



# SCHOOL READINESS PROGRAM PARENT HANDBOOK

This School Readiness Program Parent Handbook was developed to provide parents or guardians with an overview of the School Readiness Program and the services it offers. It includes critical information with regard to federal and state requirements and, therefore, should be read carefully and should be kept on file for future reference.

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**This handbook and referenced ELPOP forms are available on our website: [www.elc-naturecoast.org](http://www.elc-naturecoast.org). Parents and guardians must create a family portal account to apply for School Readiness services through the ELC's website or by visiting the Early Learning Family Portal's Home site at: [familyservices.floridaearlylearning.com](http://familyservices.floridaearlylearning.com).**

### Early Learning Coalition of the Nature Coast

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**Office Hours: 8:00 a.m. - 5:00 p.m. Monday – Thursday  
8:00 a.m. - 2:00 p.m. Friday**

**ABOUT THE EARLY LEARNING COALITION OF THE NATURE COAST:** The Early Learning Coalition of the Nature Coast (ELC) is a not-for-profit agency that was established in Florida law to implement the State's early learning programs in Citrus, Dixie, Gilchrist, Levy, and Sumter Counties. The ELC is governed by a Board of Directors, which includes individuals who represent the following entities:

- Department of Children and Families
- School District
- Community College
- Health Department
- Workforce Development Board
- Board of County Commissioners
- Individuals with Disabilities
- The Head Start Program
- Faith-Based Early Learning Providers
- Private Early Learning Providers
- Private Business Sector

**ANTI-DISCRIMINATION AGENCY:** The ELC shares a common belief that every client should be able to apply for and receive early learning services in an environment that is free from discrimination and free from any form of harassment based on political affiliation, race, color, creed, national origin, religion, marital status, disability, age, sex, veteran status, or any other protected classes under local, state, and federal regulations. If you believe that you have been discriminated against for any of these or other reasons, you should bring the matter to the attention of the Director of Eligibility.

**CONFIDENTIAL RECORDS:** Your child's School Readiness record, when held in the possession of the ELC, is confidential and exempt from public disclosure. Accordingly, School Readiness records are only released to authorized individuals. Parents and guardians of children enrolled in the School Readiness Program have the right to inspect, review, and request a copy of his/her child's School Readiness record.

**ABOUT THE SCHOOL READINESS PROGRAM:** The School Readiness Program is an early learning program that is funded by the federal government and the State of Florida. The purpose of the program is to provide early learning services to children who are between the ages of birth to 13 and who are at risk of abuse, neglect, and/or abandonment or who are from low-income homes. The program is intended to prepare children for kindergarten and to assist parents in becoming self-sufficient.

**EARLY LEARNING PROVIDERS:** School Readiness services are delivered to children by privately owned Early Learning Providers (referred to as daycares or childcare centers or family childcare homes), who are located throughout the ELC's service areas and who are contracted with the ELC to provide School Readiness services.

**CHILD CARE RESOURCE AND REFERRAL (CCR&R):** It is our goal to assist you with locating a quality early education program that meets your family's needs. Choosing an early care and education provider is one of the most important decisions that families make. It is important to choose a provider who meets the needs of your child and with whom you feel comfortable. Child Care Resource and Referral (CCR&R) is a free information and referral service provided by the Early Learning Coalition of the Nature Coast. The program maintains a database that includes all legally operating Early Learning Providers (those that have met all state and local licensing or registration requirements) in Citrus, Dixie, Gilchrist, Levy, and Sumter Counties. Through the program you can access free information related to selecting quality early learning programs that best meets your need. Trained staff will answer questions on how to choose the best early learning program for your family and staff will provide referrals and information about other services that are available in the community.

**PARENTAL CHOICE IN EARLY LEARNING PROVIDER:** Although the CCR&R program will provide childcare referrals to you based on your needs, the ELC does not license, endorse, or recommend any particular provider. You are fully entitled to, and responsible for, choosing your child's Early Learning Provider. At no time are ELC staff authorized to provide a personal recommendation of an Early Learning Provider or insist that a child attend a particular Early Learning Provider.

**PROGRAM HOLIDAYS:** Early Learning Providers are authorized to receive School Readiness payments from the ELC for up to twelve (12) holidays per year. Children are not authorized to attend the program on these holidays. However, if you need services on these days, you may contact the ELC to request a temporary transfer in Early Learning Provider. More information about transferring to another Early Learning Provider is provided later.

