

Early Learning Coalition



of Pinellas County, Inc.

Policy: ELCPC-60.1.6	Title: School Readiness Transfers	
	Review Date: August 2014	Next Review Date: August 2015

References: Chapter 1002.87, F.S.

Purpose: To establish and maintain standardization of procedures for parent initiated transfers from one provider to another for School Readiness childcare scholarship.

Background: Parents of childcare scholarship recipients must choose any ELC approved provider. The Transfer process exists to give parents/guardians the ability to change providers and support parent choice. The ELC contracts with over 500 providers including homes, centers, and Friends Family Neighbors (FFN).

Policy: Parents/guardians must be in compliance with all eligibility requirements, have current/open eligibility, and have all of their applicable School Readiness parent copayments paid in order to be eligible for a transfer.

- To request a transfer parents/guardians may:
 - Complete a Transfer Request Form and submit to ELC, or
 - Call the ELC Family Services Department
- Once eligibility and parent copayments are verified by the provider, a new certificate voucher will be issued for the client to take to the new provider of their choice.
 - Parents should not move their child to a new provider without a new Certificate Voucher as payment will be withheld.
 - Providers should not accept children into care without a current/valid Certificate Voucher as payment will be withheld.
 - If a parent feels their child is in danger, they should remove the child from care and contact the Coalition immediately.
 - Parents are encouraged to utilize Child Care Resource and Referral (CCR&R) if they need assistance choosing a new provider.

Procedures:

A. Parent/Guardian must contact the Early Learning Coalition at least 48 hours before the transfer date and request a new Certificate Voucher be issued.

- If a parent contacts the ELC with less than 48 hours before the needed transfer they may incur private pay days if they begin attending their new provider without a transfer voucher being issued.

B. Parent/Guardian must submit current and verifiable receipts showing proof of payment for parent copayments or a Child Transfer Request form signed by the current provider to verify that parent copayments assessed are paid in full.

- ELC staff will not hold clients responsible for additional charges incurred by the participant that are over and above their designated parent copayments.
- Parents are encouraged to obtain receipts of parent copayments in the event the provider cannot be contacted.
- If the provider has closed or stopped offering School Readiness services the transfer will be processed without verification of parent copayments.

C. A new Certificate Voucher will be issued for client to take to the new provider of their choice.

- A Certificate Voucher will be issued .The client may then present it to the ELC approved provider of their choice to enroll the child(ren) into care. The Certificate Voucher must be signed by both the parent/guardian and the provider, and then submitted to the Coalition.
- Certificate Vouchers expire 15 calendar days from the date of issuance.
- If a participant has a scholarship end date of 30 days or less, a term notice will be issued to client and attached to the Certificate Voucher for the new provider.