



Provider Town Hall School Readiness Training Notes June & July 2013

Wait List

- Can parents be on the Wait List while they are pregnant?
 - Families are not allowed to go on the Wait List until their child is born. If we see a child on the Wait List that is not yet born, ELC will contact the parent and let them know the child is not yet eligible.

Redetermination Information

- How do I know when families' redetermination packets are due?
 - You can find each families' redetermination date in three ways:
 - On the School Readiness certificate in the "approved rate" section.
 - On the At-A-Glance form ELC gives to each provider with the SR certificate stating their redetermination date and their parent fee.
 - On the School Readiness roster listed as the "Redeterm Date".
- What is a sufficient amount of time to make sure families submit their redetermination packet in time to ELC to meet their redetermination date?
 - The redetermination date is the date all of the pieces of information needed to verify a family's eligibility to receive School Readiness child care financial assistance are due. If a family does not submit a completed packet, with all requested information, by their redetermination date, their child care coverage will be terminated after the redetermination date and ELC of Duval will no longer reimburse the child care provider for care.

For this reason, we give each family an At-A-Glance form (See documents at the end of the FAQ section) which lists their redetermination date and a deadline for submitting their application and packet. The submission deadline is always the second Tuesday of the month before the family's redetermination date. This helps ensure ELC of Duval has time to check all of the submitted paperwork and process the packet so families do not have a lapse in their child care coverage. If families do not submit a completed packet by the submission deadline, they may have a lapse in child care coverage and they (family) will be responsible for paying you (provider) for care during their lapse in coverage.

Families have until the redetermination date to turn in their packet, however a lapse in child care may occur if the packet documents are missing or outdated.

(See the At-A-Glance form at the end of the FAQ section for more information.)

- Can we tell parents to submit their Redetermination packet early?
 - Yes! Although families have up to their redetermination date to submit their paperwork, we encourage them to submit their redetermination application and information the second Tuesday of the month before their redetermination date. When families submit their information early it gives ELC time to process their packet and follow up with the family to help prevent a lapse in child care. Families who wait to submit their packet until their redetermination date are likely to have a lapse in coverage due to the amount of time it takes ELC staff to process their packet.

Please note: Dated information expires after 30 days and new information may be requested.

Absences/Attendance

- What's the maximum number of days a child can be absent each month for funding (payment)?
 - Families are allowed 3 absences per month with no explanation and you (provider) will still be paid. 7 additional absences can/will be paid with a doctor/hospital note that has to be sent in with the monthly attendance roster.
 - Example, the family is going on vacation for 12 days, but you know they will be returning to your center, you may write E (excused) for the first 3 days the child is absent and then write N (non-reimbursable) for the remaining 9 days on the attendance roster.
 - If you leave a blank space on your roster, this tells the ELC reimbursement staff that the child is not coming back. If you know a child is not returning to your program, mark the space on the roster with a T which means the child will be terminated.

E= Excused absence (Maximum of 3 per month)

N=Non-reimbursable (Maximum of 7 per month & child will return to program)

T= Terminated (Child will not return to program)

**If a family is missing a lot of days, it is the prerogative of the provider to terminate the child.

- May I upload my pink rosters rather than bringing them in to ELC's main office?
 - Yes, both School Readiness and VPK rosters can be uploaded using the secure FTP site.
- Example: A School Readiness child has attended my center for 3 weeks but the parent has not paid the parent fee or regular fee, so I will no longer allow the family to attend my child care program. Should I write N or T on the roster?
 - Write N (non-reimbursable) if you are working out the payment with the family and will eventually have the child return to your child care program. Write T (terminated) if you do not plan to have the child return to your center and you want the child terminated from your roster.
 - Before allowing a family to transfer to another center, ELC requires a zero-balance receipt from the previous provider which will allow you to receive the parent fee for the time the child was absent from your program.

The only way to prevent not getting paid for the children in your care is to have each family pay their parent fee daily in cash.

Understanding the SR Voucher/Certificate

- Why are there codes on the certificate in the “schedule” section but there is no key to explain the meaning of the codes?
 - These are class calendar codes, used by ELC of Duval’s reimbursement department, to indicate the child is in VPK and receives School Readiness. The codes indicate the VPK class calendar. There are several different codes, and many are meant for specific providers, so that is why there is no legend/key showing the meaning of each code. Please contact ELC’s Reimbursement Department if you have questions about these codes.
 - Schedule/Unit of care (number of hours authorized per day).