**PROGRAM ELIGIBILITY REQUIREMENTS:** Federal and state governments established a variety of eligibility factors that all families must meet in order to enroll their child into the School Readiness Program. It is the ELC's responsibility to document that families meet these eligibility requirements during the initial application for School Readiness services and all application updates. In order to document eligibility for School Readiness services, applicants must electronically submit an application and upload a variety of documents related to the following:

- Child's US citizenship/legal resident status
- Child's age
- Applicant's relationship to the child
- Household county of residency
- Employment and/or education
- Household unearned income
- Household deductible income

**The following section provides information on eligibility requirements for the School Readiness Program. It is important that you read this section carefully prior to completing and submitting an application.**

- **APPLICANT INFORMATION:** This section relates to you, the individual who is requesting School Readiness services for his or her children. All non-optional areas in this section must be completed. Please note that the following items are optional: social security number, race, and ethnicity.
- **OTHER ADULT HOUSEHOLD MEMBER INFORMATION:** This section of the application relates to all other adult household members who live with you. Section 1002.81 (9) of Florida Statute defines a household member as a spouse, former spouse, an individual related by blood or marriage, an individual who is the parent of a child, and all other individuals who are currently residing together in the same dwelling unit as a family.
- **MINOR HOUSEHOLD MEMBER INFORMATION:** You must provide information for all minor children who you or any household member is the legal parent or guardian of.
- **HOUSEHOLD SIZE:** You must indicate the number of people in your family based on the individuals listed on the application.
- **REQUIRED DOCUMENTS:** You must upload a variety of documents that prove you meet the eligibility requirements of the program. This ELC will not accept or process the application unless all required documents are attached. Please see ELPOP 400.01: Notice of Required Documents for a list of the documents that must be attached, and the description of acceptable documentation provided in the next section of this handbook.
- **FAMILY NEEDS SURVEY:** This section of the form provides you the opportunity to request information on a variety of community resources that may be available to you. Although this section is optional, you are encouraged to indicate the community resources you are interested in learning about. The ELC will provide community resources to you for each item you indicate.
- **SCHOOL READINESS PROGRAM TERMS AND CONDITIONS:** The following program terms and conditions are part of the final eligibility process. You should carefully read and agree to each term and condition before signing the child care certificate.
  1. **REQUIRED NOTIFICATION OF HOUSEHOLD CHANGES:** I understand my obligation to report changes in my household income that exceed 85% of the state median income, change in family size, a non-temporary loss of employment or educational activities for any household members, and changes in my contact information including my address and telephone number. I understand that I must report these changes on ELPOP 400.16: Report of Household Change, which is available at all ELC offices. I understand that my report must be provided immediately, but no later than ten (10) calendar days after the change.
  2. **INFORMATION RIGHTS:** I give Florida 's Division of Early Learning, the ELC, the Department of Children and Families, and the Florida Department of Financial Services the right to initiate, request, verify, make inquiry, and validate all information related to my School Readiness application which is received through direct contact or an automated data exchange process, in order to conduct a criminal investigation, if necessary. The information includes, but is not limited to, social security benefits, birth dates, immunization status and/or all sources of potential and reported earned and unearned income (employment records, unemployment benefits, TANF, child support, etc.).
  3. **REQUIRED COPAYMENT:** I understand my responsibility to pay my daily assessed copayment and any additional fees, such as registration fees that are required by my Early Learning Provider.
  4. **ATTENDANCE:** I understand my responsibility to sign my child in and out of the program on a daily basis. I also understand that if my child is absent from the program for five (5) consecutive days and I do not contact my Early Learning Provider, my School Readiness services are subject to be cancelled.
  5. **LOSS OF FUNDING:** I understand that the provision of School Readiness services is subject to the availability of funding and placement priorities.
  6. **COLLECTION OF SOCIAL SECURITY NUMBERS:** I understand that the ELC is responsible for verifying the identity of all applicants and that I may provide my social security number as part of the verification process; however, in lieu of social security numbers I may provide other approved forms of identification, which are described in the School Readiness Parent Handbook, as amended).
  7. **RIGHT TO NOTIFICATION OF DECISIONS AND RIGHT TO APPEAL:** I understand that I have the right to notification of eligibility decisions and the right to appeal decisions. In addition, I have the right to file a grievance related to the dissatisfaction of services provided by the ELC. I understand that the appeal/grievance must be in writing and submitted in accordance with the instructions provided in the 400.03: School Readiness Program Parent Handbook, as amended.
  8. **RIGHT TO UNLIMITED ACCESS:** I understand my selected Early Learning Provider must allow me unlimited access to my children during normal business hours and whenever my children are in the care of the Early Learning Provider.
  9. **RIGHT TO PARENTAL CHOICE:** I certify that I have been offered a choice of Early Learning Providers for my child, which includes any legal care arrangement including relatives, neighbor, or church operated programs, which are contracted with the ELC to provide School

Readiness services. Furthermore, I understand that if my preferred provider is not contracted with the ELC to provide School Readiness services, I may request the ELC to contact the caregiver to become a provider of School Readiness services.

