



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

Early Learning Program Operating Procedure (ELPOP)

Chapter 1: Definitions and List of Referenced Documents

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Chapter 1 Definitions and List of Referenced Documents

1.1 Program or Service Specific Definitions

- A. Accreditation: Recognition of a provider that has successfully demonstrated that it meets nationally recognized standards of professional quality early education and care.
- B. Accrediting Association: An organization that accredits providers, such as the National Association for Family Child Care, the National Association for the Education of Young Children and other similar organizations.
- C. Administrative Services: Services necessary to administer the early learning contract including fiscal/financial services, human resources, contract management and procurement of local match.
- D. Advisory Councils: Coalition committee responsible for local oversight of the Early Learning Programs in a variety of areas.
- E. Agreement: An agreement between the service provider and an early education and care provider for the procurement of school readiness services.
- F. Amendment: A document by which substantial changes are made to the terms of an executed contract. (Changes requiring an amendment include, but not limited to, adjustments in costs, services, time period, and methods of payment. The amendment is incorporated as part of the original contract.)
- G. At-risk: Children who have been determined to be at-risk of abuse, neglect, who are clients of the Family Safety Program Office of the Department of Children and Family Services or its contracted provider.
- H. Audit: Financial and compliance audit conducted by a Certified Public Accountant of a private CPA firm; such audit is due to be completed within 120 days from the last day of the contract period. Auditing requirements depend on the amount of funding received by the agency or organization and the type of organization, whether profit, non-profit, other governmental agency, college or university or other variables.
- I. Background Screening: Screening of individuals for reports of abuse neglect; in addition, crime records screening encompasses the FBI criminal records check.
- J. Billing Group Number: A code needed for the service provider to generate the monthly reimbursement required by eligibility criteria.
- K. Certified Teacher: A teacher holding a valid Florida educator certificate under s. 1012.56 who has the qualifications required by the district school board to instruct students in the summer pre-kindergarten program.
- L. Child Care Purchasing Pool: Purchasing Pool funds are used to provide subsidies to low- income working parents who are eligible for the school readiness program with a 50% dollar cash match from employers, local government and other contributors. These funds are awarded based on the amount of matching funds secured by the service provider/Coalition.
- M. Child Development Associate (CDA): A nationally recognized credential held by some child care staff, after having been observed and having met certain requirements; child care centers are required to have a CDA employee for every 20 children.

- N. Contract: An agreement between the Coalition and the service provider for the procurement of services. (A formal contract consists of the Standard Contract, Program Specific Model Attachment I or Attachment I, plus all attachments or exhibits.)
- O. Contract Coordinator: A Coalition employee designated to enforce performance of the contract terms and conditions who often serves as a liaison between the Coalition and the service provider.
- P. Contract File: The official record for the Coalition which must be maintained for a period of five years following contract closeout; this file is maintained by the contract coordinator and includes contract documents and backup documents to the contract.
- Q. Contract Monitoring: The review of a contract for compliance and service delivery.
- R. Corrective Action: Requirement of the service provider or other contracted provider to make corrections to weaknesses in areas of non-compliance found during contract monitoring or program observations.
- S. Cost Reimbursement: A method of payment used to reimburse the provider for actual expenditures incurred in accordance with a line item budget.
- T. Credentialed instructor: A pre-kindergarten instructor who has the credentials required to instruct a VPK class.
- U. Direct Services: Services that include client eligibility, direct client services and provider services to improve quality. These services are intended to support families; to coordinate school readiness providers to ensure safe, developmentally appropriate, and family friendly school readiness services, and to assist families in preventing abuse and remaining or becoming economically self-sufficient. Direct services costs are negotiated by the Coalition.
- V. Delayed enrollment: Means recording an association in the statewide information system between an eligible child and a provider's or school's VPK class after VPK instruction has begun for the class.
- W. Dismissal from a VPK Program: Means that a private pre-kindergarten provider or public school removes a student from its VPK program, resulting in the service provider recording a termination and assigning "DISMISSED" as the reason for the termination in the statewide information system.
- X. Education Activities: Education activities shall include vocational education, GED preparation, compulsory education, on-the-job training, job readiness training or postsecondary education, at a minimum of 20 hours per week with recognition of travel time, study time, and lab times. Documentation must include a current document completed by an official of the school or institution showing the number of classroom hours and any lab hours, date the semester/training period starts, and the date it ends. The document must be on appropriate stationary for the school/institution or training program or contain an official seal.
- Y. Eligible Child: Means a child who is determined eligible for the SR or VPK program in accordance with this operating procedure.
- Z. Exhibit: A document or material object.
- AA. Family Income: The combined gross income, from all sources, of all members of the family unit who are eighteen (18) years of age or older, including earned and unearned income, and excluding the following: food stamp benefits, documented child support payments received, documented alimony paid, and housing assistance payments from HUD issued directly to a landlord and associated utilities expenses.
- BB. Family Unit: Means parent(s) living together, their minor children, and any other children for whom they are legally responsible. A family unit shall also include any additional related adult who resides with the family, and who is financially supported by that family. The income of the supported relative must be counted in the income and family size calculation. A related or unrelated individual living in the same household not supported by the family applying for

