. Every effort must be made to assist the parent in re-establishing child care via Resource and Referral.
- (E) Fee Reduction/Waiver for Protective Service In-Home At-Risk: For in-home protective service placements, the parent fee is based upon household income. Temporary parent fee reduction/waiver requests for this category will be considered by the Executive Director and may be granted contingent upon receipt of a Letter of Appeal from the parent(s), noting the circumstances prompting the application, in accordance with the procedure outlined below. Extreme family crisis/lack of resources may prompt the Executive Director's approval of a fee reduction/waiver.
- (F) Fee Reduction for Out of Home At-Risk Categories, Relative Caregiver, and Caretaker Relative: For protective service out of home placements (relative/non-relative/foster care placements) in which the child does not receive a TANF "Child Only" benefit, Relative Caregiver payment, or other income, the parent fee shall be assessed against the income of the parent or legal guardian who forfeited custody of the child, and shall be court ordered if necessary or may be temporarily reduced to the minimum fee on a case by case basis during an event that limits that parent's ability to pay, such as:
- i. Child's parents/guardians are in prison
  - ii. Child's parents/guardians are in residential treatment
  - iii. Child's parents/guardians become incapacitated
  - iv. Death of child's parents/guardians
  - v. Homeless shelter/living arrangements
  - vi. Child's parents/guardians experience a natural disaster (storm, earthquake, etc.)

- vii. Child's parents/guardians experience an emergency situation such as a fire or robbery
  - viii. Child's parents/guardians become unemployed
  - ix. Per fee reduction request provided by the referring agency
- (G) For Protective Service Out of Home Placements (relative/on-relative/foster care placements) in which the child receives a TANF "Child Only" benefit in which the needs of the relative or legal guardian are no included in the grant, or TANF At Risk (Relative Caregiver Program) participants, based on documentation identifying the child as TANF At Risk or as TANF "Child Only" benefit recipient, from the court system or the Department of Children and Families or its designee, the parent fee shall be assessed against the income of the parent or legal guardian who forfeited custody of the child, and shall be court ordered if necessary or the co-payment may be temporarily reduced to the minimum fee on a case by case basis during an event that limits that parent's ability to pay based on the events and processes listed above. In the absence of a fee reduction request from the referring agency, extreme family crisis/lack of resources may prompt Executive Director approval of a fee reduction for this category.
- (H) Fee Waiver for Out of Home At Risk Placements including Relative Caregiver (with open case): A co-payment may be temporarily waived on a case by case basis by the Executive Director for foster parents and relatives/non-relatives with custody of an At Risk child during an event that limits a parent's ability to pay, such as:
- i. Child's parents/guardians are in prison
  - ii. Child's parents/guardians are in residential treatment
  - iii. Child's parents/guardians become incapacitated
  - iv. Death of child's parents/guardians
  - v. Homeless shelter/living arrangements
  - vi. Child's parents/guardians experience a natural disaster (storm, earthquake, etc.)
  - vii. Child's parents/guardians experience an emergency situation such as a fire or robbery
  - viii. Child's parents/guardians become unemployed
- (I) Extreme family crisis/lack of resources may, in addition, prompt Executive Director approval of a fee waiver for this category.
- (J) Parent fee waiver requests will be considered contingent upon receipt of a Letter of Appeal from the parent(s), noting the circumstances prompting application for a parent fee waiver.
- (K) Fee Waiver for Other At Risk Categories of Care:

- i. A co-payment may be temporarily waived on a case by case basis for families participating in an at-risk program during an even that limits the parent's ability to pay.
- ii. For the purposes of this policy "At Risk" is interpreted as families receiving School Readiness child care assistance with income at or below 100% of the federal poverty guideline (FPG) and at risk of welfare dependency. This category includes working poor clients, migrants, teen parents, those at risk of future school failure, and those in the welfare transition program.
- iii. Events that limit a parent's ability to pay include:
  - (a) Child's parents/guardians are in prison
  - (b) Child's parents/guardians are in residential treatment
  - (c) Child's parents/guardians become incapacitated
  - (d) Death of child's parents/guardians
  - (e) Homeless shelter/living arrangements
  - (f) Child's parents/guardians experience a natural disaster (storm, earthquake, etc.)
  - (g) Child's parents/guardians experience an emergency situation such as a fire or robbery
  - (h) Child's parents/guardians become unemployed
- iv. Extreme family crisis/lack of resources may, in addition, prompt Executive Director approval of a fee waiver for this category.
- v. Parent fee waiver requests will be considered by the Executive Director and may be granted contingent upon receipt of a Letter of Appeal from the parent(s), noting the circumstances prompting application for a parent fee waiver.

a. ~~For children at-risk of abuse and/or neglect in out of home placement/ relative /non-relative/foster care in which the child does not receive TANF "child only" benefit, relative caregiver payment or other income:~~

~~(A) The fee shall be assessed against the income of the child's parent or legal guardian and shall be court ordered if necessary.~~

~~(B) The fee may be temporarily reduced to the minimum fee based on a case by case basis during an event that limits a parent's ability to pay in accordance with the fee reduction policy described later.~~

~~(C) The Coalition may grant a parent fee reduction for a foster parent that is caring for children with an open protective services case in accordance with the fee~~

~~reduction policy described later. Foster parents, shelter parents, and court ordered relative caregivers are not considered a part of the child's family unit, so their income is not considered for purposes of eligibility.~~

~~(D) On a case by case basis, Eligibility for a child at risk of abuse or neglect shall be continued if the child's family is unable to make assessed copayments.~~

~~b. For children at risk of abuse and/or neglect protective services out of home placements (relative/non relative/foster placement) in which the children receives a TANF "child-only" benefit in which the needs of the relative or legal guardian are not included in the grant, or TANF at risk (Relative Caregiver Program) participants, based upon documentation identifying the child as TANF at risk or as TANF "child-only" benefit recipient, from the courts system or the Department of Children and Families, or contracted provider:~~

~~i. The fees shall be assessed against the child's income only. The relative or legal guardian shall pay the assessed fee.~~

~~ii. The fee may be temporarily reduced to the minimum fee on a case by case basis during an event that limits a parent's ability to pay in accordance with the fee reduction policy listed below.~~

~~c. The Coalition may grant a temporary reduction in the parent fee for a caregiver with a child under protective services in the School Readiness program who is in foster care or out of home placement.~~

~~(A) The Coalition must document the reason for a fee reduction for foster parents, such as:~~

~~d. Child's parents/guardians are in prison~~

~~ii. Child's parents/guardians are in residential treatment~~

~~iii. Child's parents/guardians become incapacitated~~

~~iv. Death of child's parents/guardians~~

~~v. Homeless shelter/living arrangements~~

~~vi. Child's parents/guardians experience a natural disaster (storm, earthquake, etc.)~~

~~vii. Child's parents/guardians experience an emergency situation such as a fire or robbery~~

~~viii. Child's parents/guardians become unemployed~~

~~ix. As per fee reduction request provided by the referring agency~~

~~(L) The approved fee reduction/waiver notice (ELCNC 229 Fee Reduction Notice must include a start and end date for the reduction or waiver that coincides with the duration of the special circumstances and the dates included in the supporting documentation.~~

(M) (L) The Coalition may also reduce the parent fee when one or more of the parents/guardians or other adults in the home included in the original application are granted a medical interruption in services, such as maternity leave. If the parent provides proof that no income will be paid by their employer during the medical leave the Coalition shall re-calculate the household income, excluding the medical leave parent's income **from employment**. If the parent provides proof that the income will be reduced to leave or other cash benefits, the Coalition shall re-calculate the household income utilizing the documented leave or other cash benefit paid by the employer. The reduced fee must only be authorized for the duration of the medical interruption for a maximum of sixty (60) days.