10. RIGHT TO PROVIDER TRANSFER: I understand that I am entitled to transfer my children to a different School Readiness facility provided that my copayments are current, or a payment plan is established with the current School Readiness Provider for the repayment of delinquent copayments. I understand that if I wish to transfer my child to a different School Readiness Provider, I must follow the provider transfer instructions provided in ELPOP 400.03: School Readiness Program Parent Handbook, as amended.
11. RIGHT TO NON-DISCRIMINATION: I acknowledge my right not to be discriminated against on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability.
12. RIGHT TO CONFIDENTIALITY: I understand that I have the right to inspect, review, and request a copy of my child's School Readiness record.
13. CERTIFICATION OF FAMILY ASSETS: I certify that the total value of all my family assets is less than \$1,000,000.

**REQUIRED ATTACHMENTS:** The following sections provide information about documents that must be uploaded during the application process. It is important that you read this section carefully in order to submit complete and accurate information to the ELC. The ELC will not accept applicant and household member information unless all the applicable documents described below are attached.

**PROOF OF CHILD'S U.S. CITIZENSHIP:** Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) requires that the ELC certify that each child who receives School Readiness services is a citizen or legal resident of the United States. You must provide proof of citizenship or legal residency for each child you are requesting School Readiness services for by submitting any of the following documents:

- U.S. birth certificate.
- U.S. passport (must be submitted in person).
- Lawfully admitted alien document (e.g., Forms I-94, I-94A, I-197, I-551 & I-766) with non-U.S. passport (must be submitted in person).
- Citizenship or naturalization certificate.
- Documentation of the child's Medicaid eligible status with the exception of Medicaid benefits received through the emergency medical assistance program as a non-citizen or non-qualified alien.

**PROOF OF CHILD'S AGE:** Your child must be younger than the age of thirteen (13) at the time of application. To prove a child's age, you must submit one of the documents listed below for each child you are requesting School Readiness services for. If none of the below documents are available, contact the ELC for other documents approved for proof of child's age.

- Child's birth record.
- An insurance policy on the child's life that has been in effect for at least two years.
- An immunization record signed by a public health officer or licensed practicing physician.
- A passport or certificate of the child's arrival in the United States.
- A valid military dependent identification card.

**PROOF OF THE RELATIONSHIP BETWEEN YOU AND YOUR CHILD:** You must prove that you are the legal parent or guardian of each child that School Readiness services are requested for by submitting a government issued ID (driver's license, state issued ID card, or other government issued photo ID) and documentation of guardianship:

- Child's birth certificate which includes the parent's name or maiden name.
- A court order or other legal documentation that substantiates the adult's relationship to the child(ren).
- A valid DCF or Workforce Child Care Authorization Form that bears the name of the child and the parent.
- Documentation the applicant is in receipt of RCG payment, GAP payment, or TANF benefits on behalf of the child.
- A notarized statement provided by the child's parent listing the person designated to be responsible for the care of the child.
- Official public or non-public school records.
- A notarized statement from a medical professional.

**PROOF OF RESIDENCY:** You must provide proof that you reside in a county located within the ELC's service area by submitting one of the following documents:

- Utility bill (electric, gas, water), cable, internet or landline phone bill in your name dated within 12 months of the date the child application is submitted.
- Employment paystub containing the same physical residential address as the address reported on the application, received within the last twelve (12) months of the date the child application is submitted.
- Current and signed residential rental agreement, mortgage statement or receipt that contains a name and address from a rental payment, dated within 12 months of the date the child application is submitted.
- If you live in a home that is owned or leased by another party, you may submit a sworn affidavit stating your living arrangement. The child's parent may submit a notarized statement confirming that the child resides at the address shown in the notarized statement. The notarized statement must include a letter from the landlord or property owner confirming the child resides at the address shown on the notarized statement. If the notarized statement is submitted on ELPOP 400.12 and the landlord or property owner completes section C of 400.12, the letter is not required. NOTE: this documentation type cannot be accepted from the parent more than one time to determine eligibility.
- Government issued document (current property tax assessment dated within 12 months of eligibility determination showing a homestead exemption, current Florida driver's license, Florida ID card).
- Military order showing the child's parent is a service member in the United States Armed Forces and assigned to duty and resides in Florida when the child attends the school readiness program.
- If a homeless family does not have access to any of the supporting documents listed above, the ELC will accept documentation from a homeless shelter.