services is not considered part of the family unit. The income and family size of the related or unrelated individual(s) is not counted in the annual income or family size calculation.

CC. Fiscal Year: An accounting period of twelve months; July 1st through June 30th.

DD. Form 5045: Billing form that consolidates each billing group. This form is generated from the statewide data system.

EE. Full-time (FT) Early learning services that are more than six (6) hours to eleven (11) hours of services per day

FF. Full-time Equivalent Student or FTE student: Has the meaning ascribed in s. 1002.71(2), F.S.

GG. Gold Seal Child Care Center/Gold Seal Family Child Care Home: Any school readiness center or home which provides school readiness services to children in the school readiness program and is accredited by a recognized accrediting association, whose standards have been approved by the Gold Seal Quality Care Program Task Force Committee. (The Department of Children and Family Services maintains the official list of Gold Seal Centers and Homes.)

HH. Home County: The child's county of residence, as documented on the school readiness application.

II. Inclusion: Mainstreaming or including a group or individual with a special need into a setting or group of non-disabled persons.

JJ. Income Eligible: Children of working parents whose family income does not exceed 150 % of the federal poverty income guidelines upon entry into the program. This term is also referred to as "Low Income" in this document.)

KK. Informal Provider: A child care provider who does not hold a school readiness agreement.

LL. Individualized Learning Plan: A plan that addresses each child's individual developmental needs as determined by the developmental assessment tool. (The plan's components include, but are not limited to strengths and weaknesses related to developmental growth; developmental goals and objectives; and activity implementation plans for teachers and families.)

MM. Instructional Hour: Sixty (60) consecutive or nonconsecutive minutes of instructional time, planned activities, or experiences that implement a private provider's or a public school's curricula for the VPK program. The planned activities or experiences must do one or more of the following:

- Prepare children for early literacy
- Enhance the age appropriate progress of children in attaining the performance standards adopted by the Department of Education for one or more of the following domains of development:
 - Physical health
 - Approaches to learning
 - Social and emotional development
 - Language and communication
 - Emergent literacy
 - Cognitive development and general knowledge
 - Motor development
- Prepare children to be ready for kindergarten

NN. Invoice: Standardized forms used by the service provider to request payment from the Coalition

OO. Local Match: A contribution, in cash, specified by the funding source to be used in conjunction with the donation of the funding source, and upon which receipt of that donation is contingent.

PP. Market Rate: Private provider's rates; going rate in the community for child care services.