Schedule/Unit of Care Definitions	
Unit of care	Definitions
PTL	0 - <3 hrs
PT	3 - <6 hrs
PTBA	3 - <6 hrs
PTV	SR VPK PT Wrap Around
FTV	SR VPK FT Wrap Around
FT	6 to <11 hrs
FTPT	11 to <16 hrs
FTFT	16 hrs or >

New Enrollment Priority List

1. Children 0-13 where families are receiving cash assistance.
2. Children in Protective Services, up to age 9, with a referral.
3. Eligible children ages 0-kindergarten from the Wait List.

Children in the first two priority categories may stay in care until age 13. Children in other categories may stay in until age 9 provided they are still eligible. Children with a qualified and valid IEP attending a qualified therapeutic program may stay in until age 13.

Packet Return Rate

- 45% return rate on new enrollments
- 65% return rate on redetermination packets

Translation

- Does ELC of Duval have a direct line for Spanish speaking families?
 - Yes, Spanish speakers may call 904-208-2044 ext. 3 to speak with a Child & Family Resources specialist who speaks Spanish. ELC of Duval also has a translation service available so families speaking languages other than English or Spanish may also receive help.

Payment, Fees & Fraud

- Parents have told me their previous child care provider did not charge them a parent fee. Is this true?
 - Although providers have always been responsible for charging a parent fee, it is possible some providers have not done this in the past. Under the new School Readiness law signed by Governor Scott, it may be considered fraud for child care providers to not charge a parent fee.

If a family tells you their last provider did not charge a parent fee you should report the suspected fraud to the inspector general in the Office of Early Learning by visiting the website below and filling out the complaint form.

- Office of the Inspector General website:
http://www.floridaearlylearning.com/OEL_IG_ServicesandSupport.html

- I have been told that other agencies like Daniel or DCF will pay a family's parent fee for children in Protective Service situations. Is this true?
 - To the best of our knowledge this is not true.
- What if a parent does not, or refuses, to pay me for watching their child?
 - Unfortunately, ELC of Duval cannot force parents to pay for the services you have rendered, but we do require a zero-balance statement from each provider before a family can transfer their child to another child care provider. If families do not pay you, you may take them to small claims court by going to courthouse, filing the necessary paperwork, and paying \$75 to start your case.

It is your right as a business owner to refuse to take any children.

- What if family doesn't pay a parent fee, but we're held responsible for fraud. What can we do?
 - It is your right to not serve a family. According to HB 7165, the State of Florida says you must assess parent fee.
 - You may view HB 7165 on ELC of Duval's website www.ChooseQualityChildCare.org, by selecting *Legislation, New Rules, and FAQs* from the yellow Providers menu at the top of the page.
- Parents have told me they did not have to pay a parent fee at other programs because they are on scholarship. Is this true?
 - Child care programs may scholarship the differential between the parent fee and what they normally charge for care at their facility, but you are always required to charge a parent fee even if a family is receiving a scholarship.
- If we're aware of a child care center not charging a parent fee, can we tell you?
 - You should report suspected fraud to the inspector general in the Office of Early Learning by visiting the website below and filling out the complaint form.
 - Office of the Inspector General website:
http://www.floridaearlylearning.com/OEL_IG_ServicesandSupport.html

- How do I become a Gold Seal Provider?
 - Gold Seal accreditation is handled through the Department of Children and Families. Visit www.MyFLFamilies.com for more information.

- How can I collect a parent fee from a parent who is not working but is going to school full time?
 - Parents have to make it work if they are going to school because a parent fee is still required by state law.
 - Please note, if a parent registers for classes, receives the SR child care voucher, and then quits or fails their classes, this is considered fraud.

