



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 at the ELC office. Parents and guardians may request a copy of this document by contacting the ELC.

Provided By: _____

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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

The ELC office is located in Citrus County and the contact information is provided on the cover of this handbook. The ELC office is open Monday to Friday, except for the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day.

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 an ELC Program Manager or the Executive Director.

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 preschool 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 during all application updates. In order to document eligibility for School Readiness services, the ELC requires applicants to submit ELPOP 400.02 Applicant and Household Member Information and to attach 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 completing the ELPOP 400.02 Applicant and Household Member Information. It is important that you read this section carefully. The ELC will not accept applicant and household member information unless all of the requirements described below are met.

ELPOP 400.02: APPLICANT AND HOUSEHOLD MEMBER INFORMATION: You are required to complete ELPOP 400.02: Applicant and Household Member Information. The form must be completed in ink and all errors must be crossed out and initialed by you.

- **SECTION 1: 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.
- **SECTION 2: OTHER ADULT HOUSEHOLD MEMBER INFORMATION:** This section of the form 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. If more than one additional adult is part of the household, you may attach an additional sheet that provides all of the required information for each additional adult household member.
- **SECTION 3: 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. If more than six (6) children are part of the household, you may attach an additional page that provides all of the required information for each minor household member.
- **SECTION 4: HOUSEHOLD SIZE:** You must indicate the number of people in your family based on the individuals listed in sections 1-3.
- **SECTION 5: REQUIRED DOCUMENTS:** You must attach a variety of documents that prove you meet the eligibility requirements of the program. This ELC will not accept or process the ELPOP 400.02: Applicant and Household Member Information 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.
- **SECTION 6: 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.
- **SECTION 7: SCHOOL READINESS PROGRAM TERMS AND CONDITIONS:** The following program terms and conditions are included in ELPOP 400.02: Applicant and Household Member Information form. You should carefully read each term and condition and indicate your agreement by initialing each term and condition on the form. The ELC will not process your ELPOP 400.02: Applicant and Household Member Information form unless you agree to (initial) all terms and conditions.
 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 the Florida Office 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 of my family assets is less than \$1,000,000.
- **SECTION 8: APPLICANT STATEMENT OF UNDERSTANDING:** You must read the statement of understanding, and once understood; you must print your name, sign, and date the form.

REQUIRED ATTACHMENTS: The following sections provide information about documents that must be attached to the ELPOP 400.02 Applicant and Household Member Information. 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 of the applicable documents described below are attached. Please see the ELPOP 400.01 Notice of Required Documents to determine which documents are applicable to your application.

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 attaching any of the following documents to the ELPOP 400.02: Applicant and Household Member Information:

- 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.
- Social Security Administration record

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 attach one of the documents listed below to the ELPOP 400.02: Applicant and Household Member Information for each child you are requesting School Readiness services for.

- Any of the documents listed in the previous section that indicates the child's age (It is not necessary to attach a second copy).
- 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.
- Florida SHOTS documentation.
- A valid military dependent identification card.
- Official court documents.

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. You must attach a copy of one of the following documents to the ELPOP 400.02: Applicant and Household Member Information.

- Driver's License or State-issued identification card or other government-issued photo identification.
- Two of the following documents: Social Security card, Voter's Registration card, or Military document.
- If you are not the biological parent of the child, you must provide a court order or other legal documentation that substantiates your relationship to the child.

If your name on the identification is not the same as the parent's name on the documentation provided for proof of the child's US citizenship, age, or custody you must also provide documentation of your name change (i.e. a marriage license).

PROOF OF RESIDENCY: You must provide proof that you reside in a county located within the ELC's service area by attaching one of the following documents to the ELPOP 400.02: Applicant and Household Member Information:

- Florida Driver's License or Florida Identification Card indicating the current address.
- Property tax assessment for current calendar year showing a homestead exemption.
- Signed and dated rent receipt or lease agreement for current calendar year.
- 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 affidavit must be accompanied by a letter written by the owner/lessee that confirms your residency at the claimed address. The owner/lessee must attach proof of residency, such as a current utility bill dated within 12 months of the date the child application is submitted.
- Utility bill received in your name within the last twelve (12) months of the date the child application is submitted.
- Employment paystub containing the same physical residential address as the address reported in Section 1, received within the last twelve (12) months of the date the child application is submitted.
- 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, domestic violence shelter, or authorized emergency management location.

