



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



Provider Alert #93

Date: December 15, 2010
Subject: Child Care Certificates

The EFS Child Care Certificate/ELCNC-237 Child Care Certificate (hand written) is regarded as the “agreement” between the Coalition, parent and provider for the provision of School Readiness services. Child Care Certificates are generated as a result of child enrollment, redetermination, and, in addition, due to “enrollment activity,” (including but not limited to provider transfer, fee change, schedule change, additional child enrollment, additional provider enrollment). Coalition Client Services Counselors apply a stamp to the certificate, indicating a “return by” date for the provider to return the fully signed certificate to the Coalition. A “fully signed certificate” is a certificate signed by the Client Services Counselor, the parent, and the School Readiness provider. Current Coalition policy requires the provider to return a fully signed Child Care Certificate to the Coalition within ten (10) days of receipt of the document.

Statutory language (s.411.01-(7)(c), F.S.) indicates that the “payment certificate” for School Readiness services, bearing the name of the beneficiary (parent) and the program provider must be received before reimbursement for the services provided can occur:

(s.411.01-(7)(c), F.S.) **“The school readiness program shall, in accordance with 45 C.F.R. s. 98.30, provide parental choice through a payment certificate that ensures, to the maximum extent possible, flexibility in the school readiness program and payment arrangements. The payment certificate must bear the names of the beneficiary and the program provider and, when redeemed, must bear the signatures of both the beneficiary and an authorized representative of the provider.”**

EFFECTIVE IMMEDIATELY, the Coalition’s Child Care Certificate management policy is amended to the following:

- To the greatest extent possible, the Client Services Counselor will allow a **ten (10) day** period for the return of fully signed Child Care Certificates by the provider to the Coalition office; however, **PRIOR TO INPUT OF CHILD ATTENDANCE** and provider reimbursement, **THE MOST CURRENT, FULLY SIGNED CHILD CARE CERTIFICATE(S)** for the child(ren) for the month in question **MUST BE RECEIVED**.
- Client Services staff will gauge the number of days available for the return of the certificate as a calendar month progresses, to ensure the **FULLY SIGNED** certificate is requested **PRIOR** to 5pm

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on the second working day of the month following service delivery. In the event a child is enrolled in a facility in the latter part of the month, the provider may be afforded the option of submitting any outstanding fully signed Child Care Certificate(s) with their School Readiness attendance rolls.

- Client Services Counselors will make every effort to assist providers in identifying Child Care Certificates that are outstanding prior to input of attendance; however, the ultimate responsibility for submission by the due date is the PROVIDER'S.
- Form ELCNC-271 Required: Child Care Certificate will be distributed to providers if fully signed Child Care Certificates are not submitted to the Coalition by the due date entered on the certificate at enrollment, redetermination, or due to enrollment activity. ELCNC-271 will indicate the last possible date for submission of the fully signed certificate, prior to the projected date for reimbursement processing, based upon the child care services provided.
- In the event provider attendance documentation is submitted for reimbursement, and a fully signed Child Care Certificate for the services was NOT received, the Client Services Counselor must DENY PAYMENT for the child care services provided for the child(ren) BASED ON THE MISSING CERTIFICATE(S). The Client Services Counselor will communicate the outcome to the provider, utilizing ELCNC-206 School Readiness Reimbursement Changes, and forwarding the document to the provider in the routine course of the reimbursement process.
- A provider in receipt of notification of denial of payment due to lack of a current and fully signed Child Care Certificate may submit a Provider Dispute within 60 days of the original payment date. Provider disputes must be documented in accordance with Coalition policy.

If you should have questions in regard to this Provider Alert, please contact Susan Jaquith, Compliance Manager, Early Learning Coalition of the Nature Coast, by email at sjaquith@elc-naturecoast.org or by telephone at (352) 563-9939 ext 234.

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