- QQ. Market Rate Survey: A mechanism whereby all providers are surveyed annually by the child care resource and referral network statewide to determine the market rate in a community in order to establish rates for school readiness services.
- RR. Maximum rates: Rates determined after the market rate survey is conducted that are the maximum rates that can be charged for school readiness services; they are based on prevailing market rates (75th percentile); each county has its own maximum rates; maximum rates are indicated by age group of children and by care setting (center, licensed home, registered home, informal).
- SS. Method of Payment: A payment specification includes the maximum dollar amount of the contract, the manner in which contract costs will be displayed on invoices, the frequency with which invoices will be submitted to the Coalition, and any special conditions pertaining to the payment of contract invoices.
- TT. Other Cost Accumulator (OCA): A code necessary for the Coalition to code the reimbursement requests.
- UU. OEL – Office of Early Learning: The office within the Agency for Workforce Innovation responsible for the statewide administration of the School Readiness Program and VPK.
- VV. Parental Choice: Ability of a parent or guardian of a child to select an early learning provider for their child.
- WW. Parent Fee: The parent's co-payment for child care services as based on the Federal Poverty Level and taking into account family size and household income.
- XX. Part Time (PT) Early learning services that are less than six hours of services per day.
- YY. Prevailing Market Rate: The 75th percentile of the market rate as determined by an annual market rate survey. (The OEL, through the Statewide Child Care Resources and Referral Network, conducts an annual market rate survey. The survey reflects what school readiness providers in the community are charging the general public in order to provide guidance for establishing school readiness rates.)
- ZZ. Projected Parent Fees: The annual projection of parent fees, based on the previous contract history of fees assessed.
- AAA. Re-enrollment: Means that the service provider records the termination of an eligible student's enrollment in a VPK program in the statewide information system and subsequently records an enrollment in the statewide information system between the student and another provider or school delivering the VPK program.
- BBB. Regional Workforce Development - Welfare Transition Program Boards: Workforce Florida, Inc. has been created by the Florida legislature to provide welfare transition services through regional workforce development – welfare transition program boards. Such boards have assumed the responsibilities for work requirement activities associated with the Temporary Assistance for Needy Families (TANF) Program. Such activities and school readiness service referrals were formerly done through local WAGES coalitions and staff.
- CCC. Relative Caregiver Program: School readiness services are provided for children who have been adjudicated dependent, have an approved home study; and either has been placed by the court with the relative under protective supervision or the relative has been granted temporary custody by the court. (The child must be a recipient of the cash payment as part of the Relative Caregiver Program.)
- DDD. Respite Child Care: School readiness services are provided to alleviate a crisis. (A crisis is defined as an acute situation, which places children at risk due to parental emergency, need for respite, lack of resources, special needs of the child, or extenuating circumstances beyond the family's control requiring short term assistance to increase family stability and decrease risk potential.) The family must be a TANF recipient to receive respite services. The school readiness services could be limited as part-time care, or it could be for a period of less than twenty-four hours per day on a regular basis. The maximum benefit period is thirty days per child in a state fiscal year.

- EEE. Rural County: A county with a population of 75,000 or less or a county with a population of 100,000 or less that borders a county with a population of 75,000 or less.
- FFF. School Year Program: The period of time for a VPK class beginning August 1 and ending on the following June 30, both dates inclusive.
- GGG. School Readiness Provider: An individual or organization providing school readiness services.
- HHH. Secondary instructor: A pre-kindergarten instructor in a classroom with 11 or more children enrolled who is not required to have the credentials required for a credentialed instructor.
- III. Service provider- A business that contracts with the Early Learning Coalition of the Nature Coast to provide early learning services.
- JJJ. Special Needs: Children, as defined in Chapter 445.023, F.S., who are currently applicants or clients of the school readiness program and who have been determined to meet eligibility criteria.
- KKK. Student's Attendance Period (VPK term): Means instructional days in the regular period, counting from the first instructional day that the student attends the program (*i.e.*, instructional days remaining in a VPK pre-kindergarten class, beginning the first instructional day)
- LLL. Substitute instructor: A pre-kindergarten instructor assigned to temporarily replace a credentialed instructor.
- MMM. Temporary Assistance to Needy Families (TANF): The federal economic assistance program to families administered under the Department of Children and Families, Economic Self-Sufficient Program. This program is authorized under Part A of Title IV of the Social Security Act.
- NNN. TANF Recipient: A person who receives temporary cash assistance or family member of that person as defined in 45 CFR Part 260 and s.414.1585, F.S.
- OOO. Transitional Child Care (TCC): Families determined eligible by local Workforce development – welfare transition program Boards for Transitional Child Care services may enter and continue to receive school readiness services until the family income exceeds 200 % of the federal poverty level or the TCC referral expires, which ever is first.
- PPP. VPK Provider: An individual, private provider or public school authorized to provide voluntary pre-kindergarten services.
- QQQ. Withdrawal from a VPK Program: Means that a parent or guardian removes his or her student from a private pre-kindergarten provider's or public school's VPK program, resulting in the service provider recording a termination and assigning "WITHDRAWN" as the reason for the termination in the statewide information system.
- RRR. Work and Gain Economic Self-Sufficiency (WAGES): Program which was implemented statewide October 1, 1996, in accordance with Chapter 414, F.S., and which provides eligible clients with temporary cash assistance. The WAGES program merged with Workforce Florida, Inc. on July 1, 2000 in a public-private partnership for workforce development – welfare transition program
- SSS. Working Families: "Working family" means:
1. A single parent family in which the parent with whom the child resides is employed or engaged in eligible education activities a minimum of 20 hours per week.
 2. A two parent family in which both parents with whom the child resides is each employed or engaged in eligible education activities a minimum of 20 hours per week.

