



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



**Provider Alert #95**

**Date:** January 7, 2011  
**Subject:** Foster Care "Interim" Enrollments

Currently, foster parents are NOT required to attend an eligibility appointment with ELCNC Client Services staff, or to submit full eligibility documentation EACH TIME they receive custody of a new foster child for whom School Readiness services are necessary. Children entering a foster parent's custody in the "interim" between the foster parent's School Readiness eligibility periods are currently "added" to their enrollment file; a Child Care Certificate is generated and forwarded to the child care provider for provider and parent signature, in accordance with ELCNC Child Care Certificate management procedure.

Effective immediately, the following ADDITIONAL STEPS are necessary to ensure full compliance with state and federal requirements:

- In the event of a foster child placement in the interim period described above, ELCNC Client Services staff will generate a School Readiness Child Enrollment Form and SR-100 Income Worksheet, in addition to the Child Care Certificate, adding the new child's information.
- The Client Services Counselor will forward the Enrollment Form and Income Worksheet to the PROVIDER, along with the Child Care Certificate. The provider is required to obtain foster parent signature/date on the Enrollment Form, Income Worksheet, and Child Care Certificate. The provider also signs and dates the Child Care Certificate, per current requirement.
- The provider will return the fully signed Foster Enrollment Form, SR-100 Income Worksheet and Child Care Certificate to the Coalition, PRIOR TO submission of a claim for reimbursement for child attendance, based upon the 3 documents.
- In the event the fully signed and dated Enrollment Form, SR-100 Income Worksheet and Child Care Certificate are NOT received by the Coalition, and a claim for reimbursement for the child's attendance is submitted by the provider, the claim must be DENIED by ELCNC Client Services staff. The provider is afforded the 60 day window to appeal the denial of payment and submit the required documentation containing the appropriate signatures/dates.

If you have questions in regard to the content of this Provider Alert, please contact Susan Jaquith, ELCNC Compliance Manager, telephone: (352) 563-9939 Ext. 234 email [sjaquith@elc-naturecoast.org](mailto:sjaquith@elc-naturecoast.org).

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