- What is the payment differential between the Gold Seal rate versus the approved rate, and how will I know if I'm receiving the Gold Seal rate?
 - If you are a Gold Seal provider, your roster will list your Gold Seal payment rate and the regular rate will be listed as zero.
 - Below is the State Funding for Child Care/ Per Day Chart:

Care Level	Licensed or Exempt Providers	Gold Seal	Licensed Homes
Infant (0-12 Mo.)	\$24.00	\$27.60	\$22.00
Toddler (13-23 Mo.)	\$22.00	\$25.30	\$21.00
(24-35 Mo.)	\$19.75	\$22.71	\$19.75
Preschool (36-47 Mo.)	\$18.00	\$20.70	\$18.00
(48-59 Mo.)	\$17.00	\$19.55	\$17.00
(60-72 Mo.)	\$17.00	\$19.55	\$17.00
Special Needs	\$24.00	\$27.60	\$22.00
School-Age	\$12.40	\$14.26	\$12.40

Transportation

- Sometimes it looks like parents have transportation covered with their vouchers. Does ELC pay for transportation fees under School Readiness?
 - ELC does not pay for transportation fees for families. There may be unique cases where transportation is covered by other agencies, such as WorkSource, for parents to get to the programs they provide, but ELC of Duval does not pay for transportation fees.

Families do receive 10 extra hours of child care time, in addition to the number of hours they are employed, to cover the time it takes parents to drop off and pick up their child before work or school. For example, if a parent is working 30 hours a week, the School Readiness voucher will pay for 40 hours of child care.

Fraud

- What happens if a parent loses a job, or switches jobs, and does not tell ELC of Duval?
 - If a parent loses a job, or switches jobs, they have to prove to ELC when they left their old job and when they were hired at their new job. If they did not notify ELC and there was a gap of unemployment greater than 60 days, ELC immediately terminates the family from the School Readiness program, calls the child care provider to inform them of the violation, and turns the family's information in to the Florida Department of Law Enforcement for fraud violation.

Once you receive the phone call from ELC of Duval that the School Readiness voucher has been terminated, as the provider you need to collect the regular fee you charge for child care because ELC of Duval does not backdate vouchers for care. The parent is responsible for paying for care if there is a lapse in School Readiness coverage.

- Can I choose to waive the parent fee for families who are struggling financially?
 - Providers are responsible for charging a parent fee. Under the new School Readiness law signed by Governor Scott, it may be considered fraud for child care providers to not charge a parent fee. Any providers found not charging a parent fee will be referred to the inspector general in the Office of Early Learning.
- What should I do if a parent signs their child in on a day when they did not actually attend class at my center?
 - Parents should sign in each day separately from any other day.
 1. You should write "parent accidentally signed roster" on the sign in sheet before turning it in to ELC of Duval.
 2. You should also counsel the parent that this is considered fraud.

WorkSource or Protective Services

- I have a referral from WorkSource that says the redetermination date of the child. Will I be paid as long as I have this referral?
 - No, this does not help you as a provider. The referral is for ELC of Duval and the voucher must be issued by ELC of Duval.
- A family with a child in Protective Services gave me their CPI paperwork, but I have not received payment for the child. When will I receive payment for their care?
 - The CPI paperwork let's providers know a referral has been sent in, but no payment can be made until a caregiver schedules and visits ELC of Duval for a child care services appointment and they receive the SR child care certificate. The caregiver needs to begin calling ELC of Duval to schedule an appointment within 1-2 days of receiving the CPI paperwork and must come in for the appointment within a two-week period.
- For at-risk children, who needs to call ELC to receive or renew the School Readiness voucher—the case worker, caregiver or provider?
 - The caregiver needs to call case worker to get another referral.

- Is the parent fee for children in Protective Services zero?
 - ELC does not get to decide if Protective Service families are assessed a parent fee. Only the caseworker can determine if a parent fee should be assessed. Some exceptions to this rule apply including incarceration, unemployment, the child being removed from the home, or court ordered child care attendance.