3. A two parent family in which one parent with whom the child resides is employed or engaged in eligible education activities a minimum of 20 hours per week and the family meets certain at-risk criteria.
4. A family in which the parents are exempt from work requirements due to age or disability as determined and documented by a physician licensed under Chapter 458 or 459, F.S.

1.2 List of Referenced Documents

- A. The following list of applications, forms, and documents are referenced throughout this operating procedure. The documents are available on the Coalition's website at www.elc-naturecoast.org .

ELCNC-01	AWI-VPK-01 Child Application
ELCNC-02	AWI-VPK-02 Certificate of Eligibility
ELCNC-03S	AWI-VPK-03S Student Attendance and Parental Choice Certificate – Short Form
ELCNC-03L	AWI-VPK-03L Student Attendance and Parental Choice Certificate – Long Form
ELCNC-04	AWI-VPK-04 Informed Parental Consent
ELCNC-05	AWI-VPK-05 Re-Enrollment Application
ELCNC-06	AWI-VPK-06 Informed Parental Consent for Provider Transfers and Class Transfers
ELCNC-07	AWI-VPK-10 Statewide Provider Registration Application
ELCNC-08	AWK-VPK-11 Class Registration Application
ELCNC-09	AWI-VPK-20 Statewide Provider Agreement
ELCNC-10	2009-2010 Statewide Provider Agreement Addendum – Private Provider
ELCNC-11	2009-2010 Statewide Provider Agreement Addendum – Public Schools
ELCNC-12	VPK Provider Agreement Amendment Form
ELCNC-13	VPK Non-Credentialed Substitute Teacher Report
ELCNC-14	VPK Attendance Policy Checklist
ELCNC-15	VPK Provider Audit Tool – Private Provider
ELCNC-16	VPK Provider Audit Tool – Public Schools
ELCNC-17	Accrediting Associations and Agencies Recognized by the VPK Program
ELCNC-18	School Readiness Provider Agreement
ELCNC-19	School Readiness Provider Agreement Attachments
ELCNC-20	Insurance Affidavit
ELCNC-21	Signature Authority Form
ELCNC-22	School Readiness Provider Non-Compliance Report
ELCNC-23	School Readiness Program Pre-Assessment Tool
ELCNC-24	School Readiness Program Health and Safety Pre-Assessment and Assessment Tool
ELCNC-25	School Readiness Program Provider Observation Tool
ELCNC-26	Sub-Recipient/Vendor Relationship Determination
ELCNC-27	Quarterly Program Management Report
ELCNC-28	School Readiness Provider Quarterly Report
ELCNC-29	Coalition Approved Curricula
ELCNC-30	Checklist for Curriculum Evaluation
ELCNC-31	Request for Curriculum Approval Application
ELCNC-32	Provider Contact Form
ELCNC-33	Technical Assistance Request
ELCNC-34	Corrective Action Form
ELCNC-35	Individual Learning Plan
ELCNC-36	W-9 Form
ELCNC-37	Attestation of Good Moral Character Form
ELCNC-38	School Readiness Program Provider Rate Schedule FY 2008-2009

