



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Provider Alert #53

Date: December 8, 2008
Subject: Holiday Reimbursements for School Readiness Services

The Coalition has been experiencing serious issues with regard to holiday reimbursements for School Readiness services. These issues will likely result in the non-payment of School Readiness services if they are not corrected. In an effort to address these issues the following notification is provided:

Providers are eligible to receive holiday reimbursements for twelve (12) holidays per year in accordance with Florida Rule and the School Readiness Agreement. In order for the Coalition to authorize holiday reimbursement the provider must hold a current School Readiness Agreement with the Coalition and must identify the twelve (12) observed holidays in Exhibit II of the Agreement. The Coalition is **ONLY** authorized to reimburse holidays that are identified in Exhibit II; therefore providers should plan for holidays and complete Exhibit II carefully and accurately.

If a provider chooses to close for additional days or the provider chooses to exchange days for holidays, the Coalition cannot authorize **any type** of payment without an approved amendment. Therefore, the provider **may not** indicate an "excused absence" on the attendance roll as an additional holiday or exchanged holiday. This is an **unallowable reimbursement**. For example if Exhibit II indicated December 24th as a holiday and the provider opens on December 24th and closes on December 26th (exchanging days for the holiday) the provider **will not** be reimbursed for December 26th and **must indicate a "non-reimbursable day" on the attendance roll**. Providers are required **notify the Coalition in advance of their intent to take a non-reimbursable day**.

A provider may choose to amend its Holiday Schedule (Exhibit II); however, the amendment must be fully approved and processed **prior** to the observed holiday unless otherwise approved by the Executive Director. Any amendments made after an observed holiday may be considered an **unallowable reimbursement**.

In order to amend a Holiday Schedule, the provider must submit a written request to the Coalition at least **thirty (30)** days prior to the requested holiday. Coalition staff will make every effort to approve and process amendment requests that are submitted with less than **thirty (30)** days notice; however, Coalition staff cannot guarantee the approval and completion of the request and therefore cannot guarantee reimbursement.

If you have any questions or concerns please contact me at sbosanko@elc-naturecoast.org or 352-563-9939 Ext. 224.

Sonya Bosanko
Executive Director