- What if a family has a Protective Service referral but they are unemployed?
 - The case worker must check the box on the referral saying the parent is unemployed. ELC of Duval cannot check the “unemployed” box, only a caseworker can say a Protective Service family is authorized to have a fee waiver if they are unemployed.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
06/04/13

PRODUCER
D C INSURANCE SERVICES, Inc.
16601 Ventura Boulevard, Ste. 500
Encino CA 91436
(800) 624.0912

THIS CERTIFICATE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
JENNY SMITH
GRANNY SMITH'S LITTLE APPLES
1234 SW SAMPLE ST
JACKSONVILLE, FL 32256

INSURER A: TOPA INSURANCE COMPANY
INSURER B: NATIONAL UNION FIRE INSURANCE CO.
INSURER C:
INSURER D:
INSURER E:

COVERAGES


THE POLICES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXP DATE (MM/DD/YY)	COVERAGES	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Childcare Professional Liability Coverage Included <input checked="" type="checkbox"/> Child Abuse Coverage - GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	DCH-2699000 \$50,000 Each	06/01/13	06/01/14	<input checked="" type="checkbox"/> OCCURRENCE FIRE (any 1 fire) MED EXP (any 1 person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$100,000 \$ N/A \$ N/A \$ Included \$300,000 \$ Included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> Non-Owned Auto Liab. <input type="checkbox"/> Excess Transportation - <input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE (Per accident)	\$ \$ \$ \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY	\$ EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE	\$ \$ \$ \$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				<input type="checkbox"/> WG Statutory Limits <input type="checkbox"/> Other E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$
B	OTHER; Accidental Medical - Primary)	DCR-N06562425-2699000	06/01/13	06/01/14		\$20,000 Expense Benefit Max.Amt. Each Enrolled Child

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/ADDITIONAL COVERAGES ADDED BY ENDORSMENT/SPECIAL PROVISIONS:
EARLY LEARNING COALITION OF DUVAL is included as an Additional Insured, but only as respects to any covered claim that might arise from the Named Insured's operations as an IN-HOME CHILDCARE at the location as shown above.

CERTIFICATE HOLDER [X] ADDITIONAL INSURED: INSURER LETTER: A
EARLY LEARNING COALITION OF DUVAL
 8301 Cypress Plaza Drive, Suite 201
 Jacksonville, FL 32256
 Fax: EMAILED Attn:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE


Looking for information regarding a family's School Readiness redetermination?

Let us help you keep children in care during the redetermination process!

We are working on streamlining and improving our process for determining families' eligibility packets. Please be aware that many of the packets we receive are missing multiple pieces of information. We are informing parents this may cause a lapse in care due to the packet not being complete.

- For ELC of Duval to pay for the care of a child, you must have a current certificate with us; otherwise, the parent is responsible for paying for care during the lapse. We will inform you if and when a family is reinstated in care as soon as they are approved, eligible, and processed. Arrangement for care during the lapse is between the provider and the family, not ELC of Duval.
- Once a School Readiness packet has been delivered to our office, we have limited information about the status of the packet until it is fully processed.
- Please encourage families to handle the details of their redetermination, rather than you as a provider calling our office, as we are not able to share private information with you. This also increases the amount of time it takes to fully process a packet.
- Please see the information on the back of this flyer to see what we are telling families regarding deadlines and redetermination dates.

Redetermination deadline & submission information given to families:

- Your packet is due on the due date on the COVER LETTER.
(Packets are due on the second Tuesday of the month before the redetermination date. For example, if a redetermination date is February 14, 2013, the packet is due the second Tuesday of January.)
- If you do not submit a completed packet by your submission deadline, you may have a lapse in child care coverage and you will be responsible for payment during the lapse of coverage.
- If your packet is incomplete when submitted, you may turn in the missing information until your Redetermination date, but you may have a lapse in child care coverage and you will be responsible for payment during the lapse of coverage.
- Please note, the later you submit missing information the more likely a lapse in child care coverage will occur and you will be responsible for payment during the lapse of coverage.
- If you do not submit a completed packet and all requested information by your redetermination date, your child care coverage will be terminated after your Redetermination date and ELC of Duval will no longer reimburse your child care provider for care.
- If your care is terminated, you will need to re-apply through the Wait List in order to receive care again. Services are provided on a first come, first served basis according to ELC of Duval's priority of enrollment list and available funding.
- If needed, you may re-apply to the Wait List at www.ChooseQualityChildCare.org or by calling 904-208-2044 ext 7.

Parents please return packet, application and documentation to:

ELC of Duval at one of our 3 locations.

