



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



To:

From: \_\_\_\_\_ Date: \_\_\_\_\_

The Early Learning Coalition of the Nature Coast  
 212 N. Main Street  
 Chiefland, FL 32626  
 Tel: (352) 490-5855 Fax: (352) 490-6762

**SCHOOL READINESS REDETERMINATION NOTICE**

This Redetermination Packet must be completed and **in the Coalition office by \_\_\_\_\_**  
**on or before:**

\_\_\_\_\_

Failure to return the information by the above date and time will result in your School Readiness services being **TERMINATED** without further notice. If circumstances beyond your control prevent you from meeting the deadline please call at least 24 hours prior to discuss possible extension. *Only extreme circumstances will be considered.*

**NOTE: If you are returning this packet by U.S. Mail, we suggest you send it 5 days prior to the due date to allow time for delivery.**

**Required Forms included in the Redetermination Packet:**

- ➔ Eligibility and Enrollment Form
  - ➔ Income Information
  - ➔ Verification of Family Status
  - ➔ School Readiness Terms and Conditions
  - ➔ Ages & Stages Questionnaire (ASQ) for children ages birth-kindergarten entry age (if mailed to you for completion with this redetermination packet). Failure to complete in full and submit with your redetermination documentation may result in termination of School Readiness services.
- Fill out these forms completely. If an area does not apply to you mark "N/A"  
Note: Verification of Family Status must be notarized.  
Please visit our office if you require notary service.

**Additional information to be returned with the Redetermination Packet:** (If applicable, for all household members included in your family size)

- ➔ Updated Referral: If the subsidized child care you are currently receiving is based on a Child Care Referral, contact your caseworker as soon as possible to see if you qualify for another referral. Ask them to fax it directly to the Coalition office. If you do not qualify, call your Coalition counselor for advice.
- ➔ Documentation of *earned income* for adult household members:
  - Most recent: **6 weekly, 3 bi-weekly, 4 semi-monthly or 2 monthly** paystubs to include gross income and hours worked or ELCNC-225 Verification of Employment Form (to be filled out by a management level employer only).
- ➔ Documentation of *unearned income* from all sources for all household members, including but not limited to:
  - Child support check stubs or payment report from Child Support Enforcement or court order for child support or alimony. (Submit court order only if issued within the last 6 months).
  - Award letter for TANF, food stamps, Social Security, SSI, Veterans Benefit, etc.
- ➔ Documentation of school schedule for adults participating in educational or training programs. (ELCNC-267 Verification of Education Form is available on the Coalition's website @ [www.elc-naturecoast.org](http://www.elc-naturecoast.org)).
- ➔ Documentation of Disability, if applicable (form is available on the Coalition's website @ [www.elc-naturecoast.org](http://www.elc-naturecoast.org)).
- ➔ REMINDER: All household changes (e.g. income, marital status, family size, etc.) must be reported within **10 DAYS** of the change.
- ➔ Other: \_\_\_\_\_

**The packet cannot be processed and will be rejected if all required documentation is not submitted.**

If you have any questions, please contact your Client Services Counselor: \_\_\_\_\_ EXT \_\_\_\_\_

ELCNC-257 Rev 6 9/1/11 **PLEASE NOTE: ELCNC staff reserves the right to request additional written documentation.**