ELCNC-39	Accreditation Mini Grant Application, Part One
ELCNC-40	Accreditation Mini Grant Application, Part Two
ELCNC-41	Inclusion Mini Grant Program Application
ELCNC-42	Professional Development/Certification Reimbursement Program – Preliminary Application
ELCNC-43	Professional Development/Certification Reimbursement Program – Reimbursement Application
ELCNC-44	Provider Recruitment/Expansion Program Application
ELCNC-45	Teacher Incentive Payment Program – Training Prior Approval Form
ELCNC-46	Teacher Incentive Payment Program – Stipend Request Form
ELCNC-47	Teacher Incentive Payment Program – Verification of Completed Training Form
ELCNC-48	VPK Provider Automatic Payment Deposit Form
ELCNC-49	Potential Provider Contact Form
ELCNC-50	Certification of Receipt of Health Records
ELCNC-201	School Readiness Program Provider Transfer Form
ELCNC-202	School Readiness Program Notice of Fee Change
ELCNC-203	School Readiness Notice of Schedule Change
ELCNC-204	Rilya Wilson Act FAQ
ELCNC-205	Rilya Wilson Act Child Absence Reporting Form Citrus and Sumter Counties
ELCNC-206	School Readiness Reimbursement Changes
ELCNC-207	VPK Reimbursement Changes
ELCNC-208	Income Information
ELCNC-209	Redetermination Notice Citrus County
ELCNC-210	Mail In Redetermination FAQ
ELCNC-211	Child Attendance Notice
ELCNC-212	Customer Satisfaction Survey
ELCNC-213	Request for Approval School Readiness Child Absence
ELCNC-214	Request for Approval VPK Child Absence
ELCNC-215	School Readiness Services Terms and Conditions
ELCNC-216	Eligibility Enrollment Form for School Readiness Services
ELCNC-217	Verification of Family Status
ELCNC-218	Verification of Disability
ELCNC-219	Redetermination Welcome Letter
ELCNC-220	Notice of Transfer Form
ELCNC-221	School Readiness Program Notice of Termination
ELCNC-222	Rilya Wilson Act Child Absence Reporting Form Tri-County
ELCNC-223	Notice of Required Documents
ELCNC-224	Early Learning Services Appeal
ELCNC-225	Verification of Income-Employment Form
ELCNC-226	Required Documents Checklist
ELCNC-227	Needs Assessment Checklist
ELCNC-228	SR Parent Fee Schedule Fee Schedule 2008-09
ELCNC-229	School Readiness Fee Reduction Notice Form
ELCNC-230	Provider Monthly Student Attendance Submission Tracking Form
ELCNC-231	Status of Attendance Form
ELCNC-232	Provider Attendance Checklist
ELCNC-233	SR/VPK Attendance Reimbursement Closing Dates
ELCNC-234	Prior Period Adjustment Worksheet
ELCNC-235	School Readiness Provider Rate Schedule
ELCNC-236	Waiting List Log
ELCNC-237	Child Care Certificate Manual
ELCNC-238	School Readiness Pay History Calendar 2009-10