(N) (M) The Coalition may also reduce the parent fee when one or more of the parents/guardians or other adults in the home included in the original application lose their employment. If the parent provides proof of loss of employment (the employer may complete ELCNC-225 Verification of Income/Employment), the Coalition shall re-calculate the household income, excluding the non-working parent's income **from the lost employment**. The reduced fee must only be authorized for the period the parent is not working for a maximum of thirty (30) days.

i. The eligibility clerk must determine if the parent/guardian is eligible for full time or part time care. Full time care is authorized when the parent/guardian works more than thirty (30) hours a week including travel time. Part time care is authorized when the parent/guardian works less than thirty (30) hours a week including travel time but not less than twenty (20) work hours per week.

a. Determine the family size: Family consists of a parent or parents living together, their minor children and any other minor child for whom they are legally responsible. A family may also include other adult(s) that the parent considers part of the family such as an aged grandparent that is supported by the family. If a family and an unrelated individual(s) live in the same housing unit it shall constitute two family units. A teen parent who is emancipated will be considered a separate household. If the family lives with a relative or non-relative who is not supported by the family the relative is not counted in the family size. Applicant for School Readiness services must complete ELCNC-217 Verification of Family Status to certify household members.

b. Once the family income and family size is determined the eligibility clerk must determine the parent fee. The fee is determined utilizing the Coalition's School Readiness Program Parent Fee Schedule. The Client Services Counselor must first find the family size across the top of the page of the parent fee schedule and follow the family size line down the page to the appropriate income range. The family fee associated with the income and family size can be found on the most left column titled daily family fee. The fee is applied to the youngest child in the family. If applicable, **siblings** ~~all other children in the family~~ are assessed 50% of the **daily** ~~fee assessed to the youngest child~~.

- c. The assessed parent fees begin with the first day of eligibility and reimbursable care. When the assessed fee changes and the amount of the parent/guardian fees are decreased the new fee should be effective immediately. When the fee is increased both the parent/guardian and provider must be notified immediately of the fee change. The notice must include the start date of the new fee and the right for the parent /guardian to file an appeal. To the greatest extent possible, **a fee increase** ~~the new fee~~ will be effective ten (10) days from the date the change is identified.

### 3.6 Eligibility Process, regarding enrollment (p. 69-71)

#### 1. Enrollment:

1. The Coalition will ensure through written documentation that all parents are provided information regarding programs, services, and providers available for School Readiness programs. In addition, written information will be provided to parents detailing the length of care available through the provider chosen, and the cost covered by the subsidized child care program for that provider. The Coalition will only provide one full-time payment for one service per child, and parents who choose a program that does not cover the total amount of time needed for child care will be responsible for any additional costs for wrap-around care/after school care after the initial service has been provided. This policy excludes extended child care services, which are services in excess of 11 hours are needed for instances such as a parent who works nights and sleeps during the day. The actual number of extended hours shall be authorized by the Executive Director or Coalition staff at management level on a case-by-case basis and shall consider the needs of the child as well as the needs of the parent.
2. The costs such as field trips, arts and crafts fees, recreational activities, registration fees etc., whose costs are in addition to the cost of child care, will not be paid by the Coalition, but are the responsibility of the parent.
3. School Readiness services for children **determined** at risk of abuse or neglect shall be provided in centers or homes which are **at minimum** licensed. ~~This will apply to children who live with their parents or where the alleged incident of abuse or neglect occurred.~~ The Coalition may approve placement of children in non-licensed facilities based on a waiver request from the child's caseworker.
4. Clients in all other categories ~~including children in foster care/out of home placements~~, shall have a choice of School Readiness services upon determination and re-determination of eligibility. The Coalition must provide a list of eligible School Readiness providers to the parent upon request and require the parent to select their provider and sign a statement certifying their choice.
5. When a parent chooses an **informal** non-School Readiness provider, the Coalition will provide the parent a School Readiness agreement package. **The**

**agreement application will be processed in accordance with the following:**  
~~Included in the package will be a clearance form and agreement notice. A signature is required on each form.~~

- i. All forms must be completed and submitted to the Coalition. The clearance form must contain the names, dates of birth and social security numbers, if they exist, for all persons over the age of 12 years in the household of the non-School Readiness informal provider chosen by the parent.
  - ii. The Coalition is responsible to ensure that all information required in the forms is completed, which includes a clearance form and a signed agreement form. School Readiness services may begin at any time, after all other Coalition requirements have been met, but retroactive payments, if subsequently made, will only go back to the date when all properly completed required forms have been submitted to the Coalition.
  - iii. The Coalition shall forward the background screening form to the Department of Children and Families screening coordinator.
  - iv. The screening coordinator will forward to the Coalition the screening form and a form advising on whether or not the non-School Readiness informal provider may legally be paid to serve as an informal School Readiness provider.
  - v. The Coalition shall notify the parent and the non-School Readiness informal provider of the outcome of the abuse clearance.
    - (A) If the outcome is denial of legal caregiver, a letter of termination for service provision shall be forwarded to the parent and the non-School Readiness informal provider by the Coalition.
    - (B) If the outcome is approval, the Coalition shall reimburse for School Readiness services rendered during the interim of completion of paperwork and the clearance process, as well as future payments.
    - (C) The abuse clearance process shall be completed in no more than thirty (30) days, once the screening coordinator is in receipt of the clearance form.
6. The Coalition shall enter **child** ~~the~~ enrollment into the Statewide Data system assigning the appropriate billing groups in accordance with Other Cost Accumulator Definitions assigning the child to the provider chosen by the parent/guardian, and entering all other required information.
  7. Changes in Schedule: When a parent reports a change that affects the child's authorized schedule the Coalition must send an updated ELCNC237 Child Care Certificate (Manual) or EFS-generated Child Care Certificate to the **School**

Readiness early learning provider.

8. Transfers: Parents may transfer their children from one **School Readiness** provider to any authorized provider in any county **holding a School Readiness provider agreement with the ELCNC** once the child's status has been determined eligible and enrolled. The Coalition must document the transfer in the statewide data system and the child/family file, and must maintain a **current completed** ELCNC-215 School Readiness Services Terms and Conditions Form. Prior to the transfer the parent must pay all parent fees due to the current provider and sign, if applicable, the Student Attendance Verification form. The provider must submit ELCNC-201 School Readiness Program Provider Transfer Form – Zero Balance **to the Coalition**, indicating that all parent fees have been paid before the transfer can be processed. **The ELCNC-201 School Readiness Program Provider Transfer Form – Zero Balance may not be accepted by Client Service Counselors as documentation of eligibility for transfer if it is post-dated by the provider. The signature date on the document must be a current or, if applicable, prior date.** An updated ELCNC-237 Child Care Certificate (Manual) or EFS-generated Child Care Certificate must be submitted to the new School Readiness provider. **The parent must notify the Coalition of the new provider and enrollment start date prior to child attendance if School Readiness services are to be reimbursed.**
  
9. Interruptions in Employment
  - i. **A family shall maintain eligibility for financially-assisted School Readiness services during a break in employment, provided employment is re-established within thirty (30) calendar days. During this time, School Readiness services will be reimbursed.** ~~All low income clients funded in 97P00, who lose their employment shall be allowed thirty (30) calendar days to seek new employment. School Readiness services provided during this period shall be reimbursable. If redetermination is scheduled during the thirty (30) day break, School Readiness services may not be reauthorized in the absence of a purpose of care.~~ **If a parent/guardian's redetermination date occurs during a break in employment (thirty (30) days is the approved period of time for an interruption in employment, unless it is for medical reasons), the Client Service Counselor will request that the parent/guardian returns for eligibility determination purposes when employment is secured; School Readiness services must be suspended when the redetermination date is reached, and for the remainder of the thirty (30) day period, or until employment is established, whichever occurs earlier. If employment is not established within the allowable thirty (30) day time period, eligibility for School Readiness services will be terminated.**
  
  - ii. During a temporary break in employment for up to sixty (60) calendar days for medical reasons, including maternity leave, if determined medically necessary

and documented by a physician licensed under chapter 458 or 459 Florida Statutes. During this time School Readiness services will be reimbursed. If the eligibility period ends before a parent has reestablished a purpose for care they cannot be authorized for new funding without establishing that they meet a purpose for care.