1. Westside @ Kingdom Plaza: 5310 Lenox Ave. #5; 32205 (Inside Mall)
2. Northside @ Pearl Plaza: 5216 North Pearl St.; 32208
3. Southside @ Cypress Plaza: 8301 Cypress Plaza Dr. Ste. 201; 32256

Your Child Care Services At-A-Glance

Parent Name: _____ **Child Name:** _____

- You have been approved for the following service: **Full-time** _____ **Part-time** _____

Your Redetermination date is: _____

Your DEADLINE for submitting your application and packet is:

The second Tuesday of _____

- *If you do not submit a completed packet by your submission deadline, you may have a lapse in child care coverage and you will be responsible for payment during the lapse of coverage.*
- *If you do not submit a completed packet and all requested information, by your Redetermination Date, your child care coverage will be terminated after your Redetermination date and ELC of Duval will no longer reimburse your child care provider for care.*
- *If your packet is incomplete when submitted, you may turn in the missing information until your Redetermination date, but you may have a lapse in child care coverage and you will be responsible for payment during the lapse of coverage.*
- *The later you submit missing information the more likely a lapse in child care coverage and you will be responsible for payment during the lapse of coverage.*
- *If your care is terminated, you will need to re-apply through the Wait List in order to receive care again. Services are provided on a first come, first served basis according to ELC of Duval's priority of enrollment list and available funding.*
- *If needed, you may re-apply to the Wait List at www.ChooseQualityChildCare.org or by calling **904-208-2044 ext 1**.*

- Your Approved Rate(s) is/are:

child 1 \$ _____ child 2 \$ _____ child 3 \$ _____ child 4 \$ _____

- Your Parent Fee (based on your income and age of child/ren) is/are:

child 1 \$ _____ child 2 \$ _____ child 3 \$ _____ child 4 \$ _____ per day.

**** Your Parent Fee is subtracted from your approved rate. ****

- Therefore **you are responsible** for any amount above: (Approved Rate MINUS Parent Fee)

child 1 \$ _____ child 2 \$ _____ child 3 \$ _____ child 4 \$ _____ per day.

ELC of Duval does not cover fees such as: Registration; Transportation; Food; Supplies; Field Trips; etc.

You are responsible for notifying ELC of Duval within 10 calendar days of any change. Failure to do so may result in termination of your child care services and you may be reported to Florida's State Attorney's Office or the Florida Department of Law Enforcement (FDLE).

How to Calculate Your Parent Fee

State Funding for Child Care/ Per Day

Care Level	Licensed or Exempt Providers	Gold Seal	Licensed Homes
Infant (0-12 Mo.)	\$24.00	\$27.60	\$22.00
Toddler (13-23 Mo.)	\$22.00	\$25.30	\$21.00
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(48-59 Mo.)	\$17.00	\$19.55	\$17.00
(60-72 Mo.)	\$17.00	\$19.55	\$17.00
Special Needs	\$24.00	\$27.60	\$22.00
School-Age	\$12.40	\$14.26	\$12.40

EXAMPLE:

If you have a 18-month-old child you would like to send to a licensed provider four (4) days per week, this is how you would calculate the payment:

Care for 18-month-old is \$22 x 4 days at Licensed center = \$88

(Refer to chart above. Maximum amount the State will pay the provider minus any parent fee.)

The parent fee for this example is \$2/day.

(This amount is based on household size and income as calculated by ELC of Duval.)

If the child care provider charges \$25 per day for care, then \$25 x 4 days = \$100

(This is the amount the child care provider expects to be paid.)

So, the amount the family is responsible for paying is \$20.

$$\$100 - (\$88 - \$8 \text{ parent fee}) = \$20$$

$$\$100 - (\$80) = \$20$$

Eligibility and Enrollment Form for School Readiness Services

Control Number :

CLIENT : COMPLETE SECTION III AND IV AND SIGN.