ELCNC-239	Self Employment Tracking Form
ELCNC-240	Disposition of Day Care Referral Form for Children At-Risk
ELCNC-241	Notification of Interruption Temporary Break In Care
ELCNC-242	Need Follow Up
ELCNC-243	Child Care Authorization Notification
ELCNC-244	Re Your On Line Wait List Application Letter
ELCNC-245	Notice 185% - 200% FPL
ELCNC-246	Attendance Monitor Results Worksheet
ELCNC-247	School Readiness Eligibility Review Checklist
ELCNC-248	Improper Payment Dispute Form
ELCNC-249	Notification of Improper Payment Adjustment
ELCNC-250	VPK Family Information Packet Checklist
ELCNC-251	Fax to Referring Agency Tri-County
ELCNC-252	Fax to Referring Agency Citrus County
ELCNC-253	Fax to Referring Agency Sumter County
ELCNC-254	Maternity Leave Form
ELCNC-255	School Readiness Program Wait List Application
ELCNC-256	Attendance Monitor Notification
ELCNC-257	Redetermination Notice Tri County
ELCNC-258	VPK Notice of Class Transfer
ELCNC-259	VPK Notice of Termination
ELCNC-260	Wait List Client Acknowledgement
ELCNC-261	CCRR Parent Cover Letter
ELCNC-262	Wait List Application Status
ELCNC-263	Notification of Case Closed
ELCNC-264	Client Services Counselor Change Notification
ELCNC-265	FY 2009 – 2010 Parent Fee Scale
ELCNC-266	VPK Parent Rights and Responsibilities
ELCNC-267	Verification of Education
ELCNC-268	Footer for Child Care Certificate
ELCNC-269	Client Services Monthly Calendar
ELCNC-270	Client Sign In Log
ELCNC-271	Request for Child Care Certificate
ELCNC-272	R&R Complaint Report Form
ELCNC-273	Reimbursement Procedure Past Due Fees-Non Attendance
ELCNC-274	Attestation
ELCNC-275	Wait List Update
ELCNC-276	Parent History Notes Manual
ELCNC-277	Wait List Funding Notification
ELCNC-278	Header & Footer for Attendance Sheet
ELCNC-279	Referral Log
ELCNC-280	Provider Monthly Student Attendance Submission Tracking Form Tri-County
ELCNC-281	Provider Monthly Student Attendance Submission Tracking Form Sumter County
ELCNC-282	Child Care Application & Authorization
ELCNC-283	Redetermination Notice Sumter County
ELCNC-284	Provider VPK Hours Calendar
ELCNC-285	Checklist
ELCNC-286	Interoffice File Tracker
ELCNC-287	Page Head File Organization Chart
ELCNC-288	School Readiness Program Attendance Rolls (for children not on computer rolls)

ELCNC-289	VPK Program Attendance Rolls (for children not on computer rolls)
ELCNC-290	School Readiness Program Notice of Additional Placement
ELCNC-291	School Readiness Provider Rate Schedule 2009-10
ELCNC-292	Tracking Form Application for Unrestricted Fund Payments
ELCNC-293	Eligibility Determination Factors for a Child At Risk of Future School Failure
ELCNC-294	Vision and Hearing Letter
ELCNC-295	Provider Re-Activation Checklist
ELCNC-296	Parent Improper Payment Adjustment
ELCNC-297	CCR&R Requirements 2009
ELCNC-298	CCMS Standard Codes
ELCNC-299	Provider VPK Notice of Termination
ELCNC-300	School Readiness Attendance Fraud Validation Form
ELCNC-301	FY 2009 – 2010 Parent Fee Scale – effective January 1, 2010
ELCNC-302	Términos y Condiciones del Servicio de School Readiness
ELCNC-303	Special Needs Payment Provider Application
ELCNC-304	Affidavit of Identity by Two Credible Witnesses
ELCNC-305	Notice of Change to Recertification Date for School Readiness Services
ELCNC-306	Complete Waitlist Applications Counselor Tracking Form
ELCNC-307	Returned Waitlist Application History Notes
ELCNC-308	Suspected Fraud Referral Record (DPAF 2013)
ELCNC-309	Required Documents in Spanish
ELCNC-310	School Readiness Pay History Calendar 2010-11
ELCNC-311	School Readiness Provider Rate Schedule 2010-2011- effective July 1, 2010
ELCNC-312	Afidávit de Identidad por Dos Testigos de Confianza
ELCNC-313	School Readiness Pay History Calendar 2011-2012
ELCNC-314	Wait List Vision and Hearing Letter
ELCNC-315	Executive Director Co-Payment Reduction Waiver Request
ELCNC-316	Notice of Required Documents – Spanish
ELCNC-317	Parent Fee Scale – July 1, 2011
ELCNC-318	Spanish Language Help Desk Letter