



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Suwannee Counties

Eligibility and Reimbursement Monthly Calendar

| | | | | | | |
|---|--|--|--|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| <ul style="list-style-type: none"> Collection and tracking of Attendance Sheets Scan sign in and out sheets Initial Review and processing of Attendance Sheets | <ul style="list-style-type: none"> Collection and tracking of Attendance Sheets Scan sign in and out sheets Initial Review and processing of Attendance Sheets | <ul style="list-style-type: none"> Scan sign in and out sheets Initial Review and processing of Attendance Sheets | <ul style="list-style-type: none"> Scan sign in and out sheets Peer Review of Attendance Sheets | <ul style="list-style-type: none"> Peer Review of Attendance Sheets AM Pre-Eligibility Services PM Eligibility Appointments PM Pre Reimbursement Preparation | <ul style="list-style-type: none"> Pre-Eligibility Services Eligibility Appointments Reimbursement Processing | <ul style="list-style-type: none"> Pre-Eligibility Services Eligibility Appointments Disbursements |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| <ul style="list-style-type: none"> Pre-Eligibility Services Eligibility Appointments AM. Eligibility Re-Determinations (Current Month) PM | <ul style="list-style-type: none"> Eligibility Re-Determinations (Current Month) AM Prepare Parent and Providers Eligibility Re-Determination Notices For Following Month Pre-Eligibility Services Eligibility Appointments PM Prepare Parent and Provider Waitlist Re-determination notices for following month. | <ul style="list-style-type: none"> Prepare Parent and Provider Eligibility Re-determination notices for following month. Eligibility Re-Determinations (Current Month) Prepare Parent and Provider Waitlist Re-determination notices for following month. | <ul style="list-style-type: none"> Eligibility Re-Determination Documents Due 8:30 AM Waitlist Re-Determinations Due 8:30 AM Eligibility Re-Determinations Verification (Current Month) Mail Provider Attendance Sheets for following month Return Provider Sign In/Out sheets Mail Parent and Provider Eligibility Re-Determination Notices for following month. Mail Parent and Provider Waitlist Re-Determination Notices for following month. | <ul style="list-style-type: none"> Complete all Waitlist Re-Determinations for current and submit notification to parents and providers | <ul style="list-style-type: none"> Complete all Eligibility Re-Determinations and submit notification to parents and providers. | <ul style="list-style-type: none"> Pre-Eligibility Services Eligibility Appointments |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| <ul style="list-style-type: none"> Support to Parent Counselor Attendance Monitoring/Provider Adjustments | <ul style="list-style-type: none"> Support to Parent Counselor Attendance Monitoring/Provider Adjustments | <ul style="list-style-type: none"> Pre-Eligibility Services Eligibility Appointments | <ul style="list-style-type: none"> Attendance Monitoring/Provider Adjustments | <ul style="list-style-type: none"> Attendance Monitoring/Provider Adjustments | <ul style="list-style-type: none"> Pre-Eligibility Services Eligibility Appointments | <ul style="list-style-type: none"> Pre-Eligibility Services Eligibility Appointments |

Client Services Counselors
Parents/Providers

Client Services Administrative Assistants
Child Care Resource and Referral Coordinator

Finance Department

Client Services Coordinators