- iii. Clients with an interruption in employment, with an option to return to that employment, shall be allowed a non-reimbursable break in service. The client is not placed on the waiting list but the **financially assisted** ~~financial assistance~~ School Readiness services are considered suspended until employment resumes. Care may be re-established upon resumption of employment. Such circumstances may include seasonal employment, school system related employment or maternity leave.

### 3.6 Eligibility Process, regarding changes in parent fee (p. 71)

The amount of the co-payment will be in effect for the family's **predetermined** ~~six month~~ eligibility period, unless:

### 3.7 Wait List (p. 71-71)

- A. All School Readiness clients applying for the waiting list must meet the certification of eligibility requirements stated in the Eligibility and Enrollment section of this operating policy.
- B. The Coalition shall place eligible children on the waiting list by the child's legal name, age, eligibility category and type of service care requested. The Coalition shall inform the parent of the wait list status with an ELCNC-262 Wait List Application Status and explain the six (6) month validation procedure outlined below.
- C. The Coalition shall prioritize the waiting list based on the Coalition's eligibility priorities.
- D. The Coalition shall validate each name on the waiting list every six (6) months by way of a response to ELCNC-275 Waitlist Update ~~or phone contact~~. Notification sent to those on the waiting list will give the parent/guardian a specific timeframe to contact the Coalition to provide necessary updated information to remain on the waiting list. Names will be removed from the waiting list for failure to contact the Coalition in the timeframe requested or if a purpose for School Readiness services or eligibility no longer exists. Names will also be removed from the waiting list once the child has been authorized for placement.
- E. An unborn child shall not be eligible for the waiting list.
- F. The Coalition shall provide the opportunity for Needs Assessments/Family Support ~~and Health Records Review~~ as described in the Parent/Child services section of this policy to every parent applying to place their child on the waitlist.
- G. Clients will be notified of the availability of funding by Client Services Counselors by phone or by

mail utilizing ELCNC-227 Waitlist Funding Notification. Actual certification of eligibility will be conducted in accordance with the Eligibility and Enrollment section of this operating procedure prior to authorization for placement, which will be based on available funding capacity.

- H. **An applicant for School Readiness services may not be placed on the waitlist during a break in employment due to temporary disability.**
- I. **The parent has the right to appeal any and all decisions made by the Coalition with regard to their waitlist application.**
- J. **A family will not be placed on the waitlist if the Coalition receives notification of unpaid parent fees (up to thirty (30) days), and the balance remains unpaid.**

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### 3.8 Termination from School Readiness Services (p. 72-73)

- A. If at any time the Coalition, Department of Children and Families staff, local Welfare Transition ~~Agency coalitions~~, contracted providers or any authorization entity determines that a client is ineligible for School Readiness services, a financially assisted School Readiness service termination notice shall be sent to the Coalition. The client shall be given a ten (10) day notice prior to termination of financially assisted School Readiness services unless services are being terminated immediately due to extended failure of the parent or authorized caretaker to report changes in job or income status which made him or her ineligible. If during the ten (10) day notice period, the parent contacts the **referring agency, initiates an appeal** ~~Coalition~~ and provides acceptable documentation for the continuation of care, the termination notice **may** ~~shall~~ be voided with documented consent from the authorizing caseworker. All parties who received a copy of the notice **of termination** shall be notified that the termination has been voided. In the event a client has received services for which he or she was not eligible, recoupment or suspected fraud procedures shall be instituted by the Coalition, **as applicable**.
- B. When financially assisted School Readiness services are subject to termination, for a participant whose School Readiness services are based on **a mandated category of care**, ~~an At-Risk authorization~~, the Coalition shall contact the referring agency to verify continued eligibility, utilizing ELCNC-240: Disposition of **Child** Day Care Referral Form ~~for Children At Risk of Abuse and Neglect~~.
- C. School Readiness providers shall be notified immediately by the Coalition when a client is no longer eligible for financially assisted School Readiness services **by telephone and fax or mail and must be afforded** ~~The notice shall be sent on the ELCNC-221 School Readiness Program Notice of Termination Form and must provide ten (10) days notice when possible.~~
- D. Failure to pay the applicable parent fee is grounds for termination of financially assisted School Readiness services. **Non-payment of parent fees is reported to the Coalition by School Readiness providers, utilizing ELCNC-211 Child Attendance Notice.** School Readiness services shall be reinstated or continued if the parent or other responsible party makes satisfactory arrangements with the provider to pay any past-due fees. **In the event that past due fees are not paid within thirty (30) days of the reporting date of non-payment by the provider, eligibility**

for School Readiness services will be terminated.

3.9 Dis-enrollment (p. 73)

Re-determination of eligibility of current mandatory enrollments (mandatory enrollments are **families in receipt of Temporary Cash assistance and subject to Federal work requirements and protective services clients** ~~children in protective services and the welfare transition program~~ – see eligibility and enrollment section of this operating procedure):

3.12 Provider Observations, clarification (p. 75)

~~Excused: The Education Specialist will indicate if the criterion was not observed due to unusual circumstances on the day of the observation. Supporting statements and/or documentation must be included in the comments section.~~

**Chapter 4: Voluntary Pre-Kindergarten Program Requirements**

4.1 General Services (p. 3)

~~The Coalition will implement a system to determine client/customer satisfaction.~~

4.2 Reimbursement Determination, regarding closures (p. 3-4)

A VPK provider may close its facility or program for emergencies at any time, however, in order to be eligible to receive payment, written documentation ~~needs to~~ **must** be submitted to the Coalition which demonstrates that the ~~closure~~ **closure** is temporary and caused by circumstances beyond the provider's control.

The temporary closure is payable for the amount otherwise payable (as if each child enrolled in the VPK program attended the program), not to exceed 10 instructional days per closure. If circumstances cause more than one temporary closure, the closures are payable for a combined total of 10 instructional days. The provider ~~does not have to~~ **is not required to** revise its VPK class schedule if the temporary closure does not exceed ten (10) days.

A temporary closure is not payable if a private provider or public school does not reopen and resume instruction after the closure. The **Coalition** ~~service provider~~ shall assist a child with reenrollment if the child's VPK program does not resume instruction after a temporary closure.

4.2 Reimbursement Determination, regarding payment (p. 5)

The Coalition will generate a final provider reimbursement/reconciliation report from the statewide reporting system on the ninth day of every month. Prior to the start day of the program the ~~service provider~~ **Coalition** shall ensure all classrooms have the minimum number of children enrolled for payment.

An early learning provider that receives reimbursement for ~~school readiness~~ **Voluntary Prekindergarten** services may be obligated to repay the funds in full or in part for various reasons, including, but not limited to:

#### 4.2 Reimbursement Determination, regarding documentation (p. 8)

An attendance roster will be completed by each VPK provider to receive reimbursement and to document that the VPK services were provided. **Absences are not payable until the student attends one day of VPK instruction. For example, documented A's on the attendance roster are not payable prior to the student's first day of attendance.**

#### 4.3 Student Attendance (p. 9)

Providers shall submit completed attendance rosters for the previous month by ~~close of business~~ **5:00 pm** on the second working day of the month.

**Paid absences will not be authorized until the student attends a day of VPK instruction.**

#### 4.4 Child Eligibility and Enrollment (p. 9-10)

Availability of forms and submission: A parent may also complete the application online at [www.vpkflorida.org](http://www.vpkflorida.org), or obtain a paper application from the ~~Coalition service provider~~. If a paper form is used, the parent must mail or deliver the completed paper form to the Coalition. The Coalition must consider all applications submitted regardless of where the parent lives, where the parent works, or a neighboring county.

