

# Early Learning Coalition



of Pinellas County, Inc.

<b>Policy: ELCPC-60.1.8</b>	<b>Title:</b> Simplified Point of Entry and Unified Wait List (UWL)	
<b>Review Date:</b> October 2014	<b>Revision Approval Date:</b> December 2014	<b>Next Review Date:</b> August 2015

**References:** Ch. 1002.87, F.S.

**Purpose:** To establish and maintain standardization of procedures for the maintenance of and enrollments from a Unified Waiting List and Single Point of Entry for child care scholarships funded by the Early Learning Coalition of Pinellas County, Inc.

## **Background:**

ELC maintains the official Pinellas County wait list for child care scholarships. Parents and guardians may apply for the Unified Wait List (hereinafter referred to as "UWL") in person, in writing, by mail, through the state website or the ELC website. ELC currently partners with Pinellas County Head Start in sharing UWL data for their respective families.

**Policy:** It is the intent of the Early Learning Coalition, Inc. to ensure the availability and accessibility of a UWL and Single Point of Entry for families applying for School Readiness Scholarships in Pinellas County.

Children are enrolled from the Waitlist in accordance with the *School Readiness Eligibility Service Categories and Waitlist Priorities* (ELCPC-60.1.1).

## **Procedures:**

### **A. UWL Placement:**

1. Applications will be reviewed for preliminary determination of eligibility.
2. If all required information is received the child(ren) are placed in the UWL database in chronological order by the date that information is received.
3. Families who have completed an application will receive a "Notice of Placement on Wait List".
4. Families who are receiving funding other than School Readiness (i.e. teen parent) will be encouraged to apply to the UWL to ensure they will have a greater chance of receiving care once their alternate funding ends.
5. Families that are on the UWL and offered a VPK wrap care scholarship will be allowed to return to their original spot on the UWL once their wrap care ends as long as they fill out a new UWL application within 10 calendar days of their wrap care termination.
6. Families who receive referrals from Welfare TANF or At-Risk of Abuse and Neglect and their funding period has expired will be evaluated to determine if

they are eligible to roll into an alternative funding source or be placed on the UWL.

7. Families that are on the UWL and receive an At Risk scholarship that ends without the option to roll will be placed back to their original spot on the wait list once their referral ends as long as they fill out a new UWL application within 10 calendar days of their termination.

**B. Child Care Placement:**

1. Coalition staff review a monthly report, which includes current UWL data. Fiscal Services determines availability of funds for new placements.
2. Contingent upon available funding the Coalition staff analyze UWL data to determine if placement from the wait list is feasible.
3. The Coalition staff will determine the number of children that will be notified for placement by Coalition priority and available funding. Placement of children into care from within the same priority group will be completed by wait list date order.
4. Upon the decision to place children from the UWL, families will receive written notification of funding availability.
5. Parents will be given a designated time frame, not to exceed 10 business days, to attend an eligibility intake interview.
6. Families are evaluated to determine if they meet all eligibility requirements and will be given a Certificate Voucher to begin care.

**C. Terminations:**

1. Families must make at least one contact to update or verify existing information within a six (6) month period to remain on the active wait list.
2. Families who fail to contact and update their family information with ELC during the six month period will be notified that their child's name will be removed from the UWL unless they respond by a given date.
3. Families will also be removed from the UWL if they fail to respond to the notice of available funding within a designated time frame not to 10 business days
4. Families who update their eligibility information and no longer appear to meet the eligibility guidelines will be removed from the UWL and receive written notification.
5. Families who respond to a funding opportunity and receive a scholarship will be removed from the UWL.
6. Families will be terminated from the UWL database at their request.
7. Children are terminated from the waitlist upon their 9<sup>th</sup> birthday.