I. ELIGIBILITY	II. ELIGIBILITY DETERMINATION DATE : 06/01/2013
Funding Agency : 1 ELC OF DUVAL	Is A Follow-up review required Yes <input type="checkbox"/> No <input type="checkbox"/>
Funding Contractor BG8 BILLING GROUP 8	Reason : _____
Eligibility : 27 INCOME ELIGIBLE < 150%	If Yes, what frequency ? <input type="checkbox"/> 30 days <input type="checkbox"/> 2 weeks (pending income verification) <input type="checkbox"/> Other: _____
	Date next redetermination due : 12/01/2013

III. PARENT / GUARDIAN IDENTIFYING INFORMATION					
A. Parent's Name : KATHERINE OSBORNE			A. Spouse's Name :		
B. Date of Birth :	C. Ethnicity : Non-His	D. ID:XXX-XX-1383 (SSN Optional)	B. Date of Birth :	C. Ethnicity :	D. ID: (SSN Optional)
E. Race : Wh			E. Race :		
F. RFA Number :		G. Parent's Home Phone Number		H. Parent's Marital Status :	
I. Parent's Address : 8301 CYPRESS PLAZA DRIVE SUITE 201 JACKSONVILLE, FL 32256 DUVAL COUNTY					
J. Name of Guardian if parent is a minor :		Guardian's ID:		Relationship to Parent :	

IV. CHILD(REN) REQUIRING CARE					
K. Name	Relationship	Ethnicity	Gender	Child ID (SSN Optional)	L. D.O.B
Race	M. Fee Assd.	N. Center / Home Chosen		O. Date Enrl.	P. EPSOT
ANGEL CARRO	PARENT/STEP PARENT	Non-His	M	XXX-XX-0051	02/28/2012
Wh	3.00	ELC LEARNING CENTER		06/01/2013	
CHAD BURNS	PARENT/STEP PARENT	Non-His	M	XXX-XX-0049	06/10/2006
Wh	1.50	ELC LEARNING CENTER		06/01/2013	
CHARLES OSBORNE	PARENT/STEP PARENT	Non-His	M	XXX-XX-0047	01/01/2013
Wh	4.00	ELC LEARNING CENTER		06/01/2013	
KENDRA KING	PARENT/STEP PARENT	Non-His	F	XXX-XX-0048	12/15/2010
Wh	3.00	ELC LEARNING CENTER		06/01/2013	
PAULA RUFFNER	PARENT/STEP PARENT	Non-His	F	XXX-XX-0050	09/01/2008
Wh	3.00	ELC LEARNING CENTER		06/01/2013	

Q. Is there another child in the family currently enrolled with another central agency and/or district ? Yes No Name of Central Agency : _____
Child's Name : _____

V. PURPOSE FOR CARE			
R. <input type="checkbox"/>	Child referred by Children and Families for at-risk services :	Documented ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
S. <input type="checkbox"/>	Is client IV-E Eligible ?	Documented ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
T. <input type="checkbox"/>	Child referred by Wages. Work Activity Documented ?		Yes <input type="checkbox"/> No <input type="checkbox"/>
U. <input type="checkbox"/>	Transitional Child Care. Eligibility and purpose Documented ?		Yes <input type="checkbox"/> No <input type="checkbox"/>
V. <input type="checkbox"/>	For Migrant Farm Workers, Teen Parents & Working Poor :		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Employer and income documented on attached sheet ?		Yes <input type="checkbox"/> No <input type="checkbox"/>
W. <input type="checkbox"/>	District Discretion. Eligibility and purpose for care documented ?		Yes <input type="checkbox"/> No <input type="checkbox"/>

VI. PRIVACY ACT STATEMENT

Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Agency for Workforce Innovation and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program, including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

Eligibility and Enrollment Form for School Readiness Services

Control Number :

CLIENT : COMPLETE SECTION III AND IV AND SIGN.

VII. SIGNATURES

VII. SIGNATURE : I give consent, if determined eligible, to the School Readiness Agency and/or the Florida Department of Law Enforcement to request all information relating to my eligibility and to make inquiry into all statements of information given. I understand that if I give false information, sign inaccurate attendance documents or fail to report changes in my circumstances, my case may be referred to the Florida Department of Law Enforcement for action and possible prosecution. I also give consent to the School Readiness Agency to use computer matches with other government agency systems to verify the amount of income available to me and my household members.