~~All children who reside in Florida who have attained 4 years of age on or before September 1 of the school year in which the child wishes to enroll are eligible for VPK, including those children with a disability as defined by 20 U.S.C. § 1401(3)(a) (2005).~~ **To be eligible for VPK, a child must be four (4) years of age, but not five (5) years of age or older, on September 1 of the program year. (60BB 8.200(1)(a) F.A.C.**

#### 4.4 Child Eligibility and Enrollment, regarding documentation (p. 10-11)

- a. During the application process, the Coalition shall collect and retain in the child's file a photocopy of at least one of the following documents for purposes of verifying age:
  - (A) An original or certified copy of the child's birth record filed according to law with a public officer charged with the duty of recording births
  - (B) An original or certified copy of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to **or affirmed** by the parent **stating that the certificate is true and correct.**
  - (C) An insurance policy on the child's life that has been in force for at least 2 years, which reflects the child's birth date
  - (D) ~~A religious record of the child's birth accompanied by an affidavit sworn to by the parent~~

- (E) A passport or certificate of arrival in the United States showing the birth date of the child
- ~~(F) A transcript of record of age shown in the child's school record from at least 4 years prior to application, stating the date of birth~~
- (G) An immunization record indicating the child's date of birth, signed by a public health officer or by a licensed practicing physician
- (H) A valid military dependent identification card showing the child's date of birth; or
- (I) If none of the documents listed above can be produced, an affidavit of age sworn to **or affirmed** by the parent, accompanied by a certificate of age reflecting the child's birth date, signed by a public health officer or by a licensed practicing physician which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

1. Residence Eligibility

- a. The Coalition must only establish where the child lives, not test the legal residency of the child. Children who reside in Florida are qualified to receive services. Children attending a VPK provider within the Nature Coast region are qualified to receive VPK services from the Early Learning Coalition of the Nature Coast **regardless of their county of residence.**
- b. The following are acceptable documents to establish where a child resides and must contain the name of the parent or guardian of the child and the address of the parent or guardian as submitted on ELCNC-01 AWI-VPK-01 Child Application. Post office boxes are not sufficient to determine residency. During the application process, the Coalition shall collect and retain a copy of at least one of the following documents for purposes of verifying residency:
  - (A) Utility bill;
  - ~~(B) Bank statement;~~
  - ~~(C) Insurance policy;~~
  - (D) Pay stub;
  - (E) Residential rental agreement or receipt from rental payment;**
  - (F) Government-issued document (e.g., ~~prior tax return~~, Florida driver's license, **Florida identification card, property tax assessment showing a****

homestead exemption); or

**(G) Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends the VPK program (e.g., permanent change of station).**

(H) If none of the above documents can be produced, an affidavit of physical address sworn to **or affirmed** by the parent, accompanied by a letter from a landlord or property owner stating that the child resides at this address will be accepted.

(I) If an applicant is a participant in the "State of Florida Address Confidentiality Program", he/she is not required to disclose their physical address. This program was established in F.S. 741.405 to allow victims of domestic violence to deal with state and legal matters without disclosing physical addresses. The statute states: "A program participant may request that state and local agencies or other governmental entities use the address designated by the Attorney General as his or her address..." The parent should provide official documentation of the fictitious address that was provided at the time that they began participation in the program. This fictitious address received from the Attorney General's Office to serve as the proof of residential requirements for the school readiness program.

c. A homeless child, as defined in Section 1003.01, F.S., must have access to the VPK program. The Coalition shall assist homeless children and may determine residency based on other documentation as necessary. The Coalition may accept documents such as a letter from a homeless shelter **stating that the child is homeless and resides in Florida**, or an ~~sworn~~-affidavit **sworn to or affirmed by the child's parent** ~~from the parent certifying~~ **stating that** the child is currently homeless.

4.4 Child Eligibility and Enrollment, regarding participation eligibility (p. 11)

**In the case of reenrollment due to extreme hardship, a student may receive a summer 300 hour program in addition to prior attendance, if they are eligible under this category.**

4.4 Child Eligibility and Enrollment, regarding Certificates of Eligibility (p. 12)

The Coalition shall assign a number to each Certificate of Eligibility utilizing the following system:

- a. Two digits for month of eligibility certification
- b. Two digits for day of eligibility certification
- c. **VPK "year." e.g.** The letter "A" indicating year 2005, the letter "B" for 2006, the letter "C" for 2007, etc.

- d. Four digits for time of day of eligibility certification. **Military time is utilized.**
- e. Four or five digit **Coalition** ~~service provider~~ employee number **or identification number**

Example: 0525A09321234 (child was determined eligible on May (05) 25, 2005 (A), at 9:32 by employee number 1234.

- 2. The Coalition shall instruct the parent to select a provider utilizing the Coalition's Provider Profiles (described later **in this policy**) or the profiles found on the Child Information System (managed and operated by the Department of Children and Families). **These sources** describe the available program options. **In addition the Coalition will** explain the parent's or guardian's rights and responsibilities and provide the parent with the Certificate of Eligibility.
- 2. The parent will submit the ELCNC-02 AWI-VPK-02 Certificate of Eligibility to the VPK provider of their choice.
- 3. **The "Official Use Only" section of Form AWI-VPK 01 will be completed by Coalition Client Services staff in accordance with the following: The Counselor determining the child's eligibility for the VPK program will sign and date as "process agent" if all eligibility requirements are met and documentation on file. A peer counselor will verify that date of birth verification, residency and parent signature on the AWI-VPK 01 are complete and the child is eligible for the program. The peer counselor will sign and date the "Process Manager" field, thus indicating that monitoring of the VPK eligibility process has occurred.**

4.4 Child Eligibility and Enrollment, regarding reenrollment (p. 14-15)

**In cases of reenrollment for good cause, the receiving provider will be notified of the number of hours remaining for the student based upon the information obtained from the EFS system (for internal ELCNC reenrollments) or information provided by the exiting coalition if applicable. It is the responsibility of the VPK provider to monitor child VPK hours for cases in which information regarding VPK hours elapsed is obtained from other coalitions. If overpayment of VPK hours occurs, the overpayment must be corrected in the EFS system. A provider is obligated to repay funds due to overpayment of VPK program hours.**

4.4 Child Eligibility and Enrollment, regarding documentation (p. 15)

- 1. The Coalition is encouraged, but not required to notify a parent or guardian by U.S. Mail after the enrollment of his or her child with the provider's or school class is completed in the designated statewide information system. The ELCNC-02 AWI-VPK-02 Certificate of Eligibility will be distributed as follows:
  - a. **White Copy** ~~Original~~: The VPK provider

- b. ~~Yellow Copy~~ ~~Second:~~ ~~The parent will maintain a copy for his/her records~~  
**Provider returns to Coalition with parent signature and confirmation number**
- c. ~~Pink Copy~~ ~~Third Copy:~~ ~~The Coalition will maintain this copy at the time of issuance.~~ ~~The parent will maintain for his/her records~~
- d. **Goldenrod Copy: The Coalition will maintain at time of issuance**

4.5 Delayed Enrollment (p. 15)

**Delayed enrollment does not limit the parent's right to withdraw and reenroll their child in another VPK program, if reenrollment requirements are met.**

4.6 Withdrawal/Dismissal from the VPK Program and 4.7 Classifications of Withdrawals/Dismissals (p. 15-16)

These two sections stricken in their entirety.

