

# Early Learning Coalition



of Pinellas County, Inc.

<b>Policy:</b> <b>ELCPC-60.1.5</b>	<b>Title: School Readiness Eligibility Redetermination</b>	
	<b>Review Date: August 2014</b>	<b>Next Review Date: August 2015</b>

**References:** 1002.87, F.S., 1002.88, F.S.

**Purpose:** To establish and maintain standardization of procedures for School Readiness eligibility redeterminations.

**Background:** The eligibility for School Readiness scholarships must be redetermined at least annually. The process is typically completed by mail.

**Policy:** At a minimum a redetermination must be conducted annually for each participant that receives School Readiness childcare services unless otherwise noted in the specific eligibility requirements of each billing group category. At the time of the participant's eligibility redetermination; verification of income, purpose for care and compliance with all eligibility requirements are evaluated. Participants with a referral must be redetermined no later than the end of the referral authorized eligibility end date and are based on a valid, written referral from the authorizing agency. Eckerd Community Alternatives and Department of Children and Families or designees share case status reports with the Coalition to establish continued eligibility in the place of a referral. Parents/guardians and providers are notified as a result of any redetermination or if a child is determined ineligible for a scholarship.

## **Procedures:**

### **A. Redetermination Packets:**

1. Packets are mailed to clients at least 45 calendar days prior to their redetermination date.
  - a. Parents/guardians must inform ELC of any change of address within 10 calendar days and must have a current address on file where mail can be received at all times.
  - b. Packets will include:
    - i. Personalized cover letter generated by parent name, which includes one letter for each child.

- ii. Redetermination Procedures Letter
- iii. Application for School Readiness which must be signed/completed
- iv. SR100 which must be signed/completed
- v. Child Support Forms (receipt/non-receipt)
- vi. Disability Form
- vii. School Verification Form
- viii. School Readiness Parent Handbook
- ix. SSI Documentation, if applicable
- x. Health and Disability Form

**B. Redetermination Packet Submission:**

1. The parent/guardian has the option to return their packet by mail and/or drop box, which is checked daily by ELC staff.
2. Completed packets must be received no later than 10 calendar days prior to the end date of participant's current eligibility.
  - a. If packets are received with less than 10 calendar days remaining before the end date, clients may be subject to private pay days depending on staff processing time.
  - b. If a packet is received after the redetermination date, the termination will stand and the parent/guardian will be given the option to re-apply to the Unified Waiting List if they continue to maintain eligibility criteria.

**C. Redetermination Packet Receipt:**

1. If packet is complete, the case will be processed and recertified on or before the recertification date.
2. If packet is incomplete, notices will be sent to the parent/guardian detailing what their last day of care is and what is needed to complete the packet..
  - a. The packet will be kept on file at the ELC office until termination is processed or additional documents are received and redetermination is processed.

**D. Redetermination of Client's Eligibility:**

1. A participant's eligibility will be recertified for verification of income, purpose for care, and compliance with all eligibility requirements. A new parent copayment may be assigned if applicable.
2. Once the participant has been recertified the parent and provider(s) are sent notification via mail detailing the new eligibility period and any other relevant information such as copayment changes.

## **E. Termination of Client's Eligibility:**

1. If a child is deemed ineligible, the scholarship will be terminated at the end of the authorization period or in 14 calendar days, whichever is shorter.
2. Termination notices are mailed to the parent and to the provider detailing the last day of care.
3. Once termination has been processed, a copy of the termination notices for parent/guardian and provider(s) are made and stamped with the following information: "Termination processed (date) by (staff name)". These copies are then mailed to client and provider(s) and entered into the Coalition's data system.