**PROOF OF EMPLOYMENT AND/OR EDUCATION:** An adult household member must be engaged in work and/or educational activities for at least 20 hours per week to qualify for School Readiness services. If two adults live in the same home, the combined total of work and/or educational activities must be at least 40 hours per week for the household to qualify for School Readiness services. You must provide proof of work or educational activity by submitting documentation in accordance with the following for each adult household member:

- **PROOF OF EMPLOYMENT:** You must document employment income for yourself and every adult family member who is employed.
  - **EXISTING EMPLOYMENT:** Acceptable documentation includes four (4) weekly paystubs, two (2) bi-weekly paystubs, two (2) semi-monthly paystubs, or one (1) monthly paystub that are current and consecutive. PLEASE NOTE that the ELC is required to review the payroll periods listed on each paystub and to verify that the paystubs represent the most current payroll periods.
  - **NEW EMPLOYMENT:** If you or a household member has not been employed for at least four (4) weeks, you may submit ELPOP 400.04: Verification of Employment, which is completed by the employer. Please note the following:
    - ELC staff is authorized to provide conditional approval only for applications that include ELPOP 400.04: Verification of Employment. Full approval may only be granted after you provide at least four (4) consecutive weeks of paystubs. Failure to provide paystubs by the date specified may result in the removal of the conditional approval.
    - ELPOP 400.04: Verification of Employment will not be accepted in lieu of paystubs for household members who have been employed with their current employer for four (4) weeks or more.
  - **SELF-EMPLOYMENT:** If you or a household member is self-employed, you must provide business ledgers that reflect dates worked, hours worked, and gross income as well as customer signed agreements of work to be completed by the household member. Such agreements include contracts for house cleaning, lawn care services, household repairs, etc. Alternatively, self-employed individuals may document self-employment on ELPOP 400.05: Self-Employment Tracking Form, or in the case of a hairdresser, the individual may submit a letter from the salon owner stating the estimated hours per week worked and estimated gross income. In addition to providing current business ledgers and customer agreements, self-employed individuals must submit recently filed tax documents.
- **PROOF OF EDUCATION:** If you or a household member is engaged in educational activity, you must attach an official school schedule and ELPOP 400.06: Verification of Education, which is completed by the educational institution.

Household members may meet the minimum number of work and/or educational hours to qualify for School Readiness services through a combination of work and educational activity. Proof of both activities must be submitted.

- **DISABLED HOUSEHOLD MEMBER:** If one parent/guardian in a two-parent/guardian family is disabled and unable to work due to a permanent disability or age, as determined by a licensed physician, you must submit proof of employment or education for the non-disabled parent or guardian as described above and one of the following documents for the disabled parent or guardian:
  - Proof of a disability award received through the Social Security Administration or Veteran's Administration for the current year, OR
  - Proof of retirement benefits from the Social Security Administration, OR
  - ELPOP 400.07: Verification of Disability

**PROOF OF UNEARNED INCOME:** You must submit documentation of unearned income that is received by household members listed on the application. Unearned income includes, but is not limited to the following:

- **CHILD SUPPORT RECEIVED:** Child support must be verified from Child Support Enforcement Services or the clerk of the court website showing the amount received over at least the last four (4) week period. Alternatively, a written statement from the absent parent indicating what he or she has paid over the last four weeks, including the dates of payments may be submitted. You may also submit copies of checks or canceled checks and as a last resort, you may submit ELPOP 400.12: Attestation, stating the amount of child support payments you have or have not received during the last four (4) week period; however, you must also submit ELPOP 400.08: Child Support Income Attestation indicating why child support enforcement, clerk of court, absent parent statement, and canceled check records are not available to verify child support payments.
- **FOOD STAMPS:** You must submit a DCF ACCESS award letter indicating the household members who are included in the benefit award.
- **ALIMONY RECEIVED:** You must submit the court order indicating the amount of alimony received.
- **SOCIAL SECURITY ADMINISTRATION BENEFITS.** You must submit a verification letter from [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount) for the current year for each household member receiving benefits.
- **VETERAN'S BENEFITS:** You must submit an award letter received from the Veteran's Administration during the current year.
- **UNEMPLOYMENT BENEFITS:** You must submit an award letter.
- **WORKER'S COMPENSATION BENEFITS:** You must submit an award letter.
- **TANF/RELATIVE CAREGIVER:** You must submit a letter of eligibility from the Department of Children and Families or a print out from ACCESS for the current award.

- **OTHER INCOME OR BENEFITS:** You must submit award letters for lump sum settlements, one-time gifts, economic stimulus awards, earned income tax credits, temporary assistance for families in natural disaster areas, housing assistance, Volunteers in Service to America (VISTA) payments, adoption and foster care subsidies, independent living grants, etc.

**PROOF OF DEDUCTIBLE INCOME:** You should submit proof of child support and alimony payments that are ordered to be paid by you or any household member, if applicable. These types of payments are deducted from your household income for eligibility purposes; however, in order for the payments to be deducted, you must submit a court order or paystubs that clearly show child support or alimony payments.

**APPLICATION STATUS:** After the application information is received, it is evaluated by ELC eligibility staff and you will receive notice of the application status. There are three application statuses: (1) approved, (2) approved and placed on the waitlist, and (3) denied.