4.7 Re-Enrollment for Good Cause or Extreme Hardship (p. 17-19)

A. After a student is withdrawn or dismissed, the parent or guardian **may be** eligible to re-enroll the student with another private pre-kindergarten provider or public school **if he or she**: as follows:

1. **Has attended a portion of VPK instruction,**
2. **Has been enrolled in a VPK class for 70% or less of the program type's instructional hours,**
3. **Has not previously re-enrolled for good cause or due to an extreme hardship,**
4. **Is subsequently removed or withdrawn from enrollment with a VPK provider, and**
5. **Is prevented from attending the VPK program for good cause or an extreme hardship.**

(J) ~~If the student was withdrawn or dismissed before the student's first day of attendance, the student may be re-transferred to another provider or school delivering the school-year or summer programs and be reported for funding purposes as one full FTE student in the program for which the student is transferred. Refer to *Class and Provider Transfers in VPK in Section 4.9.*~~

(K) ~~If the student's attendance and paid absences have obligated payment to the provider or school for fewer than 10 percent of the VPK program's instructional hours the student may be re-enrolled with another provider or school delivering the school-year or summer programs and be reported for funding purposes as one full FTE student in the program for which the student is re-enrolled, if all of the following applies:~~

- ~~A. The student has not previously re-enrolled for good cause under this paragraph or due to an extreme hardship under Section 4.7 (B).~~
  - ~~B. The student's parent or guardian attests in writing to the Coalition that one or more of the reasons apply under Section 4.7 (A).~~
- (L) ~~If the student's attendance and paid absences have obligated payment to the provider or school for 10 percent (10%) or more of the VPK program's instructional hours the student may be re-enrolled with another provider or school delivering the school-year or summer programs and be reported for funding purposes as one full FTE student in the program for which the student is re-enrolled, if all of the following applies:~~
- ~~A. The student has not previously re-enrolled due to an extreme hardship under this subparagraph or for good cause under Section 4.7 (A) or Section 4.7 (B).~~
  - ~~B. The student has not substantially completed the VPK program, as described below.~~
  - ~~C. The student may be re-enrolled with another provider or school delivering the same program type (i.e., school-year or summer program) as the provider or school of the previous enrollment, if the student:~~
    - ~~1. Was withdrawn or dismissed for a reason other than an extreme hardship; and~~
    - ~~2. Has not substantially completed the VPK program, as described below.~~
    - ~~3. The student's parent or guardian submits to the Coalition written documentation of one or more of the reasons under Section 4.7 (B).~~
- (M) ~~A student may not re-enroll with a provider or school after the student has "substantially completed" the VPK program. A student substantially completes the VPK program when the student's attendance has obligated payment to the provider or school for 70 percent (70%) or more of the VPK program's instructional hours.~~

A. **Good Cause Re-Enrollment** Procedures for re-enrollment

- 1. ~~In order to~~ **A re-enrollment for good cause must occur within the same program type (school-year or summer) and based on one of the following reasons:**
  - a. **Illness of student or another individual living in the student's household in accordance with the relationships defined in 60BB-8.210 F.A.C**
  - b. **Disagreement between parent/guardian and provider or school concerning policies, practices, or procedures at the provider's or school's VPK program**

- c. Change in student's residence
- d. Change in parent/guardian's employment schedule or place of employment
- e. Provider's inability to meet the student's health or educational needs
- f. Termination of a student's class before 70% of instructional hours are delivered
- g. Student is dismissed by the provider for failure to comply with the provider's attendance policy
- h. The provider's designation as a low-performing provider under section 1002.67, F.S.
- i. Any condition described as an extreme hardship in accordance with 60BB-8.210 F.A.C

**B. Extreme Hardship Re-Enrollment**

1. A re-enrollment due to an extreme hardship allows student to receive 300 VPK instructional hours in a summer program. Extreme hardship re-enrollment must be based on one of the following reasons and requires proper the appropriate supporting documentation:
  - a. Illness of student if the illness results in the student being absent for more than 30% of the number of hours in the program type for which the student is enrolled as documented by a licensed physician
  - b. Provider's misconduct or noncompliance which results in provider's inability to offer the VPK program as documented by the early learning coalition
  - c. The parent/guardian's inability to meet the basic needs of the student, including, but not limited to, lack of food, shelter, clothing, or transportation as documented by a federal, state, or local government official
  - d. Provider's inability to meet the student's educational needs due to the student's learning or developmental disability as documented by a federal, state, or local government official
  - e. Provider's inability to meet the student's health needs as documented by a licensed physician or a federal, state, or local government official
  - f. Displacement of a student from his or her place of residence or closure of

**the student's VPK provider as a result of a state of emergency declared by a federal, state, or local government official.**

2. In order to re-enroll a student, the parent or guardian must complete the ELCNC-05 AWI-VPK-05 Re-enrollment Application (~~November 19, 2008~~ **April 9, 2010**) and submit to the Coalition. **Re-enrollment due to an extreme hardship must be supported with appropriate documentation.**
3. If the student is re-enrolled with a Coalition other than the Coalition of the previous enrollment, the parent or guardian must also complete and resubmit the ELCNC-01 AWI-VPK-01 Child Application.
4. The Coalition shall follow the procedures for registration, eligibility determination, and enrollment of the student in the VPK program as described in this policy, except that the Coalition is not required to repeat the face-to-face parent consultation performed by the Coalition of the previous enrollment.

**C. Class Transfers in VPK**

1. **A private pre-kindergarten provider or public school may change a student's enrollment from one VPK pre-kindergarten class to another VPK pre-kindergarten class at the same provider or school of the same program type (school-year or summer). The student may not transfer between a 540 hour school year program and a 300 hour summer program.** ~~unless the student has yet to attend an instructional day in any VPK program.~~
2. **VPK providers are required to submit ELCNC-258 VPK Notice of Class Transfer to the Coalition when changing a student's enrollment from one VPK class to another to facilitate the necessary adjustment in the statewide information system.**

4.9 Class and Provider Transfers in VPK (p. 19-21)

This section is stricken in entirety.

4.10 Program Requirements and Provider Application and Procedures, clarification (p. 22-24)

1. If the credentialed instructor assigned to a VPK class is absent, the private provider or public school must assign a substitute instructor to temporarily replace the credentialed instructor. The substitute instructor **may not be used for more than 30% of a program's hours. Providers may use different substitute instructors on different days, but the combined instructional hours of all substitutes cannot exceed 30% of the VPK program hours. Substitute VPK instructors must have at least one of the credentials required for a credentialed instructor. listed below and cleared through the level 2 background screening process required by statute.**

- a. ~~A private provider or public school that fails to assign a substitute instructor who~~

~~has the required credential is not in compliance with the VPK law; however, the Coalition may not remove a private provider from the VPK program, or otherwise take enforcement action on a provider, if the provider is not able to find a substitute instructor who has the required credentials but temporarily assigns a substitute instructor who meets the following alternate requirements:~~

a. **Summer Program**

**(A). An associate's or higher degree of study in any field**

**(B). A national early child development credential (NECC)**

**(C). A credential approved by DCF as being equivalent or greater than an NECC credential**

b. **School Year Program**

**(A). Any of the requirements listed above for a summer program**

**(B). A DCF 40-hour Introductory Child Care Training course if the class is offered in a child care facility**

**(C). A DCF 30-clock hour Family Child Care Home Training course if the class is offered in a family day care home**

**(D). The local school district's requirements to be employed as a substitute teacher as adopted by each school district**

~~2. A substitute instructor assigned to a VPK class in a school year program must successfully complete one or more of the following before instructing the class:~~

~~3. An associate's or higher degree in any field of study;~~

~~4. A 40-clock-hour introductory course in child care for child care personnel of a child care facility which is approved by the Department of Children and Family Services~~

~~5. A 40-clock-hour introductory course in group child care for an operator of a large family child care home which is approved by the Department of Children and Family Services.~~

~~6. A 30-clock-hour introductory course in child care for an operator of a family day care home which is approved by the Department of Children and Family Services.~~