I reviewed, understand and agree with all the Terms and Conditions for Application for subsidized Child Day Care Services

Signature of Parent :

Date : ___/___/___

Signature of Worker :

Date : ___/___/___

Name and Address of Serv. Agency if different from Centr. Agcy. :

Central Agency Approval :

Date : ___/___/___

ELC OF DUVAL

Non-transferable Child Care Certificate

Subsidized Child Care Program

Certificate Number:

PARENT INFORMATION

*This certificate is not valid for care arranged after: ___/___/___

Parent Name : KATHERINE OSBORNE Parent's Date Of Birth :
Home Address : 8301 CYPRESS PLAZA DRIVE SUITE 201
City : JACKSONVILLE State : FL Zip : 32256 Social Security Number : XXX-XX-1383
Home Phone: Work Phone : Employer's Name: ELC
Category : BG8:BILLING GROUP 8 Eligibility : 27:INCOME ELIGIBLE < 150%
Care Authorized From : 06/01/2013 To : 12/01/2013 * (* No reimbursements made after this date)
Central Agency Counselor : 18 KATHERINE OSBORNE
Case Worker :

CHILDREN REQUIRING CARE

Table with columns: Child's Name, D.O.B., S.S. #, Type, Approved Rate, G. S. Rate, Parent Fee, Schedule (Mon-Sun). Rows include ANGEL CARRO, CHAD BURNS, CHARLES OSBORNE, KENDRA KING, and PAULA RUFFNER.

Non-transferable Child Care Certificate
 Subsidized Child Care Program

Certificate Number:

P A R E N T I N F O R M A T I O N

***This certificate is not valid for care arranged after: ___/___/___**

Parent Name : KATHERINE OSBORNE Parent's Date Of Birth :
 Home Address : 8301 CYPRESS PLAZA DRIVE SUITE 201
 City : JACKSONVILLE State : FL Zip : 32256 Social Security Number : XXX-XX-1383
 Home Phone: Work Phone : Employer's Name: ELC
 Category : BG8:BILLING GROUP 8 Eligibility : 27:INCOME ELIGIBLE < 150%
 Care Authorized From : 06/01/2013 To : 12/01/2013 * **(* No reimbursements made after this date)**
 Central Agency Counselor : 18 KATHERINE OSBORNE
 Case Worker :

C H I L D R E N R E Q U I R I N G C A R E

Child's Name	D.O.B.	S.S. #	Type	Approved Rate	G. S. Rate	Parent Fee	Schedule
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Totals: \$14.50

(G.S. Rate = Gold Seal Rate) ** Indicates the parental fee, which is the responsibility of the parent

Privacy Act Statement : Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Agency for Workforce Innovation and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program, including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. The Department and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent : _____ Date : ___/___/___

Signature of Provider : _____ Date : ___/___/___

Signature of Central Agency Counselor : _____ Date : ___/___/___

SR Packet Checklist

Re determination Date: (if applicable)

Parent Check	Info Needed	ELC Staff Check	Name(s) of Parent(s) in HH	Photo ID Front and Back for each	Name(s) of other Adults or Dependent Adult Children in HH	Photo ID Front and Back for each
	Cover Letter					
	* Comprehensive Signature Page					
	Application completed (blue or black ink)					
	House Hold #					
	HH include: (spouse, significant others, dependent adults/adult children, total children)		First name of children in home	Birth Certificate for	Child Support Info for each	Developmental Screening form for each
	# of children potentially eligible for care					Age Eligible?
	# of children NOT potentially eligible for care					
	Marital Status					
	Other Adults					
	* Rights and Responsibilities initialed					
	Purpose of Care: Must meet ONE below:					
	* A) Is parent self-employed/cash paid? See filer, make appt.					
	* B) 10 weeks paystubs					
	Consecutive and most recent					
	Change in employment YES NO					
	ELC staff confirm previous employer					
	* C) Proof of Education:					
	Schedule for Current semester					
	Syllabus for Online Class (if applicable)					
	Transcripts for previous semester					
	* D) Non-employed/Non-student Eligible Physician statement					
	* E) Relative caregiver TANF Award letter w/ child(ren) name(s)					
	Purpose of care met? YES NO					
	* Documentation of other income (TANF, SSI, SSD, unemployment, etc.)					
	* Proof of Residence					
	Divorce, Separation, adoption, guardian paperwork					
	* Provider Enrollment form Signed AND Dated					

ELC Office Use Only

ELC Staff History Notes

ELC staff initials	Date	Comments, Missing Info, Additional Information
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____