- **CHILD CARE CERTIFICATE:** The Child Care Certificate authorizes payment for School Readiness services. You are responsible for reviewing and verifying the information contained in the certificate and electronically signing through your family portal account. Your child's Early Learning Provider who will also review, sign, date and submit to the ELC electronically through the statewide early learning system. The Child Care Certificate includes the following information:
  - The period of time that your School Readiness services are authorized for payment. You must reapply for School Readiness services BEFORE the stated end date in order to avoid an interruption in School Readiness services and in order to reserve your child's School Readiness placement (see *Service Renewal Applications*, described later).
  - The level of authorized School Readiness services (full-time or part time) and the days of the week services are authorized for.
  - The assessed copayment for each child enrolled in the program, which you are required to pay directly to the Early Learning Provider.
- **APPROVED APPLICATIONS PLACED ON THE SCHOOL READINESS PROGRAM WAITLIST:** When the ELC's funding is limited, children who are eligible for School Readiness services may be placed on the School Readiness Program Waitlist until funding becomes available. If your child was placed on the School Readiness Waitlist, the length of time that your child will wait for services depends on program funding. The ELC works as quickly as possible to serve children; however, when funding is not available, it may take several months or longer to receive services. During the period of time that your child is registered for the School Readiness Waitlist, you are required to recertify eligibility for School Readiness services every six (6) months. To assist you in meeting this requirement, the ELC will email a reminder to you, at your email address that is on file with the ELC. If you fail to recertify eligibility for the School Readiness Program Waitlist, your child's name will be removed from the waitlist. When funding becomes available, you will be notified via the email account that is linked to your family portal account.
- **DENIED APPLICATIONS:** Applications are denied when applicants do not meet one or more eligibility requirements or when applicants fail to submit all required documentation. If your application is denied, you should review the notice to determine the reason for the denial.

**REAPPLYING FOR SCHOOL READINESS SERVICES:** In order to avoid an interruption in School Readiness services and reserve your child's School Readiness placement, you must reapply for School Readiness services ten (10) calendar days PRIOR to the end date of your current period of authorized services. To assist you in meeting this requirement, approximately two (2) to four (4) weeks prior to the service end date, you will receive an email from Florida's Division of Early Learning Family Portal prompting you to recertify your eligibility. You are required to upload recertification documents electronically to your family portal account. You may contact your Eligibility Analyst for assistance with this process.

**TRANSFERRING EARLY LEARNING PROVIDERS:** You have the right to transfer your child's School Readiness services to another Early Learning Provider. To request a transfer, you must provide a written request to the ELC that includes the name of the Early Learning Provider you wish to transfer services to and the date you wish the transfer to be effective. In addition, you must ask your current Early Learning Provider to complete and submit ELPOP 400.21: Provider Transfer Form to the ELC. The ELC will approve your transfer IF the Early Learning Provider submits ELPOP 400.21: Provider Transfer Form and attaches proof that your daily fees have been paid-in-full or in cases involving at-risk children, the Early Learning Provider attaches a payment plan that has been established for the repayment of delinquent fees.

The ELC will contact you and the Early Learning Provider to notify you of the approval. Payment for School Readiness services will NOT begin until the ELC provides the approval notification to you and the Early Learning Provider.

In the event the Early Learning Provider does not submit documentation to the ELC that indicates full payment of fees or the establishment of a payment plan for cases involving at-risk children, the ELC cannot approve your transfer. Please note: this does not prevent you from making private childcare arrangements (at your own expense) with another childcare provider. To avoid the denial of a transfer, the ELC encourages you to maintain receipts for all payment of fees. You may submit copies of receipts to appeal the ELC's decision to disapprove a transfer.

**PROGRAM PARTICIPATION REQUIREMENTS:** You are responsible for the following program participation requirements:

- **CHILD ATTENDANCE RECORDS:** You are required to sign your child or children in and out of the Early Learning Provider's facility on a daily basis. Sign in and out sheets are used by the ELC to determine payment for services that are provided by Early Learning Providers. In the event your child is not signed in or out of the program on a particular day, the ELC may not pay the Early Learning Provider for the services provided that day. Consequently, the Early Learning Provider may require you to pay for the services.

THE FOLLOWING SIGNING IN AND OUT PRACTICES ARE STRICTLY PROHIBITED:

- Signing your child in/out at times that are different from the actual time attended
- Signing your child in and out for multiple days at one time
- Signing your child in and out on days they did not attend

If you are requested to do any of the above, you must notify the ELC immediately. In addition, you must notify the ELC immediately if you believe that any type of attendance activity, intended to defraud the program, is or has occurred.