- ~~2) A substitute instructor assigned to a VPK class in a summer program must successfully complete one or more of the following before instructing the class:
    - ~~1. An associate's or higher degree in any field of study;~~
    - ~~2. A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition; or~~
    - ~~3. A credential approved by the Department of Children and Family Services as being equivalent to or greater than the national CDA.~~~~
  - ~~3) A private provider or public school that assigns a substitute instructor who does not have the required credentials must notify the Coalition of the assignment on ELCNC 13 VPK Non-Credentialed Substitute Teacher Report.~~
  - ~~4) If a credentialed instructor is absent from more than ten (10) consecutive instructional days and a non-credentialed instructor is assigned, the private provider or public school must also give the Coalition a written description of the provider's or school's efforts to find and assign an instructor who has the required credentials.~~
  - ~~5) If a credentialed instructor is absent from twenty (20) or more consecutive instructional days and a non-credentialed instructor is assigned, the Coalition may take enforcement action on the private provider, and the school district may take enforcement action on the public school, if the provider or school does not assign a substitute instructor who has the required credentials for a subsequent consecutive absence.~~
  - ~~6) A substitute instructor, whether or not the instructor has the required credentials, must comply with the level two background-screening requirements and the Attestation of Good Moral Character.~~
2. Each of the pre-kindergarten provider's pre-kindergarten classes must be composed of at least four (4) students but may not exceed ~~eighteen (18)~~ **twenty (20)** students. In order to protect the health and safety of students, each private pre-kindergarten provider must also provide appropriate adult supervision for students at all times and, for each pre-kindergarten class composed of ~~eleven (11)~~ **twelve (12)** or more students, must have, in addition to a pre-kindergarten instructor who meets the credential requirements above, at least one adult pre-kindergarten instructor who is not required to meet those requirements but who must ~~meet each requirement of paragraph (4).~~ **be cleared through the level 2 screening process as required by statute.**
- a. Blended classes: A private provider or public school may organize a VPK class as a blended class, instructing children enrolled in the VPK program together with children not enrolled in the program. A blended class may include children of any age. A private provider or public school, however, may not organize a blended

class in a multi-age arrangement that prevents the provider or school from implementing a developmentally appropriate curriculum in accordance with program requirements.

- b. Minimum class size: The Coalition ~~service provider~~ may not issue the initial prepayment for a VPK class unless at least four children in the class are enrolled in the VPK program. A private provider or public school does not violate the minimum class size, if:
  3. Fewer than four children enrolled in the VPK program attend a VPK class on a particular day; or
  4. After the initial prepayment is issued, fewer than four children in a VPK class remain enrolled in the VPK program (e.g., withdrawals).
  5. If a VPK class is composed of four or fewer children enrolled in the VPK program, the private provider or public school may not dismiss from the class a child enrolled in the program, unless:
    - a. The private provider or public school documents in writing the child's noncompliance with the conduct or attendance policies of the provider or school district, as applicable; and
    - b. The private provider or public school submits documentation of the child's noncompliance to the Coalition ~~service provider~~ within three (3) business days after the child's dismissal.
    - c. Maximum class size: A VPK class may not exceed ~~eighteen (18)~~ **twenty (20)** children for a school-year program or ~~ten (10)~~ **twelve (12)** children for a summer program. Children enrolled in the VPK program, and children not enrolled in the program, are both counted toward the ~~eighteen (18)~~ **twenty (20)** child or ~~ten (10)~~ **twelve (12)** child maximum class size. A VPK class may not exceed the maximum class size in enrollment or attendance on a particular day.
    - d. Multi-class group: A private provider or public school may instruct two (2) or more VPK classes as one group in a single classroom. A VPK class within a multi-class group may not exceed the maximum class size.
    - e. This policy does not allow a private provider or public school to exceed a staff-to-children ratio, square footage per child, licensing requirements under Sections 402.301-.319, F.S., or other state or local requirement.

#### 4.10 Program Requirements and Provider Application and Procedures, clarification (p. 25)

Each pre-kindergarten class in the summer pre-kindergarten program, regardless of whether the class is a public school's or private pre-kindergarten provider's class, must be composed of at least 4 students but

may not exceed ~~10~~ **(12)** students. In order to protect the health and safety of students, each public school or private pre-kindergarten provider must also provide appropriate adult supervision for students at all times.

Each private pre-kindergarten provider and district school board must adopt ~~and submit to the Coalition an attendance policy~~ **and provide the parent or guardian of each student with a written copy** that meets the requirements of ELCNC 14 Checklist for VPK Attendance Policy.

A private provider or public school interested in delivering the VPK Program must complete an application Form AWI-VPK 10 (Statewide Provider Registration Application) and Form AWI-VPK 11 **A & B** (Class Registration Application). The application forms are available electronically as an editable form in Adobe® Portable Document Format (PDF) at [www.vpkflorida.org](http://www.vpkflorida.org). The forms are also available from the Coalition as a paper form. Completing the forms does not guarantee approval to deliver the VPK Program. The Coalition shall assist providers in filing out or submitting a VPK provider application upon request.

#### 4.10 Program Requirements and Provider Application and Procedures, clarification (p. 26-27)

a. The Program Manager shall review all private provider instructors level 2 background screenings in accordance with the following:

(A) The Coalition shall verify that every private pre-kindergarten provider delivering the VPK program within the Coalition's service delivery area complies with this program instruction. To satisfy this requirement, the Coalition shall collect and review copies of all level 2 background screening records for each of the provider's pre-kindergarten center directors, VPK lead instructors, VPK assistants, and listed VPK substitutes **in accordance with statutory requirements**. ~~This documentation includes a local law clearance, FDLE clearance, and FBI clearance completed within the past five (5) years. The Attestation of Good Moral Character form will be signed, dated, and collected annually during the application process. The expiration date of Attestation of Good Moral Character forms accepted by the Coalition must cover the entire VPK program. It is the responsibility of the provider to determine eligibility of each employee's screening results and notify the employee if additional documents are needed to clarify the offense (e.g., judicial disposition, certified court records.)~~

(B) ~~If an arrest charge is listed, and the judicial disposition is pretrial intervention (PTI), the status of the case should be followed until the disposition is determined by the court but no longer than 30 days without an eligibility determination once offense(s) information has been requested from applicant.~~

(C) ~~If the arrest charge is listed, and the judicial disposition is adjudication of guilt, adjudication withheld, or entered a plea of nolo contendere or guilty, the person is not eligible to be an employee or volunteer, and must be disqualified to work with children. (Dispositions must be confirmed by certified court records.)~~

~~(D) If the arrest charge is listed, and the judicial disposition is not reported, the disposition must be determined. The applicant must contact the Clerk of Court for the county where the arrest occurred to obtain a certified copy of the final court disposition record.~~

~~(E) If the arrest charge is listed, and the judicial disposition is dismissed, not guilty, or nolle prosequi, the applicant is qualified to work with children.~~

~~(F) If the arrest charge or its equivalent is not listed in Chapter 435, F.S., the applicant is qualified to work with children.~~

~~(G) An individual may be disqualified from working with children if a Domestic Violence Injunction has been issued against the individual after an evidentiary hearing before a circuit court judge occurred.~~

#### 4.10 Program Requirements and Provider Application and Procedures, clarification (p. 27-28)

The Program Manager or designee will complete a VPK provider profile for each approved provider based on the information submitted on the AWI-VPK 10 and AWI-VPK 11 **A & B**. The profiles will include the provider's or school's services, curriculum, instructor credentials, instructor-to-student ratio, and the provider's or school's readiness rate based on the most recent available results of the statewide kindergarten screening. The profile is made available to the public upon request and is also entered into the Child Care Information System.

