



Early Learning Coalition of the Nature Coast
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties
School Readiness Payment-An Overview for Parents



The Early Learning Coalition of the Nature Coast receives federal and state funds to provide subsidized child care for qualified children residing in Citrus, Dixie, Gilchrist, Levy and Sumter Counties.

School Readiness Program "providers" (child care providers) are required to submit verifiable records of School Readiness attendance to the Coalition on a monthly basis for children enrolled in their program in order to receive payment for the services they provide.

"Verifiable records" include:

- Daily sign in and out sheets or student Attendance Verification Forms (completed by the parent).
- Monthly attendance rolls (completed by the School Readiness provider).

It is the Coalition's responsibility to ensure that verifiable records of attendance are kept for each child receiving payment under the School Readiness Program.

School Readiness Funds Recipient Responsibilities

As a participant in the School Readiness program, you as a parent are responsible for ensuring that you do not knowingly become a party to fraudulent activity. Report any suspected fraudulent activity related to attendance verification immediately to the Coalition.

Examples of potential attendance verification fraud include (but are not limited to):

- Signing your child(ren) in and out of child care with times that are different to actual times of arrival and departure.
- Asking another individual to sign your child(ren) in and out of child care with times that are different to actual times of arrival and departure.
- Signing your child(ren) in and out of child care for multiple days at one time.
- Signing your child(ren) in and out on days they did not attend the program.
- Failing to report an instance where a provider asked you to sign your children in and out on a day they did not attend.
- Failing to report an instance where you believe the provider submitted fraudulent documents to the Coalition related to your child's attendance in the program.

If you need clarification with regard to sign in and out procedures, or have to report activity you suspect to be fraudulent, contact your Client Services Counselor at the telephone number and extension below. You will be treated with courtesy and respect. If you report suspected fraudulent activity, any information you share will be kept confidential as an investigation is pursued. Your child care services will not be affected as a result of your reporting fraudulent activity.

Client Acknowledgement

By signing, I agree that I have read and understand the information contained in this document:

Name _____ (please print)

Signature _____ Date _____

Your Client Services Counselor _____ Telephone _____

ELCNC use only:

Copy: Client File Parent/Guardian