- **ASSESSED COPAYMENTS:** You are required to pay a daily copayment to the Early Learning Provider. These fees must be collected by the Early Learning Provider regardless of the child's attendance. In addition, you are responsible for any additional fees, such as registration and field trip fees, required by the Early Learning Provider.
- **ABSENCES:** You must notify Early Learning Providers when your child or children will be absent from the program and you should submit appropriate documentation for the absences to your Early Learning Provider. If your child is absent from the program for five (5) consecutive days and you do not contact the Early Learning Provider, your School Readiness services may be cancelled.

**APPEALING AN ELC ELIGIBILITY DECISION:** You may appeal any ELC's eligibility decision by submitting ELPOP 400.18: Client Request to File an Appeal to the ELC no later than ten (10) calendar days after the cancellation or denial of services. The appeal must clearly describe your grounds for disputing the ELC's decision and should include documentation that supports your claim.

The Director of Eligibility will respond to your appeal within ten (10) calendar days of receipt. Approved appeals will be automatically processed and a written notice will be provided when appeals are denied. If the Director of Eligibility denies your appeal and you wish to appeal the decision further, you may request an additional and final review of the case within thirty (30) calendar days of the written notice of denial. The final review will be heard by the Executive Committee of the Board of Directors. The Director of Eligibility will notify you of the date and time of the Executive Committee meeting. During the meeting, you will be given up to thirty (30) minutes to defend your position. Within ten (10) calendar days of the meeting, you will be notified in writing of the Executive Committee's decision, which is final. You should consider that meetings of the ELC are public and that any information presented during a meeting may be used by other state agencies.



Sliding Fee Scale for  
Effective date

Nature Coast  
September 24, 2024  
Coalition

**Florida Division of Early Learning  
SLIDING FEE SCHEDULE**

**DAILY FEE**

----- Annual Gross Income - Number of persons in Family -----

Full-Time	Part-Time	FPL as indicated unless exceeds	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3.00	1.50	85% SMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		50%FPL	7,530	10,220	12,910	15,600	18,290	20,980	23,670	26,360	29,050	31,740	34,430	37,120	39,810	42,500	45,190
4.00	2.00		7,531	10,221	12,911	15,601	18,291	20,981	23,671	26,361	29,051	31,741	34,431	37,121	39,811	42,501	45,191
		75%FPL	11,295	15,330	19,365	23,400	27,435	31,470	35,505	39,540	43,575	47,610	51,645	55,680	59,715	63,750	67,785
4.00	2.00		11,296	15,331	19,366	23,401	27,436	31,471	35,506	39,541	43,576	47,611	51,646	55,681	59,716	63,751	67,786
		FPL	15,059	20,439	25,819	31,199	36,579	41,959	47,339	52,719	58,099	63,479	68,859	74,239	79,619	84,999	90,379
5.00	2.50		15,060	20,440	25,820	31,200	36,580	41,960	47,340	52,720	58,100	63,480	68,860	74,240	79,620	85,000	90,380
			17,571	23,847	30,124	36,401	42,678	48,955	55,232	61,508	67,785	74,062	80,339	86,616	92,893	99,170	105,446
6.00	3.00	70% SMI	17,572	23,848	30,125	36,402	42,679	48,956	55,233	61,509	67,786	74,063	80,340	86,617	92,894	99,171	105,447
			20,081	27,255	34,428	41,602	48,776	55,949	63,123	70,297	77,471	84,644	91,818	98,992	106,165	113,339	120,513
6.00	3.00	70% SMI, 85% SMI	20,082	27,256	34,429	41,603	48,777	55,950	63,124	70,298	77,472	84,645	91,819	98,993	106,166	113,340	120,514
		150%FPL	22,590	30,660	38,730	46,800	54,870	62,940	71,010	79,080	87,150	95,220	103,290	111,360	119,430	127,500	135,570
7.00	3.50	70% SMI, 85% SMI	22,591	30,661	38,731	46,801	54,871	62,941	71,011	79,081	87,151	95,221	103,291	111,361	119,431	127,501	135,571
			23,468	31,852	40,235	48,619	57,003	65,386	73,770	82,154	90,537	98,921	107,305	115,688	124,072	132,456	140,839
7.00	3.50	85% SMI	23,469	31,853	40,236	48,620	57,004	65,387	73,771	82,155	90,538	98,922	107,306	115,689	124,073	132,457	140,840
			24,346	33,043	41,741	50,438	59,135	67,833	76,530	85,227	93,924	102,622	111,319	120,016	128,714	137,411	146,108
7.00	3.50	70% SMI	24,347	33,044	41,742	50,439	59,136	67,834	76,531	85,228	93,925	102,623	111,320	120,017	128,715	137,412	146,109
			25,224	34,235	43,246	52,257	61,268	70,279	79,290	88,301	97,312	106,323	115,334	124,345	133,356	142,367	151,377
8.00	4.00	85% SMI	25,225	34,236	43,247	52,258	61,269	70,280	79,291	88,302	97,313	106,324	115,335	124,346	133,357	142,368	151,378
			26,102	35,427	44,751	54,076	63,400	72,725	82,050	91,374	100,699	110,024	119,348	128,673	137,997	147,322	156,647
8.00	4.00	85% SMI	26,103	35,428	44,752	54,077	63,401	72,726	82,051	91,375	100,700	110,025	119,349	128,674	137,998	147,323	156,648
			26,980	36,618	46,257	55,895	65,533	75,171	84,810	94,448	104,086	113,724	123,363	133,001	142,639	152,278	161,916
8.00	4.00	70% SMI	26,981	36,619	46,258	55,896	65,534	75,172	84,811	94,449	104,087	113,725	123,364	133,002	142,640	152,279	161,917
		185%FPL	27,861	37,814	47,767	57,720	67,673	77,626	87,579	97,532	107,485	117,438	127,391	137,344	147,297	157,250	167,203