The Coalition shall keep a signed copy of a provider agreement in the Coalition's records on the private provider and public schools ~~and forward a copy of the agreement to the service provider.~~

If any information listed on the Form AWI-VPK 10 (Statewide Provider Registration Application) or Form AWI-VPK 11 **A & B** (Class Registration Application) changes, the provider agrees to notify the Coalition in writing immediately by completing an amended form as applicable. Revisions that only involve the change of instructional staff may be submitted by completing the ELCNC-12 VPK Provider Application Amendment. Requested changes will not take effect until all documentation, background screening clearances, and educational credential documents have been received and approved by the Coalition.

If a VPK program experiences a change in ownership, the new owner must complete Forms AWI-VPK 10 & 11 **A & B** and sign a Form AWI-VPK 20 (Statewide Provider Agreement) to receive payment for VPK instructional hours. The Coalition may not reimburse a provider for instructional days delivered before the signature date on the Form AWI-VPK 20.

The Coalition must approve a new owner's submitted Forms AWI-VPK 10 & 11 **A & B** before the provider delivers instruction or receives payment for a VPK program. If the provider fails to notify the Coalition of the change in ownership, the Coalition will not reimburse the instructional days between the last day of service delivered by the previous owner and the signature date on the new VPK Statewide Provider Agreement.

#### 4.11 Provider Compliance, clarification (p. 29)

The Program Manager shall verify that **each VPK provider has adopted an attendance policy that a copy of the program's adopted attendance policy is on file with the Coalition and meets the following:**

4.11 Provider Compliance, regarding site audit procedures (p. 32)

**If upon completion of the site audit, the VPK provider is found to be out of compliance in one or more areas, the VPK provider will be offered technical assistance to correct the non-compliance(s). A return site audit will be conducted by the program manager or designee. The timeframe for the return site audit will be determined at the Program Manager's discretion in accordance with the severity of the non-compliance issue(s) and will not exceed thirty (30) days. If upon completion of the return site audit the VPK provider is found to be in compliance with all requirements, post audit procedures for compliant VPK providers described later in this policy will be followed. If upon completion of the return site audit the VPK provider is found to be out of compliance with site audit requirements in one or more areas, post audit procedures for non-compliant VPK providers described later in this policy will be followed.**

4.11 Provider Compliance, regarding site audit procedures (p. 33-34)

The Program Manager or designee or the school district designee shall review the early learning provider's attendance verification documents for compliance with the following:

- (A) ~~Prior to~~ **During** the site visit the Program Manager or designee shall ~~complete~~ **verify compliance with the** following:
- i. ~~Select a sample month for attendance auditing~~
  - ii. ~~Select a 10% sample of attendance records to be audited~~
  - iii. ~~Request a copy of the corresponding attendance sheets from the Finance Department~~
  - iv. Each private provider or school shall require the parent of each student in the VPK program to verify the student's attendance during the prior month, as follows:
  - v. ~~If the provider or school uses a daily sign-in record, the parent must certify the student's attendance using the short form of the Student Attendance and Parental Choice Certificate (Form AWI-VPK 03S). The Client Services verify one hundred percent (100%) of the students' attendance records. The review must compare the daily sign in record to the submitted attendance sheet and to the Student Attendance and Parental Choice Certificate (Form AWI-VPK 03S).~~ **The parent verifies monthly attendance for their child for the prior month.** ~~The~~
  - vi. If the provider or school uses a method to document attendance other

than a daily sign-in record, the parent must certify the student's attendance using the long form of the Student Attendance and Parental Choice Certificate (Form AWI-VPK 03L). **The parent verifies monthly attendance for their child for the prior month.** The provider or school must enter the student's attendance on the form or attach documentation to the form which includes the student's attendance *before* a parent signs the long form. ~~The Client Services Manager or designee shall of the students' attendance records. The review must compare the submitted attendance sheet to the provider's attendance record and to the Student Attendance and Parental Choice Certificate (Form AWI-VPK-03L).~~

- e. The Program Manager or designee or the school district designee shall verify the instructor to child ratio is in compliance with the following:
  - (A) For each pre-kindergarten class composed of ~~eleven (11)~~ **twelve (12)** or more students, the classroom must have, in addition to a pre-kindergarten instructor who meets the credential requirements above, at least one adult pre-kindergarten instructor who is not required to meet those requirements but who must meet the background screening requirement.
- f. The Program Manager or designee or the school district designee shall verify the classroom composition is in compliance with the following:
  - (A) Each of the pre-kindergarten provider's pre-kindergarten classes must be composed of at least 4 students but may not exceed ~~eighteen (18)~~ **twenty (20)** students.
  - (B) Blended classes: A private provider or public school may organize a VPK class as a blended class, instructing children enrolled in the VPK program together with children not enrolled in the program. A blended class may include children of any age. A private provider or public school, however, may not organize a blended class in a multi-age arrangement that prevents the provider or school from implementing a developmentally appropriate curriculum in accordance with Section 1002.67(2) (b), F.S.
  - (C) Maximum class size: A VPK class may not exceed ~~eighteen (18)~~ **twenty (20)** children for a school-year program or ~~40~~ **12** children for a summer program. Children enrolled in the VPK program, and children not enrolled in the program, are both counted toward the ~~18-20~~ child or ~~40~~ **12** child maximum class size. A VPK class may not exceed the maximum class size in enrollment or attendance on a particular day.

#### 4.11 Provider Compliance, regarding site audit procedures (p. 35)

~~The VPK provider must amend the classroom schedule to remove the date of the non-compliance from the classroom schedule and to include an additional day to meet the 540 or 300 instructional hour requirement.~~

~~The amendment must be completed within ten (10) working days of the date of the letter.~~

An **additional** ~~second~~ site audit must be completed within thirty (30) calendar days of the original audit. The audit must be completed by the same person/agency that conducted the original audit.

**Treasurer's Report  
Budget vs. Actual  
August 2011**

	<b>Jul - Aug 11</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>1002 Cash Transfer</b>	0.00			
<b>4000 Grant Income</b>				
<b>4001 School Readiness Income</b>				
<b>4001-01 ARRA SR</b>	-453.02			
<b>4001 School Readiness Income - Other</b>	1,824,263.87	7,658,578.00	-5,834,314.13	23.82%
<b>Total 4001 School Readiness Income</b>	1,823,810.85	7,658,578.00	-5,834,767.15	23.81%
<b>4002 VPK Program</b>	795,157.37	4,058,351.00	-3,263,193.63	19.59%
<b>4003 Outreach &amp; Awareness Grant</b>	0.00	11,148.00	-11,148.00	0.0%
<b>Total 4000 Grant Income</b>	2,618,968.22	11,728,077.00	-9,109,108.78	22.33%
<b>4020 Other Income</b>				
<b>4021 Interest</b>	62.33			
<b>4023 IRS Refund</b>	2,787.21			
<b>4042 Match Income</b>				
<b>4042-01 Match Income Citrus</b>				
<b>4042-01 United Way of CC</b>	7,500.00			
<b>Total 4042-01 Match Income Citrus</b>	7,500.00			
<b>4042-02 Match Income Dixie</b>	69.31			
<b>4042-03 Match Income Gilchrist</b>	69.31			
<b>4042-04 Match Income Levy</b>	69.32			
<b>4042-05 Match Income Sumter</b>				
<b>4042-05-01 United Way of Sumter</b>	1,435.00			
<b>4042-05 Match Income Sumter - Other</b>	540.00			
<b>Total 4042-05 Match Income Sumter</b>	1,975.00			
<b>Total 4042 Match Income</b>	9,682.94			
<b>4049 Provider Debt</b>	50.30			
<b>4050 Restitution</b>	572.25			
<b>Total 4020 Other Income</b>	13,155.03			
<b>Total Income</b>	2,632,123.25	11,728,077.00	-9,095,953.75	22.44%
<b>Gross Profit</b>	2,632,123.25	11,728,077.00	-9,095,953.75	22.44%

