

Early Learning Coalition



of Pinellas County, Inc.

Policy: ELCPC 60.1.4	Title: New Placement Policy	
	Review Date: August 2014	Next Review Date: August 2015

References: Chapter 1002, Part VI, F.S.

Purpose: To establish and maintain standardization of procedures for the child placement process for the School Readiness program.

Background: The Placement process determines eligibility for childcare scholarships and enrollment of children into care. Placements may result from children being enrolled from the Unified Waiting List or by a referral from a partnering agency.

Policy:

School Readiness placements may require in-person interviews. Parents schedule an appointment to see Coalition staff in order to have Parent Rights and Responsibilities as well as Parent Choice information explained to them and receive their Certificate Voucher, which is valid for 15 calendar days from the date of issuance. Referrals from partner agencies are valid for 10 calendar days from the date of issuance. If referrals expire on a weekend they must be processed the business day before their expiration. Any mandated referrals not utilized by clients within 10 calendar days from receipt must be reported to the Office of Early Learning.

Expedite packets may be completed by designated referring agencies for School Readiness clients in lieu of an in-person interview.

Procedures:

- A. School Readiness Referral Placements:** Placements are completed based on a referral from a partner agency (i.e. CareerSource Pinellas, Sheriff's Office, or Eckerd Community Alternative). Referrals are valid for 10 calendar days and a placement must be completed within that window.
 - a. Clients will receive an Appointment Notice by mail once the Coalition receives their referral

- b. Clients will then call the Coalition to schedule an in-person interview at one of the Coalition locations throughout Pinellas County.
- c. Clients will be required to provide photo identification for themselves and birth certificates for all child(ren) in the home which demonstrates parent/guardian relationship to child and US Citizenship status
 - i. Parents with in-home protective service placements will have this information requested of them if it is not immediately available at time of placement.
 - ii. Foster parents and Relative/non-relative Protective Services placements will be given 30 calendar days to provide this information if it is not immediately available at the time of placement.
- d. 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 to enroll the child in the data system.

B. Protective Services Expedite Placements: Placements are completed based on a referral from a Protective Services Partner (i.e. PCSO, ECA) and a completed expedite packet

- a. Case managers from referring agency will issue a referral and complete the packet either with the client or on the client's behalf.
- b. Packet will be delivered to Coalition staff located at the ECA office (or via fax if from Protective Service agencies in Pasco county) and will be reviewed for accuracy and completeness.
- c. Packet needs to include photo identification for the client and birth certificates for all child(ren) in the home which demonstrates parent/guardian relationship to child and US Citizenship status
 - i. Parents with in-home Protective Service placements will have this information requested of them if it is not immediately available at time of placement.
 - ii. Foster parents and Relative/non-relative Protective Services placements will be given 30 calendar days to provide this information if it is not immediately available at the time of placement.
- d. Placement will be completed within 48 hours. Case managers can either pick up the Certificate Voucher for the client or Coalition staff will mail the Certificate Voucher directly to the client. The Certificate Voucher must be signed by both the parent/guardian and the provider, and then submitted to the Coalition.

C. Unified Waiting List Placements: See Policy ELCPC – 60.1.8, Single Point of Entry and Unified Wait List (UWL).