**Florida Division of Early Learning  
 SLIDING FEE SCHEDULE**

DAILY FEE		----- Annual Gross Income - Number of persons in Family -----																
Full-Time	Part-Time	FPL as indicated unless otherwise	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
9.00	4.50	85% SMI	27,862	37,815	47,768	57,721	67,674	77,627	87,580	97,533	107,486	117,439	127,392	137,345	147,298	157,251	167,204	
		85% SMI	28,991	39,347	49,704	60,060	70,417	80,773	91,130	101,486	111,843	122,199	132,556	142,912	153,269	163,625	173,982	
9.00	4.50	70% SMI	28,992	39,348	49,705	60,061	70,418	80,774	91,131	101,487	111,844	122,200	132,557	142,913	153,270	163,626	173,983	
		200%FPL	30,120	40,880	51,640	62,400	73,160	83,920	94,680	105,440	116,200	126,960	137,720	148,480	159,240	170,000	180,760	
10.00	5.00	85% SMI	30,121	40,881	51,641	62,401	73,161	83,921	94,681	105,441	116,201	126,961	137,721	148,481	159,241	170,001	180,761	
		85% SMI	32,379	43,946	55,513	67,080	78,647	90,214	101,781	113,348	124,915	136,482	148,049	159,616	171,183	182,750	194,317	
10.00	5.00	70% SMI, 85% SMI	32,380	43,947	55,514	67,081	78,648	90,215	101,782	113,349	124,916	136,483	148,050	159,617	171,184	182,751	194,318	
		85% SMI	34,638	47,012	59,386	71,760	84,134	96,508	108,882	121,256	133,630	146,004	158,378	170,752	183,126	195,500	207,874	
10.00	5.00	70% SMI	34,639	47,013	59,387	71,761	84,135	96,509	108,883	121,257	133,631	146,005	158,379	170,753	183,127	195,501	207,875	
		85% SMI	43,333	56,666	69,999	83,332	96,665	109,999	112,499									

Parents receiving hourly care pay up to the part time fee.

2024 Poverty Level (FPL) effective January 17, 2024.  
 FFY 2025 ANNUAL State Median Income Estimates

Refer to 6M-4.400, F.A.C.  
 Income 85% State Median Income: Exit threshold for School Readiness program eligibility  
 Income 70% State Median Income: Entry threshold for School Readiness Match eligibility

## SCHOOL READINESS PROGRAM HOUSEHOLD INCOME LIMITS

The household income of all children who are enrolled in the School Readiness Program must be within program limits for the ELCNC to authorize School Readiness services and for children to continue to receive services. While the ELCNC is responsible for certifying income eligibility using complex formulas, clients may use the following simplified income worksheet and **Sliding Copayment & Household Income Schedule** to estimate their household income and continued eligibility for School Readiness services.

### Simplified Household Income Worksheet

<b>Earned Income from Employment:</b> On a separate sheet of paper, using all of the paystubs that all household members receive in a one-month period, add together all of the gross income amounts and enter the total into BOX 1. Note: gross income is defined as the amount earned income BEFORE taxes and other withholdings are deducted.	BOX 1 \$ _____
<b>Unearned Income:</b> On a separate sheet of paper, add the unearned income received in a one-month period for all household members and enter the total amount into BOX 2. Note: unearned income includes child support, alimony, social security payments for <u>adult</u> household members, and any other regularly received payments.	BOX 2 \$ _____
Add together BOX 1 and 2 and enter the total in Box 3	BOX 3 \$ _____
Multiply Box 3 by 12 and enter the total in Box 4 This is your estimated gross income.	BOX 4 \$ _____

### Household Income Limits

If your child is NOT currently receiving School Readiness services, follow INSTRUCTIONS A to determine if your estimated household income meets program limitations. If your child IS currently receiving School Readiness services, follow INSTRUCTIONS B.