	<b>Jul - Aug 11</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Expense</b>				
<b>5000 Program Expenses</b>				
<b>5000-01 (School Readiness)</b>				
5001 97BBA Administration	59,272.73	229,869.00	-170,596.27	25.79%
5002 97BBD Non Direct Services	55,404.78	407,919.00	-352,514.22	13.58%
5003 97BDE- Eligibility	89,822.50	777,072.00	-687,249.50	11.56%
5004 97INT Infant Toddler	9,562.76	30,230.00	-20,667.24	31.63%
5005 97Q00 Quality	40,443.03	256,353.00	-215,909.97	15.78%
5006 97QI4 R&R	25,298.22	120,272.00	-94,973.78	21.03%
5007 97QIN Inclusion	7,746.58	30,230.00	-22,483.42	25.63%
<b>5020 Direct Services</b>				
5021 97ADV	445,705.00			
5022 97C00	17,093.80	103,012.00	-85,918.20	16.59%
5024 97G00	41,841.41	206,744.00	-164,902.59	20.24%
5025 97GNW	135,464.26	826,544.00	-691,079.74	16.39%
5026 97GSD	53,277.58	283,475.00	-230,197.42	18.79%
5028 97P00	682,439.55	3,550,063.00	-2,867,623.45	19.22%
5030 97R00	151,164.53	781,943.00	-630,778.47	19.33%
5035 97GTA	9,768.50	54,852.00	-45,083.50	17.81%
MATCH	27,811.23			
<b>Total 5020 Direct Services</b>	<b>1,564,565.86</b>	<b>5,806,633.00</b>	<b>-4,242,067.14</b>	<b>26.94%</b>
<b>Total 5000-01 (School Readiness)</b>	<b>1,852,116.46</b>	<b>7,658,578.00</b>	<b>-5,806,461.54</b>	<b>24.18%</b>
<b>5100-01 VPK</b>				
5101 VPADM Administration	9,008.66	134,579.00	-125,570.34	6.69%
5103 VPENR Enrollment	8,606.43	21,511.00	-12,904.57	40.01%
5106 VPPRP Pre-Payment	71,699.67			
5107 VPPRS Direct Services	370,129.61	3,902,261.00	-3,532,131.39	9.49%
5108 VPPV Advance	335,713.00			
<b>Total 5100-01 VPK</b>	<b>795,157.37</b>	<b>4,058,351.00</b>	<b>-3,263,193.63</b>	<b>19.59%</b>
<b>5200 (VPK Awareness Grant)</b>				
5201 VPMNI	0.00	11,148.00	-11,148.00	0.0%
<b>Total 5200 (VPK Awareness Grant)</b>	<b>0.00</b>	<b>11,148.00</b>	<b>-11,148.00</b>	<b>0.0%</b>
<b>Total 5000 Program Expenses</b>	<b>2,647,273.83</b>	<b>11,728,077.00</b>	<b>-9,080,803.17</b>	<b>22.57%</b>
<b>5300 (Shared Cost Pool)</b>				

	<u>Jul - Aug 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5301 (Indirect)	0.00			
5302 (Occupancy)	0.00			
5303 (Program Support Costs)	0.00			
5304 Payroll Expense	0.00			
5308 - Travel	0.00			
<b>Total 5300 (Shared Cost Pool)</b>	<b>0.00</b>			
<b>5400 (Unrestricted Expense)</b>				
5401 Citrus County	148.87			
5404 Levy County	252.00			
5405 Sumter County	48.00			
5400 (Unrestricted Expense) - Other	304.40			
<b>Total 5400 (Unrestricted Expense)</b>	<b>753.27</b>			
5900 Prior Year Expense - SR	-41.36			
5903 - Prior Year SR ARRA	-453.02			
<b>Total Expense</b>	<b>2,647,532.72</b>	<b>11,728,077.00</b>	<b>-9,080,544.28</b>	<b>22.57%</b>
<b>Net Income</b>	<b>-15,409.47</b>	<b>0.00</b>	<b>-15,409.47</b>	<b>100.0%</b>

## Executive Director's Report

### Membership:

The members of the Coalition Board, Committees, and Councils are as follows:

#### Board Members

Charles Bumgarner  
 Charlie Richer  
 Christie McElroy  
 Grace Bynum  
 Joan Luebbe  
 Julie Kelsay  
 Maggie Crane  
 Phil Scarpelli  
 Rebecca Bays  
 Rob Wardlow  
 Teresa Goodman  
 Thomas Harrington  
 Tisha Moxley  
 Linda Barber  
 Heidi Rand

#### Administrative Committee

Joan Luebbe  
 Rob Wardlow  
 Phil Bumgarner  
 Charlie Richer

#### Executive Committee

Rob Wardlow  
 Phil Bumgarner  
 Tommy Harrington  
 Charlie Richer

#### Citrus County Advisory Council

Carroll Cave  
 Ginger West  
 Charlie Richer  
 Joanne Boggus

#### Tri-County Advisory Council

Thomas Harrington  
 Barbara Locke  
 Joan Lubbe  
 Maggie Crane

#### Sumter County Advisory Council

Virginia Sutthoff  
 Maureen Lucia  
 Eleine Chin-Shue  
 Joan Runyon  
 Ruth Ferguson  
 Dr. Blanche DiRito  
 Marilyn Veldof

### School Readiness Enrollment:

#### Enrollment:

The chart below provides the number of children enrolled in the School Readiness Program as of August 31, 2011.

<b>County</b>	<b># of children enrolled</b>
Citrus	695
Dixie	43
Gilchrist	101
Levy	411
Sumter	395
<b>Total</b>	<b>1,645</b>

### School Readiness Waitlist Report:

<b>Aug-11</b>	<b>Infant</b>	<b>Toddler</b>	<b>Two</b>	<b>Three</b>	<b>Four</b>	<b>Five</b>	<b>School Age</b>	<b>Special Needs</b>	<b>Total</b>
Citrus County	3	12	9	5	5	1	12	0	47
Dixie County	0	0	1	2	1	0	6	0	10
Gilchrist County	0	0	1	3	2	0	3	0	9
Levy County	4	4	4	3	5	0	24	0	44
Sumter County	7	4	2	2	5	0	19	0	39
<b>Total</b>	<b>14</b>	<b>20</b>	<b>17</b>	<b>15</b>	<b>18</b>	<b>1</b>	<b>64</b>	<b>0</b>	<b>149</b>

**School Readiness Match Report:**

The FY2011-2012 Match for Citrus County is projected at \$94,904 based on current enrollment. To date, the Coalition has received \$45,000 in cash commitments.

The FY2011-2012 Match for Sumter County is projected at \$73,924 based on current enrollment. To date, the Coalition has received \$22,047 in cash commitments.

**Gold Seal Report:**

<b>GOLD SEAL PROVIDER REPORT</b>		
<b>School Readiness</b>		
	Total Gold Seal Budget:	\$283,475
<u>Month</u>	<u>Total Gold Seal Expenditures</u>	<u>Remaining Budget</u>
Jul-11	\$26,775.36	\$256,700
Aug-11	\$26,463.19	\$230,236
Sep-11	\$26,463.19	\$203,773
Oct-11	\$26,463.19	\$177,310
Nov-11	\$26,463.19	\$150,847
Dec-11	\$26,463.19	\$124,384
Jan-12	\$26,463.19	\$97,921
Feb-12	\$26,463.19	\$71,457
Mar-12	\$26,463.19	\$44,994
Apr-12	\$26,463.19	\$18,531
May-12	\$26,463.19	(\$7,932)
Jun-12	\$26,463.19	(\$34,395)

**FY2010-2011 A-133 Audit:**

The FY2010-2011 A-133 Audit is scheduled to begin in October 2011. The fiscal close out process was completed on September 20, 2011. The books are prepared and ready for audit.