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 attaching 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 attached to the ELPOP 400.02: Household Application Information.

- **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 attach documentation of unearned income that is received by household members listed on ELPOP 400.02: Household Application Information. 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 attach a DCF ACCESS award letter indicating the household members who are included in the benefit award. The number of household members included in the award must equal the **Household Size** reported in Section 4 of ELPOP 400.02 Applicant and Household Member Information.
- **ALIMONY RECEIVED:** You must attach the court order indicating the amount of alimony received.
- **SOCIAL SECURITY ADMINISTRATION BENEFITS.** You must attach a verification letter from www.socialsecurity.gov/myaccount for the current year for each household member receiving benefits.
- **VETERAN'S BENEFITS:** You must attach an award letter received from the Veteran's Administration during the current year.
- **UNEMPLOYMENT BENEFITS:** You must attach an award letter.
- **WORKER'S COMPENSATION BENEFITS:** You must attach an award letter.
- **TANF/RELATIVE CAREGIVER:** You must attach 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 attach 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 attach 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 attach a court order or paystubs that clearly show child support or alimony payments.

SUBMITTING THE ELPOP 400.02: APPLICANT AND HOUSEHOLD MEMBER INFORMATION: You may submit the ELPOP 400.02: Applicant and Household Member Information and attachments to the ELC by U.S. mail, email, in person, or by fax. If you need assistance in completing the ELPOP 400.02: Applicant and Household Member Information, you may request an appointment with an Eligibility Analyst. THE ELC DOES NOT OFFER WALK-IN APPOINTMENTS. YOU MUST SCHEDULE AN APPOINTMENT.

APPLICATION STATUS: After the application information is received, it is evaluated by the ELC within thirty (30) calendar days. The ELC will notify you of the application status. There are three application statuses: (1) approved, (2) approved and placed on the waitlist, and (3) denied.

- **APPROVED APPLICATIONS:** Applications are classified as approved when ELPOP 400.02: Applicant and Household Member Information is completed, required documents are submitted, and the family meets program eligibility requirements. If your application is approved, the ELC will notify you to complete the enrollment process.
 - **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 Office 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 Notice of Client Status to the ELC. The ELC will approve your transfer IF the Early Learning Provider submits ELPOP 400.21: Provider Notice of Client Status 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.