#### INSTRUCTIONS A

1. Locate the number of household members that you reported in your School Readiness application across the top row of the **Sliding Copayment & Household Income Schedule**.
2. Look down this column to find the income bracket that includes your estimated gross income.
3. If your estimated household income falls within one of the income brackets in your household size column **AND** the income bracket is above the 150% of the federal poverty level (see thick black line), your household income likely meets program limits; however, the ELCNC must certify your income.
4. The furthest column to the left in your income bracket row shows the daily copayment that you will be responsible for paying to your Early Learning Provider, subject to the ELCNC's verification of your gross household income. Copayment amounts are shown for full-time services and part-time services, which are authorized by the ELCNC based on your work or school schedule.

#### INSTRUCTIONS B

1. Locate the number of household members that you reported in your School Readiness application across the top row of the **Sliding Copayment & Household Income Schedule**.
2. Look down this column to find the income bracket that includes your estimated gross income.
3. If your estimated household income falls within one of the income brackets in the column for your household size, your household income likely meets program limits; however, the ELCNC must certify your income. However, if your estimated household income exceeds the highest amount on the chart (the bottom row in your column) you are not likely qualified for the program.
4. The furthest column to the left in your income bracket row shows the daily copayment that you will be responsible for paying to your Early Learning Provider, subject to the ELCNC's verification of your gross household income. Copayment amounts are shown for full-time services and part-time services, which are authorized by the ELCNC based on your work or school schedule.



# SCHOOL READINESS PROGRAM REPORT OF HOUSEHOLD CHANGE

Required reporting of changes in household conditions must be submitted to the ELC within ten (10) calendar days of the change. This form is used to document required and voluntary reports of changes in household conditions and it must be supported by acceptable documentation, where indicated. Acceptable documentation is described in 400.03: SCHOOL READINESS PROGRAM PARENT HANDBOOK.

**Instructions:** Complete Section 1 and indicate the type of change(s) you are reporting by placing a check mark in the appropriate box(es) in Section 2. Attach supporting documentation as instructed. Read and complete the Client Statement in Section 3 and submit to the ELC by U.S. mail, email, fax, or in person.

### SECTION 1: CLIENT INFORMATION

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

### SECTION 2: REPORT OF HOUSEHOLD CHANGES: Check all that apply.

- Change in Contact Information:** Enter new contact information in Section 1 and indicate the date the information will/has change(d): \_\_\_\_\_.
- Loss of Employment:** Name of Household Member: \_\_\_\_\_ Last day of employment: \_\_\_\_\_
- Loss of Education:** Name of Household Member: \_\_\_\_\_ Last day of class: \_\_\_\_\_
- Changes in income in excess of 85% of state median income:** Date of change: \_\_\_\_\_
- Departing Household Member:** If a household member has permanently departed your home, complete the information below and submit this form to the ELC.  
Name of departing household member: \_\_\_\_\_ Date departed: \_\_\_\_\_
- New Household Member:** If an individual has entered your household, complete the information below and submit this form to the ELC.  
Name of new household member: \_\_\_\_\_ Date of birth \_\_\_\_\_ Sex: \_\_\_\_\_  
Social Security # \_\_\_\_\_ Date member entered the household: \_\_\_\_\_
- Change in Marital Status:** If your marital status has changed, indicate the date of the change and your new status. If you were recently married, please **also** report this change under **New Household Member**.  
Date of change: \_\_\_\_\_ Status change to:  Married  Separated  Divorced  Widowed
- New Employment:** If you or any other household member has changed jobs, complete this form and request your employer to complete ELPOP 400.04 Verification of Employment (sections 2, 3 and 6) and submit it to the ELC.
- Change in Wage or Work Schedule:** If you or any other household member has a change in wage or work schedule, submit this form and request your employer to complete ELPOP 400.04 Verification of Employment (sections 2, 4 and 6) and submit it to the ELC.
- Changes in Education:** If a household member has a change in his or her class schedule or a household member recently enrolled in school, submit this form to the ELC and request the educational institution to complete ELPOP 400.06: Verification of Education and submit it to the ELC.
- Changes in earned and unearned income that is less than 85% of the state median income:** Submit documentation of income such as paystubs, a court order (for changes in child support income), etc.
- Other** \_\_\_\_\_

**SECTION 3: CLIENT STATEMENT:** I certify that the information I have provided here, as well as all attachments, are true and correct. I understand that it is against the law to receive School Readiness services for my child/children by giving false information or failing to update pertinent information and if I do so, I may be prosecuted under Florida Statute 414.39, Public Assistance Fraud. I understand that I will be required to payback assistance that I wrongly receive for my children.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_