**Florida's 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	6,795	9,155	11,515	13,875	16,235	18,595	20,955	23,315	25,675	28,035	30,395	32,755	35,115	37,475	39,835
4.00	2.00		6,796	9,156	11,516	13,876	16,236	18,596	20,956	23,316	25,676	28,036	30,396	32,756	35,116	37,476	39,836
		75%FPL	10,193	13,733	17,273	20,813	24,353	27,893	31,433	34,973	38,513	42,053	45,593	49,133	52,673	56,213	59,753
4.00	2.00		10,194	13,734	17,274	20,814	24,354	27,894	31,434	34,974	38,514	42,054	45,594	49,134	52,674	56,214	59,754
		FPL	13,589	18,309	23,029	27,749	32,469	37,189	41,909	46,629	51,349	56,069	60,789	65,509	70,229	74,949	79,669
5.00	2.50		13,590	18,310	23,030	27,750	32,470	37,190	41,910	46,630	51,350	56,070	60,790	65,510	70,230	74,950	79,670
			15,855	21,362	26,869	32,376	37,883	43,390	48,896	54,403	59,910	65,417	70,924	76,431	81,937	87,444	92,951
5.00	2.50		15,856	21,363	26,870	32,377	37,884	43,391	48,897	54,404	59,911	65,418	70,925	76,432	81,938	87,445	92,952
			18,121	24,415	30,708	37,002	43,295	49,589	55,883	62,176	68,470	74,764	81,057	87,351	93,645	99,938	106,232
6.00	3.00		18,122	24,416	30,709	37,003	43,296	49,590	55,884	62,177	68,471	74,765	81,058	87,352	93,646	99,939	106,233
		85% SMI														107,508	109,576
		150%FPL	20,385	27,465	34,545	41,625	48,705	55,785	62,865	69,945	77,025	84,105	91,185	98,265	105,345	112,425	119,505
7.00	3.50		20,386	27,466	34,546	41,626	48,706	55,786	62,866	69,946	77,026	84,106	91,186	98,266	105,346	112,426	119,506
			21,177	28,532	35,888	43,243	50,598	57,953	65,308	72,664	80,019	87,374	94,729	102,084	109,439	116,795	124,150
7.00	3.50		21,178	28,533	35,889	43,244	50,599	57,954	65,309	72,665	80,020	87,375	94,730	102,085	109,440	116,796	124,151
		85% SMI												103,373			
			21,970	29,600	37,230	44,861	52,491	60,121	67,752	75,382	83,012	90,643	98,273	105,903	113,534	121,164	128,795
7.00	3.50		21,971	29,601	37,231	44,862	52,492	60,122	67,753	75,383	83,013	90,644	98,274	105,904	113,535	121,165	128,796
		85% SMI											101,306				
			22,762	30,667	38,573	46,478	54,384	62,290	70,195	78,101	86,006	93,912	101,817	109,723	117,628	125,534	133,439
8.00	4.00		22,763	30,668	38,574	46,479	54,385	62,291	70,196	78,102	86,007	93,913	101,818	109,724	117,629	125,535	133,440
			23,554	31,735	39,916	48,096	56,277	64,458	72,638	80,819	89,000	97,181	105,361	113,542	121,723	129,903	138,084
8.00	4.00		23,555	31,736	39,917	48,097	56,278	64,459	72,639	80,820	89,001	97,182	105,362	113,543	121,724	129,904	138,085
		85% SMI										97,182					
			24,346	32,802	41,258	49,714	58,170	66,626	75,082	83,538	91,994	100,449	108,905	117,361	125,817	134,273	142,729
8.00	4.00		24,347	32,803	41,259	49,715	58,171	66,627	75,083	83,539	91,995	100,450	108,906	117,362	125,818	134,274	142,730
		185%FPL	25,142	33,874	42,606	51,338	60,070	68,802	77,534	86,266	94,998	103,730	112,462	121,194	129,926	138,658	147,390
9.00	4.50		25,143	33,875	42,607	51,339	60,071	68,803	77,535	86,267	94,999	103,731	112,463	121,195	129,927	138,659	147,391
		85% SMI															97,171
			26,161	35,247	44,333	53,419	62,505	71,591	80,677	89,763	98,849	107,935	117,021	126,107	135,193	144,279	153,365
9.00	4.50		26,162	35,248	44,334	53,420	62,506	71,592	80,678	89,764	98,850	107,936	117,022	126,108	135,194	144,280	153,366
		200%FPL	27,180	36,620	46,060	55,500	64,940	74,380	83,820	93,260	102,700	112,140	121,580	131,020	140,460	149,900	159,340
10.00	5.00		27,181	36,621	46,061	55,501	64,941	74,381	83,821	93,261	102,701	112,141	121,581	131,021	140,461	149,901	159,341
		85% SMI								95,103							
			29,219	39,367	49,515	59,663	69,811	79,959	90,107	100,255	110,403	120,551	130,699	140,847	150,995	161,143	171,291
10.00	5.00		29,220	39,368	49,516	59,664	69,812	79,960	90,108	100,256	110,404	120,552	130,700	140,848	150,996	161,144	171,292
		85% SMI							93,036								
			31,257	42,113	52,969	63,825	74,681	85,537	96,393	107,249	118,105	128,961	139,817	150,673	161,529	172,385	183,241
10.00	5.00		31,258	42,114	52,970	63,826	74,682	85,538	96,394	107,250	118,106	128,962	139,818	150,674	161,530	172,386	183,242
		85% SMI	35,836	46,863	57,889	68,915	79,942	90,968									

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

Earned Income from Employment: 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 \$ _____
Unearned Income: 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**, as amended, which is available at the ELC office.

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 _____